

COMPENDIUM

VOLUME - III



DEPARTMENT OF HIGHER EDUCATION
GOVERNMENT OF WEST BENGAL

COMPENDIUM

VOLUME - III

Important Govt. Orders, Notifications, Circulars
and Allied Matters Relating to Social Education,
Budget and Reservation etc.



**DEPARTMENT OF HIGHER EDUCATION
GOVERNMENT OF WEST BENGAL**

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Dr. Partha Chatterjee



Minister-in-charge
Departments of Higher Education,
School Education, Parliamentary Affairs
Government of West Bengal

Message

It is a pleasure to see that Higher Education Department has complied the Government Orders, Circulars and Notifications in three Volumes viz. Volume I, Volume II and Volume III.

It is a fact that different orders, Notification & Circulars have been issued at different time for academic activities which was necessary for compilation.

Since 2011 numbers of new colleges and universities have been established and opened a new arena for pursuing the higher studies of our new generation. New set up Universities and colleges also get such orders, Notification & Circulars in a compiled way.

Hope, each Volume of Compendium will be great help to all concerned.


(Dr. Partha Chatterjee)

PREFACE

It is pleasure to say that Higher Education Department has compiled with different Government orders, Circulars, Notifications issued by this Department, UGC & other Govt. Departments. The Compendium is published in three volumes (Volume I, II &III) making it handy and useful to the Universities, Colleges, Technical Institutions and all Directorates.

Volume I contains the relevant orders, Circulars & Notifications issued in connection with Universities by Higher Education Department, UGC and Ministry of Human Resource Department.

Volume II contains the relevant orders, Circulars & Notifications issued in connection with Govt. Colleges and State aided colleges and Technical Institutions by Higher Education Department.

Volume III contains the relevant orders, Circulars & Notifications issued in connection with Social Education, Budget by Higher Education Department and also relevant order in connection with reservation issued by Backward Classes Welfare Department. Beside this, Miscellaneous order issued time to time as per requirement for maintaining academic standard and congenial atmosphere in the Universities, Colleges and other Educational Institutions have also been incorporated in this Volume.

I am confident that the compilation will be great useful to the Universities, Colleges, Technical Institutions and all Directorates during implementing the academic activities.

This is to place on record the wholehearted appreciation and gratitude to Dr. Partha Chatterjee, Hon'ble Minister-in-Charge, Higher Education Department for his advice and guidance on enrichment of this compendium. Special appreciation is recorded towards all colleagues of this Department especially Sri Siladitya Basuray, Special Secretary, Sri Arup Sengupta, Special Secretary, Sri Jaydip Mukhopadhyay, Special Secretary, Smt. Chandani Tudu, Special Secretary, Dr. Jayasri Ray Chaudhuri, DPI, Sri Pranabesh Das, DTE, Sri Sukanta Acharjee, PS to Hon'ble MIC, Sri Jayanta Dhali, Sr. Law Officer, Sunit Mondal, OSD, Sisir Datta, Aditya Santra and all those involved in preparing this document.

We will appreciate any constructive suggestion and comments to further enrich this work.



(Manish Jain)
Principal Secretary

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Government of West Bengal
Higher Education Department
(Social Education Branch)
Bikash Bhavan, Salt Lake. Kolkata- 700 091

No. 27 - Edn (SE) /10M-15/14

Dated, 08th May, 2015

Guidelines for Release of Grants-in-aid under the Plan Head

“001-Improvement and Development of Organizations devoted to Cultural, Aesthetic and Educational Activities”

1. Who can apply:

Any organisation/ Trust / Society in the State of West Bengal registered under any Act of Central or State Govt, and devoted to promotion of cultural, aesthetic and educational activities may submit a Proposal/Project/Scheme for promotion of educational, cultural and aesthetic advancement in the Society and pray for sanction of fund under this head if:

- a) Its renewal of registration is up to date;
- b) Audit, covering at least past five years, has been done up to date and maintenance of accounts is satisfactory as per audit report;
- c) Its financial condition as per last audit report justifies sanction of Govt, grant;
- d) It is not a commercial or profit-making organisation;
- e) It is promoting higher education and research in the field of social science, basic science, literature, language, fine arts, performing arts etc. for the benefit of the society at large.

2. How to apply:

There is no prescribed format for application. An Organisation may submit a Proposal/ Project / Scheme supported by the following information/documents with a forwarding letter seeking sanction of the Project / Scheme and release of fund. The Project / Scheme/Event should promote educational, cultural and aesthetic advancement in Society, and should clearly bring out:

- a) Name of the Project / Scheme / Event
- b) Its objective
- c) The budget showing detailed item-wise expenditure
- d) Its impact on society in terms of promotion of educational, cultural and aesthetic activities
- e) An undertaking is to be furnished to the effect that:
 - (i) The Project, when implemented, will promote educational, cultural and aesthetic activities;
 - (ii) It will observe / abide by the attendant financial formalities of the State Govt, in utilization of grant sanctioned and submit utilisation certificate within the prescribed time frame;
 - (iii) It will submit on quarterly basis physical and financial progress on progress of execution of Project / Scheme / Event with effect from the drawal of grant till completion of the Project;

Compendium

- (iv) It will state/ announce upfront, for information of the public, (in posters, banners, foundation stone, journals, Annual Report etc.) that the Project / Scheme / Event is being or has been executed with financial assistance of the State Govt.;
- f) Documents/photographs in support of expenditure of funds received earlier for any Project/Scheme/Event from the Higher Education Department
- g) A year-wise statement showing annually the funds, if any, received from the Higher Education Department in the previous years and Utilization Certificate for the previous grant, if any
- h) Such other information/documents as may be required by the Department / enquiring Officer/(s) at the time of the processing of the proposal.

3. Last date for submission of Proposal/Project / Scheme:

A brief advertisement will be issued in a Bengali and English Daily in the first quarter of the financial year, followed by the posting of the details of the guidelines for applying for the grants in aid, on the Higher Education Department's website.

As far as practicable, an organization shall have to submit the Project / Scheme within 31st July of a financial year for it to be considered for sanction of fund within that financial year.

4. Modalities for release of Grant in aid :

Depending on the availability of funds, the State Government may release only a part of the fund requested and require the Organization to bear the remaining cost, and further, the sanctioned fund may be released in such number of instalments as may be considered necessary.

5. Organizations already getting Grant in aid:

The organisations which have been receiving grant-in-aid from this Department on a consistent and regular basis need to apply afresh for sanction of fund under this head.

By order of the Governor,

Sd/-(Vivek Kumar)

Principal Secretary

Dated, 08th May, 2015

No. 27/1(24)Edn (SE) /10M-15/14

Copy forwarded for information and necessary action to the:-

1. Accountant General (A & E), West Bengal
2. Accountant General (Audit), West Bengal
3. Director of Public Instructions, West Bengal
4. Joint Director of Public Instructions (NGC), West Bengal
5. Pay & Accounts Officer, Kolkata Pay & Accounts Office - III
6. Financial Advisor, Education, Bikash Bhavan

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

7. Finance Department of this Govt.
8. Budget Branch, Higher Education Department of this Govt.
9. The P.S. to Hon'ble MIC, Higher Education Department of this Govt.
10. The P.A. to the Principal Secretary, Higher Education Department of this Govt.
11. The Statistical Cell, Higher Education Department of this Govt, with the request to upload the matter in this Departments website.
12. The Director, Indian Association for the Cultivation of Science, 2A & B, Raja S.C. Mallick Road, Jadavpur, Kolkata - 700 032.
13. The Registrar, Institute of Historical Studies, 8/1, Loudan Street, Pooja Appartment, Kolkata - 700 017.
14. The Registrar, Centre for Studies in Social Sciences, Calcutta, R-1, Baishnabghata-Patuli Township, Kolkata - 700 094.
15. The Secretary, Ramakrishna Mission Institute of Culture, Golpark, Kolkata - 700 029
16. The Director, Netaji Institute for Asian Studies, 1, Woodburn Park, Kolkata - 700 020
17. The Director, Institute of Development Studies Kolkata, 27/D, DD Block, Sector - I, Salt Lake, Kolkata - 700 064
18. The Director, Bankim Bhavan Gaveshana Kendra, Kantalpara, Naihati, Dist. - North 24 Parganas, PIN - 743 165.
19. The Director, Institut de Chandernagore, Hooghly
20. The Director, Jagadis Bose National Science Talent Search, 1300 Rajdanga Main Road, Kasba, Kolkata- 700 107.
21. The Secretary, Bangiya Sahitya Parishat, 243/1, A.P.C. Road, Kolkata - 700 006.
22. The Director, Indian Centre for Space Physics, 43, Chalantika, Garia Station Road, Kolkata -700 084.
23. Guard File
24. _____

Joint Secretary
to the Govt, of West Bengal

Compendium

**Government of West Bengal
Department of Higher Education
Social Education Branch
Bikash Bhavan, Salt Lake, Kolkata - 700 091**

No.94 -Edn(H/SE)/1G - 15/09

Dated:26.08.2016

NOTIFICATION

The proposal for introduction of General Provident Rules for the whole-time regular employees of Jagadis Bose National Science Talent Search, 1300, Rajdanga Main Road, Kasba, Kolkata - 700 107 was under active consideration of the Government.

2. The undersigned is now directed by order of the Governor to say that after careful consideration of the above proposal, the Governor has been pleased to bring all the whole-time regular employees (both academic and non-academic staff) of Jagadis Bose National Science Talent Search under the purview of Jagadis Bose National Science Talent Search (JBNSTS), Kolkata General Provident Fund Rules.

3. This will take effect from the 1st September, 2016.

4. This is issued in terms of the power delegated by the Finance Department, Audit Branch vide their Notification No. 3072-F(J) W.B. dated 02.08.2016.

