



HOWRAH MUNICIPAL CORPORATION

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Grievance redressal : +91-33-26370209

Memo No. 163/Commr/2019-20

Dated.21/03/2020

ORDER

Dated. 21st.March,2020

Sub :: Preventive measures to contain spread of Covid-19-reg.

Ref :: Order no. 1346-FP(@) dated.20/03/2020 of Additional Chief Secretary, Finance Department, Govt of West Bengal

In the event of outbreak of Novel Coronavirus (Covid-19) and apprehension of its spread through human contact, it is hereby ordered to take the following measures, in consonance with order of Finance Department as above-

- All Departments, **excepting those Departments providing essential/emergency services and those who are taking measures to combat Covid-19 (as in Annexure-I)**, will prepare weekly roaster duty, employing 50% of regular work force per day. As such, employees will attend office on weekly basis, as per the said roaster. HoDs will prepare such roaster and shall be responsible for its implementation. Those who are not attending office, for the weekly off period as per roster, shall be treated as present, as per certification of HoDs.
- However, this should not disturb the work related to transfer of fund, clearing of bills etc towards the closing of Financial Year.
- Moreover, the Officials who would not attend office due to introduction of such roster, shall make themselves available over phone and other electronic means of communication all the time. They must attend office, if called for, in the exigency of work.
- **The Officers and staffs engaged in providing essential/emergency services and those who will not be put on roaster duty in combating Covid-19 (as in Annexure-I)**, will be given Compensatory Casual Leave (CCL) to be availed after Puja Holidays this year.
- **The counters for receiving Property Tax and License Fee shall remain closed for 2(two) weeks or until further order, whichever is earlier.** Penalty & Interest that may accrue for non payment of Tax/Fee due to closure of such counters, shall be waived by concerned HoDs.
- The receiving section shall use drop-box for receiving of letters etc. Roads & Buildings Department will make necessary arrangement.
- Entry of visitors should be minimized, as far as practicable. All the Departments shall allot 2(two) hours in each day to address public query. However they are advised keep distance of atleast 3 meters from the visitors.
- All visitors shall have to be sanitized at the time of entry in Office premises. Health Department shall supply necessary sanitisers and Roads & Building Department will arrange manpower for the work.


Commissioner

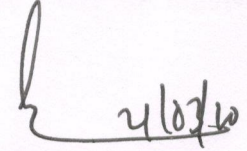
Howrah Municipal Corporation

Memo No. 163/1(10)/Commr/2019-20

Dated.21/03/2020

Copy forwarded for favour of information and necessary compliance to:-

1. Dy. Commissioner-I, HMC, 2. Dy. Commissioner-II, HMC 3. Controller of Finance, HMC, 4. The Chief Auditor, HMC 5. Secretary & O.S.D, Bally Sub-Office 6. Sri _____ HoD(All), HMC. 7. HoD(IT),HMC to upload this order in official website of HMC 8.OC (Media Cell),HMC to upload in suitable manner in FB page of HMC 9. Commissioner's File, 10. Dept. Guard File.

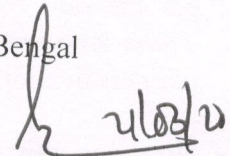


Commissioner
Howrah Municipal Corporation
Dated.21/03/2020

Memo No. 163/2(6)/Commr/2019-20

Copy forwarded for information to :-

1. Sri Arup Roy, Hon'ble Minister-in-Charge, Govt. of west Bengal
2. Sri Laxmi Ratan Shukla, Hon'ble Minister of State, Govt. of West Bengal
3. Sri Prasun Banerjee, Hon'ble Member of Parliament, West Bengal
4. Ms Baishali Dalmia, Hon'ble Member of Legislative Assembly, West Bengal
5. Sri Jatu Lahiri, Hon'ble Member of Legislative Assembly, West Bengal
6. Sri Brajamohan Majumdar, Hon'ble Member of Legislative Assembly, West Bengal

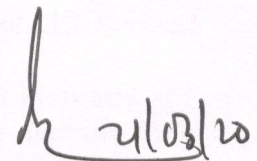


Commissioner
Howrah Municipal Corporation
Dated.21/03/2020

Memo No. 163/3(3)/Commr/2019-20

Copy forwarded for information to –

1. The Principal Secretary to the Govt. of West Bengal, Urban Development & Municipal Affairs Department, Nagarayan, DF-8, Sector-I, Bidhannagar, Kolkata-700064
2. The District Magistrate, Howrah
3. The Commissioner of Police, Howrah



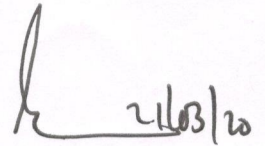
Commissioner
Howrah Municipal Corporation

Annexure-I

Ref order No.163/Commr/2019-20 dated.21/03/2020

In combating Covid-19, Essential/Emergency services and others not put on roster duty, is defined in the following manner-

Emergency service	Officers and staffs attached with <ul style="list-style-type: none">➤ Conservancy works➤ Control room duty➤ Ambulance service➤ Burning Ghat➤ Burial Ground➤ Hospitals➤ Vector Control
Essential Service	Officers and staffs attached with <ul style="list-style-type: none">➤ Water Supply➤ Water Works
Others not be put on roaster duty	<ul style="list-style-type: none">➤ Officers and staffs attached with Health Services (as per Order no. Health/226/2019-20 dated.19/03/2020➤ All Group-A Officers



Commissioner
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