

Government of West Bengal
Department of Urban Development & Municipal Affairs
Nagarayan Bhavan, Block-DF-8, Sector-I, Salt Lake City, Kolkata, West Bengal 700064

Memo No:247/MA/O/LSG/CC/2A-3/2019

Dated, Kolkata, the 24th of Dec, 2019

Notification

A committee comprising of the following members is hereby constituted to consider & recommend changes to the staffing pattern within the Kolkata Municipal Corporation:

1. Smt. Sujata Ghosh, IAS, Commissioner, Department of Urban Development & Municipal Affairs, Chairman of the Committee.
2. Smt. Kritika Sharma, IAS, Joint Secretary, Department of Urban Development & Municipal Affairs
3. Shri Sourav Chaki, WBCS (Exec.) Joint Secretary, Department of Urban Development & Municipal Affairs,
4. Shri Bhaskar Ghosh, Chief Manager, Personnel, KMC
5. Shri. Debatosh Dasgupta, Chief Manager, Finance & Accounts, KMC, Member Convener.

The Accountability & scope of the Committee shall be defined in relation to the Terms of Reference as attached herewith. As directed, the committee shall submit the report within 45 days from the issue of the notification.

This has the approval of the Principal Secretary of this Department.

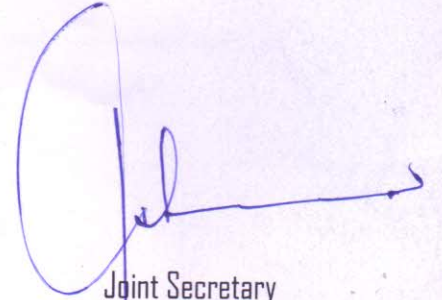

Joint Secretary
To the Government of West Bengal
Department of UD&MA

Memo No- 248/MA/O/LSG/CC/2A-3/2019

Dated, Kolkata, the 24th of Dec, 2019

Copy forwarded for information & necessary action to:

1. OSD to the Hon'ble Mayor, KMC, 5, S.N. Banerjee Road, Kolkata-700013
2. Smt. Sujata Ghosh, IAS, Commissioner, Department of UD&MA.
3. Smt. Kritika Sharma, IAS, Joint Secretary, Department of UD&MA.
4. Shri Sourav Chaki, WBCS (Exec.) Joint Secretary, Department of UD &MA.
5. Shri Bhaskar Ghosh, Chief Manager, Personnel, KMC.
6. Shri Debatosh Dasgupta, Chief Manager, Finance & Accounts, KMC.
7. Sr. PA to the Principal Secretary, UDMA, Department.
8. PA to the Commissioner, Kolkata Municipal Corporation.
9. IT cell of this Department.



Joint Secretary
To the Government of West Bengal
Department of UD&MA



Department of Urban Development & Municipal Affairs

Terms of Reference of the Staffing Committee formed vide Order No- 247/MA/O/LSG/CC/2A-3/2019, dated 16.12.19 of the Principal Secretary, UDMA Department & circulated vide Memo No:248/MA/0/LSG/CC/2A-3/2019 dated 16.12.19

Objective:

To rationalize & restructure the staffing pattern within the Kolkata Municipal Corporation.

Membership:

The committee shall comprise of 5 members in total.

- Smt. Sujata Ghosh, IAS, Commissioner, Department of Urban Development & Municipal Affairs
- Smt. Kritika Sharma, IAS, Joint Secretary, Department of Urban Development & Municipal Affairs
- Shri Sourav Chaki, WBCS (Exec), Joint Secretary, Department of Urban Development & Municipal Affairs
- Shri Bhaskar Ghosh, Chief Manager(Personnel), KMC
- Shri Debatosh Dasgupta, Chief Manager, Finance & Accounts, KMC

A sub-committee shall be formed as per the resolution of the meeting held in the chamber of the Commissioner, KMC on 11.12.19 comprising of the following members:

- OSD (Personnel- Engineering)
- Personnel Officer
- Additional CMF&A (A/C)
- Additional P.O
- Manager (Personnel)

The scope & accountability of the Sub-Committee shall be co-terminus with that of the Committee. The Sub-Committee shall maintain a record of its findings & arrange for putting up the same to the Committee in its meetings.

Chair/Vice Chair & Member Convener

To be Nominated by the Principal Secretary, Department of UD&MA.

Quorum

The quorum of the committee shall be 3 Committee members.

In attendance

Any concerned Officer from the Department or the Corporation may be requested to attend the meetings of the committee when required, with prior intimation to the committee members & the attendee.

Meetings

meetings shall take place with prior written intimation to the members.

Minutes

Minutes of all meetings will be recorded by the Proper Officer (or delegated) and circulated to all members of the committee

Accountability & scope

The Staffing Committee has delegated powers to act on behalf of the Department of Urban Development & Municipal Affairs, Government of West Bengal in relation to the defined terms of reference only.

Terms of Reference

- To consider and recommend changes to the staffing pattern deemed necessary to comply with the changing nature of the services being offered by the Corporation. This includes, but is not limited to, the abolition/restructuring of redundant posts & inclusion of posts relevant to the changing modes of service delivery as well as those necessitated by the introduction of new schemes & civic amenities.
- To explore the nature & category of services which could be outsourced based on cost & efficiency considerations without compromising on the core functionalities of the Corporation.
- To consider & recommend changes to the Recruitment Regulations made from time to time. This will include, among other things, considering the inclusion of Direct Recruitment process for the appointment to the various poly-technical posts within the Corporation.
- To consider & recommend the feasibility of the adjustment of the existing contractual staff engaged with the Corporation (at the time of the formation of the committee) against the available vacancies within the KMC.
- To consider rationalization/restructuring of the Departments within the Corporation. This will include, but will not be limited to, the merger of the various technical & non-technical departments as far as practicable after considering the nature of services provided by them.

The Staffing Committee's Terms of Reference may be reviewed by Competent Authority from time to time.