By order of the Governor
Sd/- S.Kundu
Assistant Secretary to the
Government of West Bengal

No.94/1(8)-Edn(H/SE)/1G - 15/09

Dated:26.08.2016

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata -700 001.
2. The Director of Pension, Provident Fund & Group Insurance, West Bengal, Purta Bhavan, Bidhannagar, Kolkata - 700 091.
3. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - III, IB Market, Sector -III. IB Block, Bidhannagar, Kolkata-700 091
4. The Director, Jagadis Bose National Science Talent Search, 1300, Rajdanga Main Road, Kasba, Kolkata-700 107.
5. The DPI, WB, Bikash Bhavan, Salt Lake, Kolkata - 700 091.
6. The Jt. DPI (NGC), WB, Bikash Bhavan, Salt Lake, Kolkata - 700 091.
7. The Finance (Group - J) Department of this Government
8. The P.A. to the Principal Secretary, Higher Education Department of this Government

Assistant Secretary to the Government of West Bengal

Government of West Bengal
Department of Higher Education, Science and Technology and Biotechnology
Social Education Branch
Bikash Bhavan, Salt Lake, Kolkata - 700 091

No.57-Edn(H/SE)/1E -1/2007

Dated:21.03.2017

NOTIFICATION

The proposal for introduction of General Provident Rules for all the willing and eligible employees of Institute of Development Studies Kolkata, DD 27/D, Sector - I, Salt Lake, Kolkata - 700 064 was under active consideration of the Government.

1. The undersigned is now directed by order of the Governor to say that after careful consideration of the above proposal, the Governor has been pleased to bring all the willing and eligible employees of Institute of Development Studies Kolkata, DD 27/D, Sector - I, Salt Lake, Kolkata - 700 064 under the purview of Institute of Development Studies Kolkata General Provident Fund Rules.

2. This will take effect from the 1st April, 2017.

3. This is issued in terms of the power delegated by the Finance Department, Audit Branch vide their Notification No. 800-F(J) W.B. dated 02.03.2017.

By order of the Governor
Sd/- S.Kundu
Assistant Secretary to the
Government of West Bengal

No.57-1(9) -Edn(H/SE)/1E -1/2007

Dated:21.03.2017

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700 001.
2. The Director of Pension, Provident Fund & Group Insurance, West Bengal, Purta Bhavan, Bidhannagar, Kolkata-700 091.
3. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - III, IB Market, Sector - III, IB Block, Bidhannagar, Kolkata - 700 091
4. The Director, Institute of Development Studies Kolkata, DD 27/D, Sector - I, Salt Lake, Kolkata - 700 064.
5. The DPI, WB, Bikash Bhavan, Salt Lake, Kolkata - 700 091.
6. The Jt. DPI (NGC), WB, Bikash Bhavan, Salt Lake, Kolkata - 700 091.
7. The Finance (Group - J) Department of this Government
8. The Financial Advisor, Education, Bikash Bhavan, Salt Lake, Kolkata -700 091.
9. The P.A. to the Principal Secretary, Higher Education Department of this Government

Assistant Secretary to the Government of West Bengal

Compendium

Government of West Bengal
Department of Higher Education, Science and Technology and Biotechnology
Social Education Branch
Bikash Bhavan, Salt Lake, Kolkata - 700 091

No.60-Edn(H/SE)/5I - 2/99 (Pt - II)

Dated:22.03.2017

From :The Assistant Secretary to the Government of West Bengal

**To : The Director,
Institut de Chandernagor,
Chandernagore, Hooghly.**

Subject: Permanent Advance

Sir,

I am directed to say that the Governor has been pleased to allow a Permanent Advance of Rs.10,000/- (Rupees ten thousand) only to meet up daily expenses of Institut de Chandernagor, Chandernagore, Hooghly.

This has the concurrence of the Finance Department vide their U.O. No. Group-T/2016-2017/0795 dated 07.02.2017 read with the Group - 'B' U.O. No.75-EH/SE/5I -2/99 (Pt.-II)/2017 dated 13.02.2017.

Yours faithfully,

Sd/- S.Kundu

Assistant Secretary to the Government of West Bengal

No.60/1(6)-Edn(H/SE)/5I - 2/99 (Pt - II)

Dated:22.03.2017

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal
2. The Finance (Group - T) Department of this Government
3. The Finance (Group - B) Department of this Government
4. The Secretary to the Governor, West Bengal, Raj Bhavan, Kolkata - 700 062
5. The Treasury Officer, Chandernagore Treasury, Chandernagore, Hooghly
6. The Accounts Officer, Institut de Chandernagor

Assistant Secretary to the Government of West Bengal

Government of West Bengal
Department of Higher Education, Science and Technology and Biotechnology
Social Education Branch

Bikash Bhavan, Salt Lake, Kolkata - 700 091

No.102 -Edn(H/SE)/10M - 11/2006

Dated: 04.05.2017

From :Shri D.K. Hazra, WBSS,

Joint Secretary to the Government of West Bengal.

To : The Director of Public Instructions, West Bengal.

Subject: Renewal of the License i.f.o. Sarat Samity for use of the residential house of Sarat Chandra Chattopadhyay for protection of the memories of the eminent author at 24, Ashwini Dutta Road, Kolkata - 700 029 - regarding.

Sir,

In continuation of this Department's earlier Memo. No.201-Edn(H/SE)/10M - 11/2006 dated 17.08.2012 and after careful consideration of the matter, the undersigned is directed by order of the Governor to say that the Governor is pleased to renew the license i.f.o. Sarat Samity for use of the residential house of Sarat Chandra Chattopadhyay at 24, Ashwini Dutta Road, Kolkata - 700 029 for protection of the memories of the eminent author for a further period of 4 (four) years with effect from 01.08.2015 subject to the following terms and conditions:-

- a) Without any prior permission of the Government of West Bengal, Sarat Samity will, in no way, be the owner of tenancy or any such other ownership of the said property.
- b) Sarat Samity will arrange for display of the articles, materials etc. in the bed room of Sarat Chandra as it was during the life time of the great author, as practicable as possible.
- c) Sarat Samity may avail of the 'Baithakkhana' room along with the premises/ rooms at the ground floor of the said property for holding seminars, literary and memorial conferences etc.
- d) For the purpose of proper protection of the memories of the great author, Sarat Samity will do the proper maintenance and repair works of the said residential place, as and when required, from their resources and they will never claim any grants from the Government for the said works. It is also to be mentioned here that Sarat Samity will never claim any ownership of the residential place for conducting the said maintenance and repair works from their own resources.
- e) Sarat Samity will bear the cost of electricity for the portion(s) of the property availed by them.
- f) Sarat Samity is liable to release its possession on the said property if the Government orders in one month's notice.
- g) Sarat Samity will furnish an undertaking in respect of carrying out the aforesaid terms and conditions.

Yours faithfully,

Sd/- D.K.Hazra

Joint Secretary to the Government of West Bengal.

Compendium

No.102/1(4)-Edn(H/SE)/10M -11/2006

Dated:04.05.2017

Copy forwarded for information and necessary action to:-

1. The General Secretary, Sarat Samity, 24, Ashwini Dutta Road, Kolkata -700 029.
2. The Private Secretary to Hon'ble MIC, Department of Higher Education, Science and Technology and Biotechnology of this Government
3. The P.S. to the Principal Secretary, Department of Higher Education, Science and Technology and Biotechnology of this Government
4. The Jt.DPI (NGC), West Bengal

Assistant Secretary to the Government of West Bengal

**Government of West Bengal
Department of Higher Education, Science and
Technology and Biotechnology
Social Education Branch
Bikash Bhavan, Salt Lake, Kolkata - 700 091**

No.205-Edn(H/SE)/5P -01/12

Dated: 07.11.2017

NOTIFICATION

The proposal for introduction of General Provident Rules for all the willing and eligible employees of Netaji Institute for Asian Studies, 1, Woodburn Park, Kolkata - 700 020 was under active consideration of the Government.

1. The undersigned is now directed by order of the Governor to say that after careful consideration of the above proposal, the Governor has been pleased to bring all the willing and eligible employees of Netaji Institute for Asian Studies, 1, Woodburn Park, Kolkata - 700 020 under the purview of Netaji Institute for Asian Studies, Kolkata General Provident Fund Rules.

2. This will take effect from the 1st November, 2017.

3. This is issued in terms of the power delegated by the Finance Department, Audit Branch vide their Notification No. 4131-F (J) W.B. dated 25.09.2017.

**By order of the Governor
Sd/- S.Chakrabarti**

Joint Secretary to the Government of West Bengal

No.205/1(5)-Edn(H/SE)/5P -01/12

Dated: 07.11.2017

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata - 700 001.
2. The Director of Pension, Provident Fund & Group Insurance, West Bengal, Purta Bhavan, Bidhannagar, Kolkata - 700 091.
3. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - III, IB Market, Sector - III, IB Block, Bidhannagar, Kolkata - 700 091
4. The Hony. Director, Netaji Institute for Asian Studies, 1, Woodburn Park, Kolkata - 700 020
5. The DPI, WB, Bikash Bhavan, Salt Lake, Kolkata - 700 091.
6. The Jt. DPI (NGC), WB, Bikash Bhavan, Salt Lake, Kolkata - 700 091.
7. The Finance (Group -J) Department of this Government
8. The Financial Advisor, Education, Bikash Bhavan, Salt Lake, Kolkata - 700 091.
9. The P.S. to the Additional Chief Secretary, Department of Higher Education, Science and Technology and Biotechnology of this Government

Joint Secretary to the Government of West Bengal

Compendium

**Government of West Bengal
Department of Higher Education,
Science and Technology and Biotechnology
Social Education Branch
Bikash Bhavan, Bidhannagar, Kolkata-700091**

No.47-Edn(H/SE)/5I - 2/99 (Pt. - II)

Dated:27.03.2018

ORDER

The undersigned is directed by order of the Governor to say that the Governor has been pleased to accord sanction to a sum of Rs. 10,000/-(Rupees ten thousand) only as Permanent Advance for the Institut de Chandernagor, Chandernagore, Hooghly to meet up day to day expenses in terms of Rule 88 of WBFR-Volume-I as subsequently amended under Finance Department's Notification No. 4420-F dated 19.04.1988.

