

Date: 20.04.2021

Municipal Commissioner's Circular No.02 of 2021-2022

In reference to the communiqué of Home & Hill Affairs Department, Government of W.B. , vide No. 715-Home(Cons.)/RIM(Cons.) – 92/2021 dated 17.04.2021, the Authorities of KMC have decided to take the following precautionary measurements/restrictions upto 30th April,2021 in order to combat, control and contain the spread of COVID-19 pandemic within the Office premises of KMC:

1. Effective enforcement on wearing masks, social distancing and other COVID-19 appropriate protocol in all office premises will be ensured strictly.
2. Sanitization of KMC offices shall be done on a frequent basis.
3. The Officers and staff of KMC who are using single allotted chamber for official work, are directed to attend Office as usual in a regular manner.
4. The Officers and staff of KMC who share their Officially allotted workplace with others, will attend office on a 50% rotational basis and the roster of duties of these staff/Officers may be decided by the concerned Controlling Officers/HoDs. However, the departments, which are engaged in discharging essential and emergency civic services , viz. C.M.E.(Civil), Sewerage and Drainage, Solid Waste Management, Lighting, Parks and Square, Roads, Bustee Cell, Market, Water Supply, Building, Supply, Health, Municipal Secretary, Roads and Ashphaltum Department and also the departments involved in collection of revenue for KMC like Assessment and Collection Department, Treasury, Finance and Accounts Department, may also follow this roster arrangement for attending office but they should ensure that essential services should not be hampered.

This is issued for information to all employees of the K.M.C. under the control of respective Controlling Officers and all concerned are requested to take necessary action accordingly.

This is issued in the interest of public service.

Copy to:

1. Administrators, KMC
2. CMF&A
3. P.A. to Mpl. Commissioner/Spl.M.C.(G&D/R/P)
4. All Controlling Officers/H.O.D.s
5. P.O./Addl.P.O./Manager(P)
6. Office Copy

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Municipal Commissioner
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The Kolkata Municipal Corporation

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