INFORMATION TECHNOLOGY DEPT. S.L. NO. RECEIVED 105 22 APR 2022 THE KOLKATA MUNICIPAL CORPN.

THE KOLKATA MUNICIPAL CORPORATION
PERSONNEL DEPARTMENT
5, S.N.BANNERJEE ROAD, KOLKATA – 700 013.

Dated: 19.04.2022

Chief Manager (Personnel)'s Circular No. 05 / I of 2022-23

Sub: Guidelines regarding sanction of Special Leave with full pay to K.M.C. employees suffering from Cancer, 100% Renal Failure & AIDS.

Ref : Chief Manager (Personnel)'s Circular NO. 14/2014-15 dated 27.09.2014

Attention of all concerned is drawn to Chief Manager (P)'s Circular No. 14/2014-15 dated 27.09.2014 related to granting of Special Leave with full pay to K.M.C employees suffering from cancer, 100% Renal Failure & AIDS.

It has been found that concerned Departments of KMC are not following the above referred circular in its letter & spirit. It is unwanted.

Accordingly, this is to reiterate that all files related to Special Leave will invariably be routed in the following manner :

1) All applications for granting of Special Leave in above-mentioned cases will be placed to Medical Board, K.M.C. **through Personnel Department** for its recommendation.

2) Medical Board, KMC will forward their recommendation / opinion i.c.w. granting of Special Leave **to the Personnel Department** for approval of Special Leave by the competent authority.

3) The Special Leave, sanctioned once, will remain valid for Six (06) months or till recovery/ death/ retirement on superannuation whichever is earlier.

Department Concerned ⟹ **Personnel Department** ⟹ Health Department (Med.Board) ⟹ **Personnel Department** ⟹ Department Concerned.

All other formalities will remain unaltered as per above referred circular.
The Circular referred above & enclosed herewith may strictly be followed.
This Circular is issued as per approval of Special Municipal Commissioner (R/S/P) dated 07.04.2022.

Chief Manager (Personnel)