2. The amount of Rs. 10,000/-(Rupees ten thousand) only as sanctioned herein above is to be drawn initially from the head of account "8672-Permanent Cash Impress- 00-101-Civil-033-Higher Education-10-Payments".
3. The permanent advance of Rs. 10,000/-(Rupees ten thousand) only as sanctioned herein above is placed at the disposal of the Director, Institut de Chandernagor, who will act as the D.D.O. in respect of the expenditure to be incurred out of the said permanent advance.
4. The permanent advance is to be recouped from time to time by submission of necessary recoupment bill debiting to the relevant functional head of account" EH-70-2205-00-102-SP-005-V-13-Office expenses-04-Other Office Expenses" on the basis of necessary sanction to be made by the competent authority.
5. Provisions so applicable as enjoined in Rule 4.114 of WBTR, 2005 should be followed in respect of the Permanent Advance sanctioned herein above.
6. The adjustment procedure should be followed by the D.D.O. concerned, strictly in accordance to the provisions as contained in Finance Department's Memo. No. 7142(75)-F dated 19.09.2006 and in no case the advance sanctioned will exceed the amount of Rs. 10,000/-(Rupees ten thousand).
7. This order issues with the concurrence of the Finance Department, Group N vide their U.O. No. 3449 dated 06.03.2018 read with Group T U.O. No.: Group T/2016-17/0795 dated 07.02.2017.
8. All concerned are being informed.

Sd/- A.Chakrabarty

Assistant Secretary to the Government of West Bengal

Copy forwarded for information and necessary action to:

1. The Accountant General (A&E), W.B., Treasury Buildings, Kolkata-700001.
2. The Accountant General (Economic & Revenue Sector Audit), Treasury Buildings, Kolkata-700 001
3. The Joint Secretary, Finance (Group N) Department of this Government,
4. The Deputy Secretary, Finance (Group T) Department of this Government,
5. The Director of Treasuries & Accounts, West Bengal, 4 Lyons Range, Kolkata-70001;
6. The Treasury Officer, Chandernagore Treasury, Hooghly
7. The Director, Institut de Chandernagor, Chandernagore, Hooghly
8. The Budget Branch, Higher Education Department of this Government
9. Guard File.

Assistant Secretary to the Government of West Bengal

Compendium

**Government of West Bengal
Department of Higher Education,
Science and Technology and Biotechnology
Social Education Branch
Bikash Bhavan, Salt Lake, Kolkata - 700 091**

No.87-Edn(H/SE)/5P-05/12

Dated:13.06.2018

MEMORANDUM

The proposal for extension of Death-cum-Retirement benefits for the State Government approved regular employees of the Institute of Historical Studies, 8/1, Loudon Street, Kolkata - 700 017 was under active consideration of the State Government for some time past.

The undersigned is now directed by order of the Governor to say that considering all aspects of the matter, the Governor has been pleased to accord approval to the implementation of the INSTITUTE OF HISTORICAL STUDIES (DEATH-CUM-RETIREMENT) BENEFIT SCHEME, 2018 as approved by the Finance Department, Pension Branch.

This is issued with the concurrence of the Finance Department, Pension Branch vide their U.O. No. 59 F-(Pen) dated 17.05.2018.

Sd/- A.Chakraborty

Assistant Secretary to the Government of West Bengal

No.87/l(10-)-Edn(H/SE)/5P-05/12

Dated:13.06.2018

Copy forwarded for information and necessary action to:-

1. The Principal A.G.(A&E), WB, Treasury Buildings, Kolkata - 700 091
2. The Principal A.G.(Audit), WB, Treasury Buildings, Kolkata - 700 091
3. The Director, DPPG, WB, Purta Bhavan, Salt Lake, Kolkata - 700 091
4. The DPI, WB, Bikash Bhavan, Salt Lake, Kolkata - 700 091
5. The Jt.DPI(NGC), WB, Bikash Bhavan, Salt Lake, Kolkata - 700 091
6. The Joint Secretary, Finance Department, Pension Branch
7. The Director, Institute of Historical Studies, 8/1, Loudan Street, Kolkata -700 017
8. The Registrar, Institute of Historical Studies, 8/1, Loudan Street, Kolkata - 700 017
9. The Pay& Accounts Officer, Kolkata Pay & Accounts Office III, Salt Lake
10. The P.S. to the Addl. Chief Secretary, Department of Higher Education, Science and Technology and Biotechnology

Assistant Secretary to the Government of West Bengal

**GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
BUDGET BRANCH**

MO. 33-EDN (B)

DATED CALCUTTA THE 7TH MARCH, 1990.

MEMORANDUM

In Finance Department Resolution No. 805-F, dated the 30th January, 1987, the Government constituted a Pay Commission with terms of reference which included that the Commission would also examine the structure of emoluments and conditions of service of the

- i) teaching and non-teaching staff of Government sponsored or aided
- ii) Schools upto Class XII standard
- iii) Training Institutions of Primary Teachers
- iv) Libraries
- v) Polytechnics and Junior Technical Schools
- vi) Non-teaching employees of non-government colleges (sponsored and aide.O
- vii) Employees of District School Boards

with due regard to the financial resources of the State Government.

After careful consideration of the recommendations of the Pay Commission

(i) regard to the scales of pay, age of superannuation, retirement benefits and other terms and conditions of service, the Governor is pleased to direct that for all categories mentioned above, all but scale numbers 9 to 15 as recommended by the Pay Commission : pp 65-66 of Volume I of its Report and scale numbers 9 to 15 as recommended at -69 ibid shall be adopted . The revised pay scales (details of which have been shown Annexure III) to be prescribed for different posts/cadres/employees shall correspond to the pay scales prescribed earlier for such posts/cadres/employees (hereinafter referred as existing scales, details of which have been shown in Annexure II), by G. O. No. '2-Edn (B), dated the 31st July, 1981 as amended from time to time and other subsequent orders issued on the subject.

The Governor is also pleased to direct that the date of effect of the Revised scales, the manner of fixation of pay in the revised scales and other conditions of service of employees shall be as set out in the following paragraphs :

Date of effect

- (1) The revised scales of pay shall be notionally effective from the 1st January, 86 as recommended by the Pay Commission.
- (2) The pay and allowances of an employee which may be admissible to him consequence of revision of pay shall be actually paid with effect from the 1st January, 58.

Definitions

In this order, unless there is anything repugnant to the subject or context-

- a) "Annexure" means an Annexure to this order.
- b) "Basic Pay" means the grade pay now drawn excluding special pay, qualification pay, personal pay, dearness pay, administrative pay and other categories of pay, if

Compendium

- c) “Existing emoluments” means the aggregate of -1 basic pay in the existing scale, dearness pay, additional dearness allowances and ad-hoc dearness allowance appropriate to the basic pay admissible at “index average 608 (1960 - 100) and v—&I) the amount of interim relief of Rs.50/- per month sanctioned in Government Order o. 260 (6)-Edn (B), dated 9. 1987.
- d) “Existing scale” means -
 - I) in relation to a post, the scale of pay shown against that post in column (3) of Annexures V and VI.
 - II) in relation to an employee, the scale of pay to which the employee was entitled on the 1st January, 1986 in terms of Government Order No. 372-Edn (B), dated the 31st July, 1981 read with Government “Order No. 492-Edn (B), dated the 26th October, 1981 and any other order or orders which might have been issued in this regard.
- e) “Employee” means a member of the teaching and non-teaching staff of the non-Government/Sponsored/Aided educational institutions and other organisations as mentioned in Annexure I.
- f) “Para” means a paragraph of this order.
- g) “Revised Scale” in relation to a post means the scale of pay shown against that post in column (4) of Annexures V and VI.
- h) “Revised scale corresponding to an existing scale” means the scale of pay shown against that existing scale in Annexure IV.

3. Scale of pay of post

(1) From the 1st January, 1986, the revised scale of pay of every post in the Institutions and Organisations as mentioned in Annexure I except teaching and non-teaching posts in Government Sponsored/Aided recognised Institutions upto Class XII standard shall be as specified against it in column (4) of Annexure V.

(2) The scales of pay of the teaching and non-teaching posts in the Government Sponsored/Aided recognised institutions upto Class XII standard shall be as specified against such posts in column (4) of Annexure VI.

4. Drawal of pay in the revised scales

Save as otherwise provided in this order, an employee shall draw pay in the revised scale applicable to the post to which he is appointed.

Provided that an employee who was in service on the 31st December, 1985 and who opts to come over to the revised scale of pay together with the revised terms and conditions of service, as may be determined by the Government, may elect to draw pay in the revised scale from any date between the 1st January, 1986 and the 1st January, 1990 and continue to draw pay in the existing scale prior to that date. On electing to draw pay in the revised scale, such an employee shall draw pay in the revised scale corresponding to his existing scale.

5. Option

(1) The option under the proviso to para U shall be exercised within 90 days from the date of issue of this order.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

(2) A teacher or a non-teaching employee of a Government Aided/Sponsored educational institution who was in service on the 31st December, 1985 may, at his discretion, retain his existing scale of pay and existing terms and conditions of service.

Provided that such a teacher or a non-teaching employee who has not attained the age of superannuation, as prescribed in para 17, on the date of issue of this order and who will not attain the age of superannuation, as prescribed in para 17, within 90 days from the date of issue of this order may come over to the revised scale of pay together with the revised terms and conditions of service as may be determined by the Government, with effect from such date as he may choose in terms of the proviso to para by exercising option in this regard in the appropriate form within 90 days from the date of issue of this order. On coming over to the revised scale of pay, such a teacher or a non-teaching employee shall retire on attaining the age of superannuation as prescribed in para 17.

Provided also that a teacher or a non-teaching employee who even after attaining the age of superannuation as prescribed in para 17, continued or is continuing in service on the, basis of Government Order No. 81-Edn (B), dated the 31st March, 1986 or a 'teaching or a non-teaching employee who will attain the age of superannuation, as prescribed in para 17, within 90 days from the date of issue of this order may come over to the revised scale of pay together with the revised terms and conditions of service as may be determined by the Govt., with effect from such date as he may choose in terms of the proviso to para 4, by exercising option in this regard in the appropriate form within 90 days from the date of issue of this order if and only if he has already retired or agrees to retire on the date on which he exercises such option or as the case may be, on the date on which he will attain the age of superannuation, as prescribed in para 17.

Note 1. The aforesaid option shall not be admissible to any employee appointed to a post on or after the 1st January, 1986 for the first time in service. Such an employee shall draw pay in the revised scale of pay of the post with effect from the date of his appointment.

