



HOWRAH MUNICIPAL CORPORATION

Central Office : 4, Mahatma Gandhi Road, Howrah-711-101

Tele : (91-033) 2638-3211-13, Fax : (91-033) 2641-2214/5846/5218

Grievance redressal : +91-33-26370209


Memo No. 164/Commr/2019-20

Dated.23/03/2020

ORDER

In compliance of the Order issued by the Health & Family Welfare Department, Government of West Bengal, vide Memo No H&FW/120/20, read with the Order of the Chief Secretary, Government of West Bengal No H&FW/121/20, both dated 22.03.2020 and in partial modification of the previous Order of the undersigned with regard to adoption of preventive measures in the establishments of this Corporation to contain the probable spread of Novel Coronavirus (COVID – 19) through possible human contact as communicated vide Memo No 163 /Commr./2019-20, dated 21.03.2020, following measures will be taken with immediate effect :

- (1) All Departments of the Howrah Municipal Corporation except those specifically mentioned in the Annexure-I shall remain closed upto 27.03.2020 or until further order, whichever is earlier.
- (2) However, this should not disturb the work related to transfer of fund, clearing of bills etc. towards the closing of the financial year and preparation of salary bills of the employees.
- (3) The officers and staff engaged in providing Essential / Emergency services and those who will put to duty during this period, as mentioned in Annexure – I, will be given Compensatory Casual Leave to be availed after Puja Holidays this year.
- (4) Further, officials who would not attend office duty during this period, particularly all Group-A Officers, shall make themselves available over phone and other electronic means of communication all the time. Moreover, they must attend office, if called for, during exigencies.

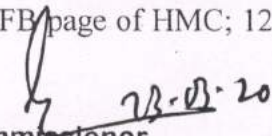

23.03.20
(BIJIN KRISHNA, IAS)
Commissioner,
Howrah Municipal Corporation

Memo No.164/1(13)/Commr/2019-20

Dated.23/03/2020

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

1. Dy. Commissioner – I; 2. Dy. Commissioner-II; 3. Controller of Finance; 4. Chief Auditor; 5. Secretary & OSD, Bally Sub Office; 6. Engineering Advisor; 7. All H.O.D; 8. All E.E / A.E & In-Charge Br. Officer, Br. I to VII; 8. E.E, Sarat Sadan; 9. Plant Supdt. Padma Pukur & Sreerampur Water Works; 10. H.O.D (I.T) – to upload this order in the Official Website of HMC; 11. O.C (Media Cell)- to upload in suitable manner in the official FB page of HMC; 12. Commissioner's File; 13. Dept. Guard File .

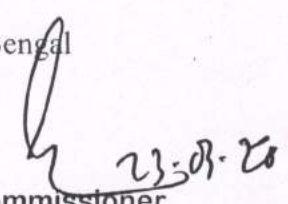

Commissioner,
Howrah Municipal Corporation

Memo No.164/2(6)/Commr/2019-20

Dated.23/03/2020

Copy forwarded for information to:-

1. Sri Arup Roy, Hon'ble Minister-in-Charge , Dept. of Co-operation, Govt. of West Bengal,
2. Sri Laxmi Ratan Shukla, Hon'ble Minister of State, Dept. of Sports & Youth Affair, Govt. of West Bengal,
3. Sri Prasun Banerjee, Hon'ble Member of Parliament, India,
4. Sri Brajamohan Majumdar, Hon'ble Member of Legislative Assembly, West Bengal,
5. Sri Jatu Lahiri, Hon'ble Member of Legislative Assembly, West Bengal,
6. Smt Baishali Dalmia, Hon'ble Member of Legislative Assembly, West Bengal

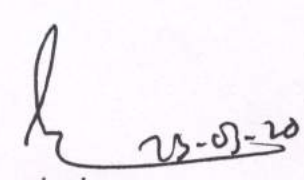

Commissioner,
Howrah Municipal Corporation

Memo No.164/3(3)/Commr/2019-20

Dated.23/03/2020

Copy forwarded for information to:-

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


Commissioner,
Howrah Municipal Corporation

Annexure-1

In combating COVID-19, Essential / Emergency services and others put on duty is defined in the following manner :-

Emergency Service Officers and staff attached with

- Conservancy work
- Control room duty
- Ambulance service
- Burning Ghat
- Burial Ground
- Hospitals
- Vector Control

Essential Service Officers and staff attached with

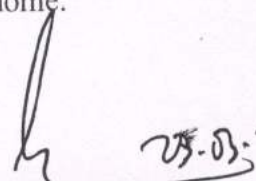
- Water Supply
- Water Works

Others put on duty Officers and staff attached with

- Health services (as per Order no. Health/226/2019-20 dated.19/03/2020)
- Bally Sub Office and all Borough Offices
- Lighting Dept.
- Disaster Management
- I.T Dept.
- Motor Vehicles Dept.
- Accounts Dept. (for bill & salary payment)
- Personnel Dept.(for preparation of salary payment)
- E.O.B Dept.
- Establishment of Commissioner /Dy. Commissioners/Secretary

'Others put on duty' **except Health Department**, will keep skeleton staff to combat emergent situations that may arise.
Personnel Department & IT Department will work for payment of salary & remunerations etc. in co-ordination with Controller of Finance, HMC.

Media Cell will work, as far as possible, from home.


25.03.20
Commissioner,
Howrah Municipal Corporation