

Date: March 05, 2019

Municipal Commissioner's Circular No. 144 of 2018-19

1. Issue of I.D. Card:

As desired by Hon'ble Mayor, everybody starting from Hon'ble Mayor to each and every employee of the KMC, permanent as well as contractual, must have appropriate Identity Card. Municipal Secretary shall take necessary action for issuing Identity Cards for all employees including senior officials like MMIC, Municipal Commissioner and Spl. Municipal Commissioners also.

All employees shall carry the Identity Card during office hours. The employee shall be apprehended by the security personnel if Identity Card is not visible. Necessary instruction shall be issued to the Security personnel by Municipal Secretary.

2. Issue of Visitor's Slip:

To prevent the entry of unauthorized person and tout inside the CMO Buildings there should be strict vigil on all the entry points of the CMO Building of KMC where proper visitors slip shall be issued to each and every visitor at each entry point. The visitor's slip should indicate the officer concerned with whom the visitor wants to meet, the date, time and purpose of the visit. The security at the entry point shall check over the telephone at the entry point itself whether the officer concerned shall meet the visitor. If anybody is detected in the premises of the Head Office of KMC without proper visitor's slip the same person will be apprehended by the Police or by the security personnel posted at various places of the CMO Building of KMC.

Similarly Identity Card should also be issued for the authorized press personnel for gaining access to CMO Buildings. Further press personnel may be allowed entry into the KMC premises if the press personnel show the Card issued by the Govt. of West Bengal.

The same system should be followed at all Boroughs and other unit offices of KMC also.

Municipal Secretary shall take necessary action accordingly and shall issue necessary instruction to the Security personnel to implement the above measures.

3. Cleanliness of Office Premises:

Debris should be removed from all the pathways, corridors etc of the office premises of KMC. All urinals, bathrooms, washrooms & toilets should be cleaned periodically. All such urinals, bathrooms etc. shall display a chart indicating the last date of cleaning and the name and phone number of the person and/ or agency concerned who had cleaned the toilets, washrooms etc.

Caretaker shall monitor the same so that the cleaning charts are recorded properly in the CMO Buildings. The concerned staff of Municipal Secretary's Department shall monitor the cleaning and shall see that the cleaning charts are recorded properly in the Borough Offices.

Littering, spitting and smoking in the office premises of KMC are strictly prohibited. The security personnel shall apprehend the person causing such littering, spitting and smoking inside the premises. Boards may be affixed prohibiting littering, spitting and smoking inside the premises.

All types of vending shall be disallowed within the premises of KMC. Further the vendors using fire or heat source shall not be allowed within the premises of the Kolkata Municipal Corporation.

Municipal Secretary shall take necessary action accordingly.

4. Union Office spaces to be reorganized:

Mpl. Secretary shall meet with the recognized Unions and ask them not to paste posters in the haphazard manner and pasting of posters shall only be allowed in the earmarked places.

Union office spaces should also be reorganized properly so that the main function of the KMC and its offices are not hampered. Municipal Secretary shall take necessary action accordingly.

All the above actions shall be taken by Municipal Secretary as the Nodal Officer with the assistance of Director Generals and Controlling Officers.

This has the approval of Hon'ble Mayor vide order dated 02/03/2019.


Municipal Commissioner
5/3/19

Distribution:

1. P.A. to Hon'ble Chairperson
2. OSD to Hon'ble Mayor
3. P.A. to Hon'ble MMIC (All)
4. Borough Chairperson (Borough I to Borough XVI)
5. Special Municipal Commissioner (Revenue)
6. Special Municipal Commissioner (Gen., Dev. And Supply)
7. Municipal Secretary
8. All Controlling Officers
9. All Heads of Departments