Note 2. The aforesaid option shall be applicable only in respect of the existing scale of the employee as on the 1st January, 1986. If the employee has got appointment to a higher scale of pay with effect from any date prior to the 1st January, 1990, he may exercise option to come over to the revised scale corresponding to his existing scale (as on the 1st January, 1986) from a date not later than the date with effect from which he got appointment to the higher scale.

Note 3 The forms in which option shall be exercised have been set out in Annexure VIII A, VIII B, and VIIC.

6. Fixation of initial pay in the revised scale of pay

(1) The initial pay of an employee who elects to draw pay in the revised scale of pay from any date between the 1st January, 1986 and the 1st January, 1990, shall, unless in any case the Governor by special order otherwise directs, be fixed separately in respect of his substantive pay in the permanent post on which he holds lien or would have held a lien had his lien not been suspended and in respect of his pay in the officiating post held by him in the following manner :-

A.(i) An amount representing 20% of the basic pay in his existing scale subject to a minimum of Rs.75/- shall be added to the existing emoluments of the employee;

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(ii) After the existing emoluments have been so increased, the pay shall be fixed in the revised scale applicable to the employee at the stage next above the amount thus computed.

Explanation - For the purpose of this clause, the term “existing emoluments” shall mean the existing emoluments as defined in para 2 (c).

Provided that -

- (a) if the minimum of the revised scale is more than the amount so arrived at, the pay shall be fixed at the minimum of the revised scale;
- (b) If the amount so arrived at is more than the maximum of the revised scale, the pay in the revised scale shall be fixed at the maximum of that scale and the difference shall be treated as personal pay to be absorbed in stagnation increments earned in future.

Provided also that, subject to the other provisions contained elsewhere in this order, the personal pay so determined and remaining after absorption of a portion of it in stagnation increments shall be treated as an element of basic pay for the purpose of fixation of pay on promotion/appointment of the employee to higher post/scale.

B. In the case of an employee who is in receipt of special pay in addition to pay in the existing scale and where the existing scale with special pay has been replaced by a scale of pay without special pay, the pay shall be fixed in accordance with the provisions of clause (A), except that in such cases the term “existing emoluments” shall mean the existing emoluments as defined in para 2 (c) plus the special pay drawn in addition to pay in the existing scale.

C. In the case of an employee who is in receipt of special pay in addition to pay in the existing scale and in whose case special pay continues with the revised scale of pay either at the same rate or at a different rate, the pay in the revised scale shall be fixed in accordance with the provisions of clause (A) with reference to the existing emoluments as defined in para 2 (c) without taking into account the existing special pay and, in such cases, special pay at the new rate shall be drawn in addition to pay so fixed in the revised scale.

(2) (i) For the purpose of fixation of pay under sub-para (1) every employee, who held on the 31st December, 1985, a post substantively and other post or posts on officiating basis, shall exercise separate option in the appropriate form set out in Annexure VIII A, VIII B and VIII C for fixation of initial pay separately in the revised scale of pay of the substantive post and also in the revised scale of pay of the officiating post. When the number of officiating posts held by an employee is more than one, he shall exercise option for fixation of pay in the revised scale of pay of the last officiating post.

(ii) If due to fixation of pay under sub-para (1), the initial pay of an employee fixed in the revised scale of pay of the substantive post becomes either equal to, or higher than, that in the revised scale of pay of the officiating post, his initial pay in the revised scale of pay of the officiating post shall be refixed at the stage above the pay fixed in the revised scale of pay of the substantive post.

Note 1. The pay of an employee who is promoted/appointed to a higher post/scale on or after the 1st January, 1986, shall be fixed under this order with reference to the lower post/scale and then his pay shall be fixed in the revised scale of the higher post/revised scale

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corresponding to the existing higher scale, in the usual manner.

Note 2. In the case of an employee who was allowed to draw pay in the existing scale of pay admissible to him by virtue of para 5 of Government Order No. 492(6)-Edn (B)/FI-39/81, dated, the 26th October, 1981 on any date between the 1st January, 1986 and the date of issue of this order, the initial pay shall be fixed first in the revised scale of pay of the post under the provisions of this order and then his pay shall be fixed in the next higher scale of pay with effect from the date on which he was allowed the benefit of para 5 of Government Order No. 492(6)-Edn (B)/FI-39/81, dated, the 26th October, 1981 at the next higher stage of the pay fixed in the revised scale of pay of the post, the date of next increment remaining the same as it would have been but for such fixation.

Note 3. When the date with effect from which an employee elects to draw pay in the revised scale is also the normal date of his increment in the existing scale the increment in the existing scale shall be allowed first and the pay in the revised scale shall be fixed thereafter.

Note 4. Where an employee was in receipt of personal pay on the 1st January 1986 which together with his existing emoluments (excluding special pay) and special pay, if any, exceeds the pay fixed in the revised scale plus special pay, if any, draw: in addition to the pay fixed in the revised scale, the difference representing such excess shall be allowed to the employee as personal pay to be absorbed in future increase of pay.

7. Date of increment in the revised scale of pay

The next increment in the revised scale of pay of an employee whose pay has been fixed in the revised scale under this order shall be granted after completion of one incremental period from the date of fixation of initial pay in the revised scale of pay. Increment in the revised scales of pay shall be drawn with effect from the 1st day of the month in which it becomes otherwise due.

8. Stagnation increment

An employee whose pay has been fixed in any of the revised scales of pay with the maximum of Rs.4000/- or below and who reaches the maximum of the scale of pay shall continue to draw increment for stagnation beyond the maximum of the scale for a period of three years at the rate last drawn by him as increment before; reaching the maximum.

Provided that an employee whose pay has been fixed in any of the revised scales of pay shown in serial Nos. 1 to 15 of Annexure III and who even after drawing increment for stagnation for three years under this order is found to stagnate may be allowed, if Government deems it necessary, to draw further increments for stagnation at the same rate once in two years, subject to a maximum of three such biennial increments

9. Special pay

(1) An employee who was drawing special pay in addition to pay in the existing scale of pay shall draw special pay in addition to pay in the revised scale of pay at the rates shown in Annexures VI and VII, as the case may be.

(2) Clerks and Group 'D' employees for Secondary Schools whose normal duty period exceeds hours per week shall be allowed extra duty allowance at the rate of Rs.75/- and Rs.50/- per month, respectively.

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(3) A Group 'D' employee not appointed as Night Guard but staying at school at night and performing duties at Night Guard in addition to his normal duties shall get a special pay of Rs.50/- per month.

10. House Rent Allowance

With effect from the 1st January, 1988 or the date with effect from which an employee elects to draw pay in the revised scale, whichever is later, House Rent Allowance at the rate of 15% of basic pay in the revised scale, subject to a maximum of Rs,800/- per month shall be admissible to the employee irrespective of his place of posting. Where both husband and wife draw house rent allowance, the ceiling of House Rent Allowance to be drawn by husband and wife together shall be Rs.800/-per month. This allowance may be drawn, without reference to the quantum of rent paid, by all employees without requiring them to produce rent receipt. They should, however, be required to furnish a certificate to the effect that they are incurring some expenditure on rent/contributing towards rent. House Rent Allowance at the above rate shall also be paid to the employees living in their own houses, subject to their furnishing a certificate that they are paying/contributing towards house or property tax or maintenance of the house.

11. Rural Allowance

Rural Allowance, if any, which was being drawn by an employee so long, shall cease to be drawn with effect from the date he elects to draw pay in the revised scale.

12. Medical Allowance

All employees shall, with effect from the 1st January, 1988, draw medical allowance at the rate of Rs.30/- per month.

13. Hill Compensatory Allowance

All whole time employees posted in the Hill Sub-divisions of Darjeeling District i.e. Kurseong, Kalimpong and Darjeeling Sub-divisions of the district shall, with effect from the date, of their coming over to the revised scale of pay or the 1st January, 1988, whichever is later, draw Hill Compensatory Allowance at the rate of 5% of basic pay subject to a maximum of Rs.150/- per month.

14. Winter Allowance

All whole time employees posted in the Hill Sub-divisions of Darjeeling District..e. Kurseong, Kalimpong and Darjeeling Sub-divisions of the district and drawing basic pay upto Rs.3500/- per month shall, with effect from the date of their coming over to the revised scales, of pay or the 1st January, 1988, whichever is later, draw winter allowance at the uniform rate of Rs.500/- per annum.

15. Mode of drawal of arrears of pay

(1) An employee shall not be entitled to any arrears of pay and allowances in respect of the period from the 1st January, 1986 to the 31st December, 1987 as a result of notional fixation of his pay in the revised scale with effect from the 1st January, 1986 or any date subsequent thereto but prior to the 1st January, 1988. The arrears of pay and allowances to which an employee may be entitled in respect of the period from the 1st January, 1988 to the 31st March, 1989 shall be deposited in the Provident Fund Account of the employee. This amount may be withdrawn at the option of the employee after the 31st March, 1991 in two equal instalments the second instalment

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

being payable not before the 1st April, 1992. The arrears in respect of the period subsequent to the 31st March, 1989 shall be paid in cash.

(2) In the case of an employee who retired on or after the 1st January, 1986 (pension shall be calculated on the basis of notional fixation of pay in the revised scale with effect from the 1st January, 1986 or such other date with effect from which he elects to draw pay in the revised scale. But such an employee shall not be entitled to any arrears of pension for the period upto the 31st December, 1987.

(3) An employee who will retire before being eligible to withdraw the amount to be deposited in the Provident Fund Account in the manner mentioned shall be allowed to withdraw the entire amount as and when he retires.

16. Career Advancement Scheme and related issue

(1) An employee whose pay is fixed in any of the revised scales of pay shown in serial numbers 1 to 12 of Annexure III and who has not got a single promotion/advance ment to a higher scale in the same post even after completion of 18 years' continuous and satisfactory service shall be placed in the next higher scale of pay, his designation remaining unchanged. This benefit of next higher scale of pay shall also be admissible to an employee having break-in-service, if the total period of his service excluding the period of break-in-service is not less than 18 years' provided the break is condoned. The pay of such an employee in the next higher scale shall be fixed at the stage next above the pay fixed in the revised scale of pay of his post, the date of his increment remaining unchanged.

