Citizen's Charter of Service Records and Accounts Cell (Pension, P. F., H. B. L. & Staff Quarter) Department

Name of the Department	Service to the Citizens including employees and Ex-employees	Total fees payable (as applicable)	(Suggested) Further suggest the number of paper formalities which can be done away with	On-line application and E-mail address - to whom the application to be submitted	Contact person for inquiries with telephone number	Contact person for complaints and suggestions with telephone number
Service Records and Accounts Cell	A. Preparation of salary through computerized payroll system. – Ensures remitting of KMC salary to the respective bank accounts of the KMC employees. B. Payment of terminal benefits. – Release the payments of terminal benefits to the retired KMC employees on the very next working days of their superannuation dates and the legal heirs/family of deceased KMC employees. C. Updation of Service Books of A Category employees of KMC. (Pre revised A & B) – Updates service books of A (pre-revised A&B) category KMC employees on the basis of available reports issued by the departments where the concerned officer is posted. D. Preservation of ACR and generation of reports for awarding promotion. - Preserves year-wise ACR of all A category KMC officers and relating to submission of year-wise ACR for awarding promotion to the eligible candidates.	N. A.	N. A.	N. A.	Shri Harshaya Dutta Roy, Chief Manager (SR&AC, Pension, PF, GI, HBL, Staff Quarter) Ph. No. 2286-1032	Shri Harshaya Dutta Roy, Chief Manager (SR&AC, Pension, PF, GI, HBL, Staff Quarter) Ph. No. 2286-1032

Sd/-
Jt. Mpl. Commissioner (G & D)

Sd/-
Chief Manager (SR&AC, Pension, PF, HBL & Staff Quarter)