(2) All teaching and non-teaching employees of Government sponsored/aide institutions shall be entitled to an additional increment in the revised scales for every 10 years of continuous and satisfactory service, counted from the date of appointment subject to maximum of two such increments in addition to the benefits which may be admissible under sub para (1) of this paragraph.

(3) All teachers and librarians of Secondary Schools who have improved / w. improve their qualification or who were appointed with higher qualification in the subject or group relevant to their teaching / appointment shall get higher scale of pay appropriate to their qualifications, with effect from the 1st January, 1986 or the date of improvement in qualification whichever is later.

This principle shall apply mutatis mutandis to the teachers / librarians of other institutions / organisations as mentioned in Annexure-I.

(4) Untrained secondary school teachers shall be allowed annual increment in the revised scale of pay on condition that such untrained teachers will have to get themselves trained within five years from the date of coming over to the revised set of pay and in respect of those who will be appointed on or after the 1st January, 1986 within five years from the date of appointment, failing which increment will be stopped till they get themselves trained. An untrained teacher of a recognised secondary school or a Madrasah of the secondary type with ten years' teaching experience in recognised schools / Madrasah shall be treated as a trained teacher for the purpose of drawing of increment in the scale applicable to the teacher concerned with effect from the date on which the condition of teaching experience is fulfilled. Such a teacher shall be eligible to draw the increment on completion of one year's service from the date on which the above condition is fulfilled.

(5) Secondary teachers, Headmasters / Headmistresses with Doctorate degree in the subject taught or in an allied subject shall get two additional increments from the date of the convocation on which such degree is awarded.

Compendium

Provided that those who obtained this degree prior to the date of coming over to the revised scale shall get two additional increments from the date with effect from which they elect to draw pay in the revised scales.

(6) Higher initial start at the third stage of the appropriate scale of pay shall be allowed to graduate teachers of secondary schools having distinction marks.

16. Career Advancement Scheme and related issues

17. Age of Superannuation and related issues

(1) Subject to the provisions of para 5, the age of superannuation of all categories of teaching and non-teaching employees who elect to come over to revised scales of pay shall be fixed at 60 years, as per recommendation of the 3rd Pay Commission.

(2) The teaching and non-teaching employees of an aided / sponsored educational institution or organisation who will opt for the revised scales of pay shall be allowed to enjoy pensionary benefits including dearness relief at par with State Government employees. Maximum amount of gratuity shall be raised from Rs.36000/- to Rs.60000/-. Orders in this respect will follow.

18. Leave

(1) Commuted leave not exceeding half the amount of half pay leave due may be granted for private affairs or on medical grounds to a teacher or a non-teaching employee of an aided / sponsored secondary school. When commuted leave is granted, the amount of such leave shall be debited against the half pay leave due.

(2) Half pay leave upto a maximum of 60 days may be allowed to be commuted during the entire service career of a teacher or a non-teaching employee of an aided/ sponsored secondary school.

(3) For the teaching and non-teaching employees of primary schools, present system shall continue.

This order issues with the concurrence of the Finance Department vide their u/o No. 648 - Group 'J' dated, 7. 3. 1990.

By order of the Governor,

N. K. S. Jhala

Secretary to the Government of West Bengal.

**Higher Education Department
Budget Branch
Bikash Bhavan, Salt Lake, Kolkata - 700 091**

No. 50-Edn(B)/IM-19/2003

Dated, Kolkata, the 20th June, 2007

From: Shri S. Roy

Special Secretary to the Government of West Bengal.

To: The Director of Public Instruction, West Bengal.

Sub: Grant of D.A./A.D.A. to the employees of Non-Govt. Educational Institutions and other Govt. Aided/ Sponsored organisations with effect from 01.06.2008.

In continuation of this Department's Government Order No. 3-Edn (B) dt. 10.01.2008 read with Finance (Audit) Departments Memo No. 4237(65)-F dt. 12.06.2008 the undersigned is directed by order of the Governor to say that the Governor has been pleased to direct that all whole time approved teaching and non-teaching employees of the Non-Govt. Colleges, Recognised, Aided, Sponsored Educational Institutions and other organisations under the administrative jurisdiction of Higher Education Department as listed in Annexure "A" shall draw Dearness Allowances at the following rate under usual terms and conditions as laid down in the Government order mentioned above.

Period from which Payable	Pay Range	Rate of D.A. Per month
01.06.2008	Pay upto Rs. 26,000/-p.m	35% of pay
2.	The Calculation of Dearness Allowance shall be made taking into account the basic pay drawn in the prescribed scales of pay including stagnation increments and N.P. A., if any and Dearness Pay as introduced in this Department's Memo No. 32-Edn(B)dt. 09.04.2007.	
3.	The D.A. admissible in terms of para-1 of this Memo shall be rounded off to the nearest rupee in each case.	
4.	The Governor has also been pleased to decide that for daily rated worker under the Government, whose wages are not regulated by any statutory provisions like the Minimum Wages Act etc. there will be a further ad-hoc increase in their existing daily rate of wages by Rs. 7- (Rupees Seven) only with effect from 01.06.2008.	
5.	The charges involved will be debited to the respective appropriate heads in the current year's Plan/ Non-Plan Budget under "2202 - General Education" / 2204-Sports and youth Services'.	
6.	All concerned are being informed.	

Sd/-

Special Secretary

Annexure-A

1. Approved teaching and non-teaching staff of Non-Government and Sponsored Colleges.
2. Approved teaching and Non-teaching staff of sponsored teachers Training College (PG) and Non-Government Teachers' Training Colleges (PG)
3. Approved Staff of Day Student's Home.

Sd/-

Special Secretary

Compendium

**Government of West Bengal
Higher Education Department
Budget Branch**

Bikash Bhawan Salt Lake, Kolkata-700091

No, 68 (2)-Edn (Bgt)/ 1M-12/2008

Kolkata-the 8th sept, 2009

From : Sri H. Gayen, W.B.C.S, (Exe) ,

Joint Secretary to the Government of West Bengal.

To : 1. The Director of Public Instruction, West Bengal.
2. The Director of Technical Education, West Bengal.

Sub : Grant of ad-hoc bonus to the employees of State-aided Mon-Government Educational Institutions and other Sponsored/aided organisation for the year 2008-2009.

The undersigned is directed by order of the Governor to say that the Governor has been pleased to direct that all whole-time approved teaching and non-teaching staff of recognised/aided/sponsored Non-Government Educational Institutions and other sponsored/aided organisations, under the administrative control of Higher Education Department as are enlisted in the statement annexed hereto drawing actual emoluments not exceeding Rs 16,000/-per month as on 31.3. 2009 will be entitled to ad-hoc bonus for the year 2008-09. The amount of ad-hoc bonus will, however, be te.1000/e only per head. The upper ceiling limit of Rs.16,000/-per month as on 31.03.2009 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised Scale of Pay on fixed/consolidated contract pay.

2. The benefit will be admissible subject to the following terms and conditions:-

i) Ad-hoc bonus admissible under this order will be worked out on the basis of emoluments admissible on 31-03-09. For the employees drawing pay and allowances in terms of the West Bengal Services (Revision of Fay and Allowances) Rules, 2009, the term 'revised emoluments' in this order will mean and include pay In the pay band plus the grade pay in the revised pay structure and includes the non-practising allowance, if any, dearness allowance, but will not include any other pay and other allowance such as house rent allowance, medical allowance, compensatory allowances etc»

For thOoe who are drawing pay & allowances in the unrevised scale, the term 1 emoluments' will mean and include basic pay. personal pay, special pay (additional remuneration), dearness pay, dearness allowance, deputation (duty) allowance, steno allowance but will not include specialist pay and other allowances such as house rent allowance, medical allowance, compensatory allowance etc. For those who are drawing remuneration on contract basis, the term 'revised emoluments' will mean the consolidated contract pay drawn by them.

ii) The employees whose revised emoluments on 31.3.09 exceeded Rs.16,000/ p.m. but during the year 2008-2009 their emoluments atleast for six months were less than Rs.16,000/- p.m. i.e., the said emoluments exceeded the eligibility ceiling of Rs,16,000/-on account of promotion, drawal of increment, implementation of C.A. Scheme enhancement of dearness allowance etc after remaining less than Rs.16,000/- p.m. for atleast six months, will be entitled to ad-hoc bonus of te.1,000/- per head under this order.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

iii) The employees Who were in service on 31.3-09 and rendered at least six months continuous service during the year 2008-2009 will be eligible for payment of ad-hoc bonus under this order.

Pro-rata payment will be admissible in such cases to the eligible employees for periods of continuous service during the year ranging from six months to full year, the eligibility period being taken in terms of number of months of service (rounded off to the nearest number of months). A fraction of 15-days of more should be counted as one month.

iv) The amount of ad-hoc bonus on pro-rata basis and admissible under para 2(iii) above, will be calculated according to the following formula :

$$\text{Emoluments as on 31st March, 2009} \times \frac{\text{Eligibility, period in number of, months}}{12}$$

the amount of ad-hoc bonus subject to a maximum amount of Rs.1000/- only.

v) The casual workers v/ho have put into work atleast for 120 days and the employees on, consoli dated pay in the year 2008-2009 will also be entitled to ad-hoc bonus under this order according to the following formula:

$$\frac{\text{Total amount of salary/wages earned during the year, 2008-2009}}{12} \times \text{The amount of ad-hoc bonus, subject to maximum of Rs. 1000/- only.}$$

The salary/wages in these cases should have the same meaning as ‘revised emoluments’ as defined in para 2(i) above-

3. The Governor has been further pleased to direct that such whole-time approved teaching and non-teaching staff of recognised aided/sponsored Non-Government Education Institutions and other sponsored/aided organisations as are enlisted in the statement annexed hereto who superannuated or died-in-harness before the 31st March, 2009 after completing atleast six months regular service during the year 2008-09 shall be eligible for ad-hoc bonus sanctioned in this order on pro-rata basis provided their emoluments on the day of super annua tion/de a th was less than Rs. 16,000/-

4. The disbursement of ad-hoc bonus sanctioned hereinabove should be completed by 17th September, 2009-

In case of failure the disbursement should be made as early as possible before the festival of Durga Puoa/ld-ul-Fitre.

5. The charge of this account shall be debitable to the detailed head, “ad-hoc bonus” under the respective minor and sub-heads subordinate to the major head, 2202-General Education” in the . budget for the year 2009-2010.

6. The Accountant General, West Bengal, The Pay & Accounts officer, Kolkata Pay & Accounts Office and the Treasury Officer are being informed.

Enclo: As above.

Joints Secretary

Compendium

No. 68 (2)/1 (50) -Edn(Bgt).. 08.09.2009

Copy with copy of statement forwarded to the :-

1. Accountant General(a&E), West Bengal, Treasury Buildings, Kolkata-1.
2. principal Accountant General(Audit), West Bengal, Treasury Buildings, Kolkata-1.
3. Accountant General (RW&Lba), West Bengal* CGO Complex, Salt Lake, Kolkata-64.
4. Pay & Accounts Officer, Kolkata Pay & Accounts pffice-I, 81/2/2, Phears Lane, Kolkata-12-
5. Pay & Accounts Officer, Kolkata Pay & Accounts Office -I, P-1, Hyde Lane, Kolkata-73.
6. Treasury Officer, Bidhannagar Treasury, Jalsannpad Bhavan, Kolkata-91.
7. Treasury Officer Treasury,
.....
8. Elnance (Audit) Department of this Government.
9. ELnance(Budget) Department of this Government,
10. Accounts Officer, Higher Education Department.
11. Accounts Officer, Education Directorate.
12. Technical Education Branch of this Department.
13. CS. Branch of this Department.
14. Assistant Director of Public Instruction(p&S),West Bengal.
15. Assistant Director of Public Instruction(NGC),West Bengal.
16. P.A. to Principal Secretary of this Department.

Joint Secretary.

STATEMENT

Annexure to the Government Order No.68(2)-Edn(Bgt) dated 8th September, 2009

1. Approved teaching and non-teaching staff of Non-Government and Sponsored Colleges ;
2. Approved staff of Day Students Home.

Joint Secretary

Compendium

**Government of West Bengal
Higher Education Department
Budget Branch**

Bikash Bhavan, Salt Lake, kolkata - 700 091

No. 110(Z)-Edn(B)/1M-12/2003

Dated, Kolkata, the 9th September, 2010.

From : Shri H. Gayen, W.B.C.S.(Exe),
Special Secretary to the Govt of West Bengal.

To : 1) The Director of Public Instruction, West Bengal.
2) The Director of Technical Education, West Bengal.

Sub : Grant of ad-hoc bonus to the employees of StatB-aided Non-Govt Educational Institutions and other sponsored/aided organization for the year 2009 - 2010.

The undersigned is directed by order of the Governor to say that the Governor has been pleased to direct that all whole-time approved teaching and non-teaching staff of recognized/aided/sponsored Non-Government Educational Institutions and other sponsored/aided organizations, under the-administrative control of Higher Education Department as are enlisted in the statement annexed hereto drawing actual emoluments not exceeding Rs.18,000/- per month as on 31.03.2010 will be entitled to ad-hoc bonus for the year 2009 - 2010. The amount of ad-hoc bonus will, however, be Rs.1,000/- only per head. The upper ceiling limit of Rs.18,000/- per month as on 31.03.2010 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised Scale of Pay on fixed/consolidated contract pay.

2. The benefit will be admissible subject to the following terms and conditions:

i) Ad-hoc bonus admissible under this order will be worked out on the basis of emoluments admissible on 31.03.2010. For the employees drawing pay and allowances in terms of the West Bengal Services (Revision of Pay and Allowances) Rules, 2009, the term "Revised Emoluments" in this order will mean and include pay in the Pay Band plus the Grade Pay in the revised pay structure and includes the non-practicing allowance, if any, dearness allowance, but will not include any other pay and other allowance such as house rent allowance, medical allowance, compensatory allowances etc.

For those who are drawing pay & allowances in the unrevised scale, the term "Emoluments" will mean and include basic pay, personal pay, special pay (additional remuneration), dearness pay, dearness allowance, deputation (duty) allowance, steno allowance but will not include specialist pay and other allowances such as house rent allowance, medical allowance, compensatory allowance etc. For those who are drawing remuneration on contract basis, the term "Revised Emoluments" will mean the consolidated contract pay drawn by them.

ii) The employees whose revised emoluments on 31.03.2010 exceeded Rs.18,000/- per month but during the year 2009 - 2010 their emoluments at least for six months were less than Rs.18,000/- per month i.e., the said emoluments exceeded the eligibility ceiling of Rs.18,000/- on account of promotion, drawal of increment, implementation of C.A. Scheme enhancement of dearness allowance etc. after remaining less than Rs.18,000/- per month for at least six months, will be entitled to ad-hoc bonus of Rs.1,000/- per head under this order.

iii) The employees who were in service on 31.03.2010 and rendered at least six months continuous service during the year 2009 - 2010 will be eligible for payment of ad-hoc bonus under this order.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Pro-rata payment will be admissible in such cases to the eligible employees for periods of continuous service during the year ranging from six months to full year, the eligibility period being taken in terms of number of months of service (rounded off to the nearest number of months). A fraction of 15-days of more should be counted as one month.

iv) The amount of ad-hoc bonus on pro-rata basis and admissible under para 2(iii) above, will have to be calculated according to the following formula :

$$\text{Emoluments as on 31st March, 2010} \quad \times \quad \frac{\text{Eligibility period in number of months}}{12}$$

= The amount of ad-hoc bonus subject to a maximum amount of Rs.1,000/- only.

v) The casual workers who tove put into work at least for 120 days and the employees on consolidated pay in the year 2009 - 2010 wii c!so be entitled to ad-hoc bonus under this order according to the following formula ;

$$\frac{\text{Total amount of salary/wages Earned during the year 2009-10}}{12} = \text{The amount of ad-hoc bonus, subject to maximum of Rs.1,000/- only.}$$

The salary/wages in these cases should have the same meaning as “Revised Emoluments” as defined in Para 2(i) above.

3. The Governor has been further pleased to direct that such whole-time approved teaching and non-teaching staff or recognized aided/sponsored Non-Government Education Institutions and other sponsored/aided organizations as are enlisted in the statement annexed hereto who superannuated or died-in-harness before the 31st March, 2010 after completing at least six months regular service during the year 2009 - 2010 shall be eligible for ad-hoc bonus sanctioned in this ‘order on pro-rata basis provided their emoluments on the day of superannuation/death was less than Rs.18,000/-.

4. The disbursement of ad-hoc bonus sanctioned herein above should be made in case Muslim State Government Employees in between 1R September, 2010 to 8m September, 2010 and in case other State Government Employees (other than Muslim State Government Employees) such disbursement should be made in between 1s4 October, 2010 to 8th October, 2010. In case of failure, the disbursement should be made as early as possible before the festival of Durga Pujafld-Ud-Fitre.

5. The charge of this account shall be dsbitaWe to the detailed Head, “Ad-hoc bonus” under the respective minor and sub-heads subordinate to the major Head, “2202-General Education” and “2203-Technical Education” in the budget for the year 2010 - 2011.

6. The Accountant General, West Bengal,. The Pay & Accounts Officer, Kolkata Pay & Accounts Office and the Treasury Officer are being informed.

Encl: As Above.

Sd/- H. Gayen
Special Secretary

Compendium

STATEMENT

Annexure to the Government Order No.110(2)-Edn.(B), dated 09.03.2010.

1. Approved teaching and non-teaching staff of Non-Government and Sponsored Colleges.
2. Approved staff of Day Students Haifa.

Sd/- H. Gayen
Special Secretary

Memo No. 769(500) - CGA

Dated. Kolkata, the 14m September. 2010.

Copy forwarded to the Principal/Teacher-in-Charge/Secretary/Administrator

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For Director of Public Instruction,
West Bengal.

**Government of West Bengal
Higher Education Department
Budget Branch**

Bikash Bhavan, Salt Lake, Kolkata - 91

No.146-Edn.(B)/1M-15/2008

Dated, Kolkata. the 8th December, 2010.

From : Shri P.K. Chakraborty. Deputy Secretary to the Government of West Bengal. To : The Director of Public Instruction. West Bengal

Sub : Grant of D.A./A.D.A. to the employees of Non-Govt. Educational Institutions and other Government Aided/Sponsored Organisations with effect from 01.12.2010.

In continuation of this Department's Government Order No.53-Edn.(B) dated--21.04.2010 read with Finance (Audit) Department's Memo No.10850-F(P) and No. 10851(65) -F(P) dated 23.11.2010, the undersigned is directed by Order of the Governor to say that the Governor has been pleased to direct that all whole time approved teaching and non-teaching employees (whose pay has already been revised under ROPA, 2009) of the Non-Govt. Colleges, Recognized. Aided. Sponsored Educational Institutions and other organizations under the administrative jurisdiction of Higher Education Department as listed in Annexure "A" shall draw Dearness Allowances at the following rate under usual terms and conditions as laid down in the Government Order mentioned above.

I Period from which Payable	Basic Pay Range	Rate of DA
01.12.2010	Basic Pay (i.e. Band Pay + Grade Pay + NPA. if any) upto Rs.80.000/-	35% of Basic Pay

2. The calculation of Dearness Allowance shall be made taking into account the basic pay i.e. Band Pay + Grade Pay + NPA, if any subject to the maximum limit of Rs.80,000/-.
3. The DA. admissible in terms of para-1 of this Memo shall be rounded off to the nearest rupee in each case.
4. The Governor has also been pleased to decide that for daily rated worker under the Non-Govt. College/Educational Institutions whose wages are not regulated by any statutory provisions like the Minimum Wages Act etc. there will be a further ad-hoc increase in their existing daily rate of wages by Rs.17/- (Rupees Seventeen) only effect from 01.12.2010.
5. The charges involved will be debited to the respective appropriate heads in the current year's Plan/Non-Plan Budget under "2202-General Education" "2204-Sports and Youth-Services".
6. All concerned are being informed.

Sd/-
Deputy Secretary

Compendium

No.146/1(3)-Edn.(B)/1M.15/2008

Dated, Kolkata, the 8th December, 2010

ANNEXURE- 'A'

1. Approved teaching and non-teaching staff of Non-Government and Sponsored Collages;
2. Approved teaching and non-teaching staff of Sponsored teachers Training College (PG) and Non-Government Teacher Training Colleges (PG);
3. Approved Staff of Day Students' Home.

Sd/-

Deputy Secretary

No.1331/1(500)-CGA.

Dated, Kolkata the 20th December, 2010.

Copy forwarded for Information and necessary action to the Secretary/principal/Teacher-in-Charge/Administrator,

.....

.....

for Director of Public Instruction,
West Bengal

**GOVERNMENT WEST BENGAL
HOME (POLITIQUAU) DEPARTMENT
SECRET SECTION**

RADIOGRAM

FROM: CHIEF SECRETARY TO THE GOVT OF WEST BENGAL

TO :1) ALL DIVISIONAL COMMISSIONERS
2) ALL ZONAL INSPECTORS GENERAL OF POLICE,
3) INSPECTOR GENERAL OF POLICE RAILWAYS,
4) ALL RANGE DEPUTY INSPECTORS GENERAL OF POLICE
5) DEPUTY INSPECTOR GENERAL OF POLICE, RAILWAYS,
6) ALL DISTRICT MAGISTRATES,
7) ALL-SUPERINTENDENTS OF POLICE,
8) SUPERINTENDENTS OF RAILWAY POLICE,
HOWRAH / SEALDAH / SJLIGURI KHARAGPUR.

[MESSAGE BEGINS)

NO. 283 (60) - P.S.(.) DATED THE 21ST FEBRUARY. 2012 some CENTRAL TRADE UNION HAVE GIVEN A CALL FOR 24 HOURS INDUSTRIAL STRIKE ALL OVER INDIA COMMENCING FROM 06-00 HOURS ON THE 28TH DAY OF FEBRUARY, 2012 IN SUPPORT OF THEIR VARIOUS DEMANDS (.) ALL PRECAUTIONARY MEASURES SHOULD BE TAKEN TO ENSURE THAT THERE IS NO VIOLATION OF LAW AND ORDER AND THAT NO UNLAWFUL INCIDENT TAKES PLACE (.) ATTEMPTS AT AT FORCIBLE CLOSURE OF GOVERNMENT OFFICES, SHOPS, MARKETS, EDUCATIONAL INSTITUTIONS INDUSTRIAL ESTABLISHMENTS, ETC. SHOULD, BE FIRMLY DEALT WITH (.) ALL STATE GOVERNMENT OFFICES WILL REMAIN OPEN ON THAT DAY AND ALL GOVERNMENT EMPLOYEES SHOULD REPORT FOR DUTY (.) GOVT. EMPLOYEES WILL NOT BE GRANTED ANY LEAVE ON THAT DAY (.) VITAL INSTALLATIONS SHOULD BE SPECIALLY GUARDED (.) NORMAL VOCATION OF PEOPLE IN GENERAL SHOULD NOT BE ALLOWED TO BE DISTURBED (;) IN PARTICULAR IT SHOULD BE ENSURED THAT THERE IS NO ' INTERRUPTION IN NORMAL FLOW OF ROAD TRAFFIC OR STOPPAGE OF MOVEMENT OF TRAINS DUE TO SQUATTING OR OTHER TYPES OF BLOCKADES (.) IT IS DESIRED THAT SUCH ' SITUATIONS SHOULD NOT TO BE ALLOWED TO DEVELOP AND PROMPT ADVANCE ACTION SHOULD BE TAKEN TO EFFECTIVELY DEAL WITH THEM (.) EXTENSIVE ROAD PATROLLING SHOULD BE ARRANGED AND ADEQUATE RESERVE POLICE FORCE BE KEPT WITH VEHICLES AT STRATEGIC CENTRES SO THAT ; WHENVER, REQUIRED THEY MAY BE DEPLOYED QUICKLY TO DEAL WITH ANY UNLAWFUL SITUATION (,) FIRE BRIGADE SHOULD BE ASKED TO BE IN READINESS FOR DEALING WITH ARSON CASES, IF ANY (.) IT SHOULD BE ENSURED THAT NO GOVERNMENT PROPERTY INCLUDING THE PROPERTY OF RAILWAYS AND OTHER CENTRAL GOVERNMENT OFFICES AND

Compendium

UNDERTAKINGS IS DESTROYED OR DAMAGED GOVERNMENT SHOULD BE KEPT INFORMED IMMEDIATELY OF THE DEVELOPMENTS REPORTS ON LAW AND ORDER () HIS () SHOULD BE SENT TO THE UNDERSIGNED ON THE DAY AT 11A.M AND 3 P.M AND FURTHER ON REGULAR BASIS.

MESSAGE ENDS]

Sd/ SAMAR GHOSH
CHIEF SECRETARY TO THE
GOVERNMENT OF WEST BENGAL

The Officer-In-Charge,
D.G.P.s Control Room,
Writers Buildings,
Kolkata-700 001.

Please transmit the above message to the addressees immediately

Sd/- C. Chakrabarti
Joint Secretary to the Govt. of West Bengal.

No. 283 (60) /1 (5)

Dated, Kolkata, the 21st February 2012

Copy forwarded for Information and necessary action to the

1. Director General & Inspector General of Police West Bengal,
2. Director General of Police, Intelligence Branch West Bengal
3. Additional Director General of Police (Law & Order) West Bengal
4. Commissioner of Police, Kolkata,
5. Deputy Commissioner of Police, Special Branch, Kolkata

Sd/-C. Chakrabarti
Joint Secretary Govt, of West Bengal

No. 283 (60)/2(60) P.S

Dated, Kolkata the 21st February 2012

Copy forwarded for Information and necessary action to the Additional Chief Secretary
Principal Secretary/Secretary, Department
of this Government

Joint Secretary Govt, of West Bengal

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Government of West Bengal
Higher Education Department
Budget Branch

Bikash Bhawan, Salt Lake, Kolkata - 91.

No. 53-Edn(B)/IM-15/2008

Dated, Kolkata, the 21st April, 2010.

From : Shri H. Gayen, W ;B .C ,S, (Exe.) ,
joint secretary to the Government of West Bengal.

To : The Director of public instruction. West Bengal.

Sub : Grant of D.A./A.D.A. to the employees of Non-Govt. Education institutions and other Government Aided/ Sponsored organisations with Effect from 01.04.2010.

In continuation of this Department's Government order No. 109-Edn(B) dated 22 .12 .2009 read with Finance (Audit) Department's Memo No. 2580-F(p) and No. 2581-F(p) dated 06.04.2010/ the undersigned is directed by order of the Governor to say that the Governor has been pleased to direct that all whole time approved teaching and non-teaching. employees (whose pay has already been revised under ROPA, 2009) of the Non-Govt. Colleges, Recognised, Aided, Sponsored Educational institutions and other organizations under the administrative jurisdiction of Higher Education Department as listed in Annexure 'A' shall draw Dearness Allowances at the following rate under usual terms and conditions as laid down in the Government order mentioned above.

period from which payable	Basic pay Range	Rate of D.A.
01.04.2010	Basic pay (i.e. Band pay + Grade pay + NPA, if any) upto Rs.80,000/-	27% of Basic pay

- The calculation of Dearness Allowance shall be made taking into account the basic pay i.e. Band pay + Grade pay + NpA, if any subject to the maximum limit of Rs .80,000/-.
- The D.A. admissible in terms of para - I of this Memo shall be rounded off to the nearest rupee in each case.
- The Governor has also been pleased to decide that for daijy rated worker under the Non-Govt. College/Educational institutions whose wages are not regulated by any statutory provisions like the Minimum wages Act etc. there will be a further ad-hoc increase in their ex46tj.ng daily rate of wages by Rs. 10/- (Rupees Ten) only effect from 01.04.2010.
- The charges involved will be debited to the respective appropriate heads in -the current year 's plan/non-plan budget under '2202-General Education /2204-sports and Youth Services',
- All concerned are being informed,

sd/- Illegible
joint secretary

Compendium

No. 53/Edn(B)/1M-15/2008

Dated, Kolkata, the 21st April, 2010.

ANNEXURE - 'A'

1. Approved teaching and non-teaching staff of Non-Government and Sponsored Colleges.
2. Approved teaching and Non-teaching staff of Sponsored teachers Training College (pg) and Non-Government Teacher' Training Colleges (PG) .
3. Approved staff of' Day Students 1 Home.

Sd/- Illegible
joint secretary

No. 1801 (450) CGA

Dated, Kolkata, the 23rd April, 2010.

Copy forwarded for information and necessary action to :-

The principal/Teacher-in-Charge/Secretary/Administrator-

for Director of public instruction.
West Bengal.

**Government of West Bengal
Higher Education Department
College Sponsored Branch
Bikash Bhaban,
Salt Lake City Kolkata-700091**

No. 558-Edn (CS)/5P-52/98 (PC-III)

Dated Kolkata, The 14th June, 2013

ORDER

In exercise of the powers conferred under Section 12 read with section 11 of The West Bengal Colleges (Payment of Salaries) Act, 1978 and in continuation of earlier orders No.920-Edn (CS) dated 31.12.2012 Issued by this Department, the Governor is hereby pleased to direct to give the following clarifications for information and guidance to all concerned:

Sl. No.	Points	Clarification
1.	Re designation of Reader/Lecturer (Selection, Grade) with three years of continuous service to the post of Associate Professor up to 29.06.2010 has already been done. Now, what will be the date of effect if Re-designation of Reader/Lecturer (Selection Grade) with three years of continuous service is getting completed on a date during the period 30.06.2010 to 31.10.2012	Post the Re-designation of Reader/Lecturer (Selection Grade) to the post of Associate Professor, falling due during the period 30.06.2010 to 31.10.2012, and the claim/entitlement under the Career Advancement Scheme for teachers, librarians, physical instructors arising during the period 30.06.2010 to 31.10.2012, the date of implementation/effect will be 01.11.2012 as per C.O No.920-Edn(CS) dt.31.12.2012 vide ANNEXURE to G.O. para 6.1.
2.	If any incumbent enters the service after 01.01.2006 with Ph.D / M.Phil / L.L.M/M.Tech Degree or acquires these Degree in-service, what will be benefit in terms of incentives as per UGC Regulation 2010	A clarification in his regard is being sought from the UGC. On receiving the same, the matter will be processed further.
3.	If any incumbent wants to acquire the Ph.D Degree during his/her service, whether he/she will get any leave to complete the requisite course work as per UGC's New Regulation for Ph.D	Special study leave/Extra Ordinary Leave (EOL) with pay for Ph.D course work, a maximum period of six months may be allowed provided least academic loss is caused to the concerned college/students and subject to successful completion of the course work as reflected in the completion certificate issued by the University. A proposal along these lines is being sent to the Finance Department for approval.

Compendium

4.	If any incumbent is under Faculty Development Programme. (FDP)/ Faculty Improvement Programme (PIP) and remains absent in the college for a certain period, whether his/her date of effect for promotion on CAS will be deferred or not	The incumbent who is under FDP/ PIP scheme, his/her CAS benefit will not be deferred as he/she is on leave with pay with normal increment but the screening/ selection committee will be formed after the incumbent returns to the concerned post. However, the Career Advancement Scheme for teachers falling due on and from 30.06.2010 to 31.10.2012, the date of implementation of the scheme will be effective from 01.11.2012 as per G.O. No.920-Bdn(CS).11.31.12.2012.
3.	If any incumbent remains on duly-approved Extraordinary Leave (EOL) without pay. what will be the required eligibility period for CAS	If any person remains on duly-approved Extraordinary Leave (EOL) without pay on personal ground other than medical grounds/ higher study, his/ her normal annual increment as well as CAS benefit will be deferred in the light of existing G.O. No.2728F dt.07.04.2009

This order shall take immediate effect.

Sd/- Joint Secretary
Higher Education Department
Government of West Bengal

No. 558/1(14)Edn (CS)/SP-47/12

Dated Kolkata The 14th June, 2013

Copy forwarded for information and/or necessary action:

1. Principal Accountant General (A & 12), West Bengal.
2. Director of Public Instruction, West Bengal, with request to circulate the order to all colleges under his jurisdiction,
3. Director of Treasuries, West Bengal, with request to circulate the order to all the Treasuries in West Bengal,
4. Addl DPI (Admin), West Bengal,
5. Jt DPI (UGC), West Bengal,
6. Jt. DPI (NGC), West Bengal,
7. Jt. DPI (PPS), West Bengal,
8. Addl DPI (P&S), West Bengal,
9. Deputy Director of Public Instruction, West Bengal,
10. P. S. to Hon'ble Minister-in-Charge, M.E. Department,
11. P.A to Secretary, H.E. Department,
12. Computer Cell of this Department,
13. College Sponsored Branch, M. Integrated Law Cell,
15. Guard File

Joint Secretary

Government of West Bengal
Higher Education Department
College Sponsored Branch
Bikash Bhaban, Salt Lake City Kolkata-70U091

No. 558-Edu (CS)/5P-52/98(Pt-III)

Dated Kolkata The 14th June,2013 .ORDER

In exercise of the powers conferred under Section 12 read with section 11 of The West Bengal Collegers (Payment of Salaries) Act, 1978 and in continuation of earlier orders No.920-Edn (CS) dated 31.12.2012 issued by this department the Governor is hereby pleased to direct to give the following clarifications for information and guidance to all concerned:

Sl. No.	Points	Clarification
1.	Re designation of Reader/Lecturer (Selection-Grade) with three years of continuous service to the post of Associate Professor up to 29.06.2010 has already been done. Now, what will be the date of effect if Re-designation of Reader/Lecturer (Selection Grade) with three years of continuous service, is getting completed on a date during the period 30.06.2010 to 31.10.2012	For the Re-designation of Reader/Lecturer (Selection Grade) to the post of Associate Professor, falling due during the period 30.06.2010 to 31.10.2012, and the claim/entitlement under the Career Advancement Scheme for teachers, librarians, physical instructors arising during the period 30.06.2010 to 31.10.2012, the date of implementation/effect will be 01.11.2012 as per G.O No.920-Edn(CS) dt.31.12.2012 vide ANNEXURE to G.O. para 6.1.
2.	If any incumbent enters the service after 01.01.2006 with Ph.D / M.Phil / L.L.M/M.Tech Degree or acquires these Degree in-service, what will be benefit in terms of incentives as per UGC Regulation 2010	A clarification in this regard is being sought from the UGC. On receiving the same, the matter will be processed further.
3.	If any incumbent wants to acquire the Ph.D Degree during his/her service. Whether he/she will get any leave to complete the requisite course work as per UGC's New Regulation for Ph.D	Special study leave/Extra Ordinary Leave (EOL) with pay for Ph.D course work, a maximum period of six months may be allowed provided there is no academic loss is caused to the concerned college/students and subject to successful completion of the course work as reflected in the completion certificate issued by the University. A proposal along these lines is being sent to the Finance Department for approval.

Compendium

4.	If any incumbent is under Faculty Development Programme (PDP)/ Faculty Improvement Programme (PIP) and remains absent in the college for a certain period, whether his/her date of effect for promotion on CAS will be deferred or not	The incumbent who is under PDP/ PIP scheme, his/her CAS benefit will not be deferred as he/she is on leave with pay with normal increment but the screening/ selection committee will be formed after the incumbent returns to the concerned post. However, (he Career Advancement Scheme for teachers falling due on and from 30.06.2010 to 31.10.2012, the date of implementation of the scheme will be effective from 01.11.2012 as per G.O. No.920-Edn(CS)dt.31.12.2012.
5.	if any incumbent remains on duly-approved Extraordinary Leave (EOL) without pay. what will be the required eligibility period for CAS	If any person remains on duly-approved Extraordinary Leave (EOL) without pay on personal ground other than medical grounds/ higher study. his/her normal annual increment as well as CAS benefit will be deferred in the light of existing G.O. No.2728F dt.07.04.2009

This order shall take immediate effect.

Sd/-
Joint Secretary Higher education
Department Government of West Bengal

No.558/1(14)Edn (CS)/5P-47/12

Dated Kolkata The 14th June, 2013

Copy forwarded for information and/or necessary Action:

1. Principal Accountant General (A & E), West Bengal.
2. Director of Public Instruction, West Bengal, with request to circulate the order to all colleges under his jurisdiction.
3. Director of Treasuries, West Bengal, with request to circulate the order to all the Treasuries in West Bengal,
4. Addl DPI (Admn), West Bengal,
5. Jt DPI (UGC), West Bengal,
6. Jt. DPI (NGC), West Bengal,
7. Jt. DPI (PPS), West Bengal,
8. Addl DPI (P&S), West Bengal,
9. Deputy Director of Public Instruction, West Bengal,
10. P. S. to Hon'ble Minister-in-Charge, H.E. Department,
11. P.A to Secretary, M.E. Department,
12. Computer Cell of this Department,
13. College Sponsored Branch, M. Integrated Law Cell,
15. Guard File

Joint Secretary

**Government of West Bengal
Higher Education Department
College Sponsored Branch**

Bikasii Bhauan, Salt Lake City Kolkata-700091

No.558- (CS)/5P-52M (Pt-III)

Dated Kolkata The 14th June, 2013

ORDER

In exercise of the powers conferred under Section 12 read with Section 11 of The West Bengal Colleges (Payment of Salaries) Act, 1978 and in continuation of earlier orders No.920-Edn (CS) dated 31.12.2012 issued by this Department, the Governor is hereby pleased to direct to give the following clarifications for information and guidance to all concerned:

Sl. No.	Points	Clarification
1.	Kc designation of Reader/Lecturer (Selection Grade) with three years of continuous service to the post of Associate Professor up to 29.06.2010 has already been done. Now, what will be the date of effect if Rc-designation of Reader/Lecturer (Selection Grade) with three years of continuous service, is getting completed on a date during the period 30.06.2010 to 31.10.2012	For the Rc-designation of Reader/Lecturer (Selection Grade) to the post of Associate Professor, falling due during the period 30.06.2010 to 31.10.2012, and the claim/entitlement under the Career Advancement Scheme for teachers, librarians, physical instructors arising during the period 30.06.2010 to 31.10.2012, the date of implementation/effect will be 01.11.2012 as per CO No.920-Edn(CS) dt.31.12.2012 vide ANNEXURE to G.O. para 6.1.
2.	If any incumbent enters the service on 01.01.2006 with Ph.D / M.Phil / L.L.M/M.Tech Degree or acquires those Degree in-service, what will be benefit in terms of incentives as per UGC Retention 2010	A clarification in his regard is being sought from the UGC. On receiving the same, the matter will be processed further.
3.	If any incumbent wants to acquire the Ph.D Degree during his/her service. Whether he/she will get any leave to complete the requisite course work as per UGC's New Regulation for Ph.D	Special study leave/Extra Ordinary Leave (EOL) with pay for Ph.D course work, a maximum period of six months may be allowed provided if any academic loss is caused to the concerned college/students and subject to successful completion of the course work as reflected in the completion certificate issued by the University. A proposal along these lines is being sent to the Finance Department for approval.

Compendium

4.	IF any ineumbenl is under Faculty Development Programme (FDP)/ Faculty Improvement Programme (PIP) and remains absent in the college for a certain period, whether his/her dale of effect for promotion on CAS will be deferred or not	The incumbent who is under FDP/ FIP scheme, his/her CAS benefit will not be deferred as he/she is on leave with pay with normal increment but the screening/ selection committee will be formed after the incumbent returns to the concerned post However, the Career Advancement Scheme for teachers falling due on and from 30.06.2010 to 31.10.2012, the dale of implementation of the scheme will be effective from 01.11..20I2 as per G.O. No.920-Edn(CS) dt.31.12.2012.
5.	If any ineumbenl remains on duly-approved Extraordinary Leave (EOL) without pay. what will be the required eligibility period for CAS	B any person remains on duly-approved Extraordinary Leave (EOL) without pay on personal ground other than medical grounds/ higher study, his/ her normal annual increment as well as CAS benefit will be deferred in the light of existing G.O. No.272KF dt.07.04.2009

This order shall lake immediate effect.

Sd/- Joint Secretary
Higher Education Department
Government of West Bengal

No.558/1(14)Edn (CS)/5P-47/12

Dated Kolkata the 14th June, 2013

Copy forwarded for information and/or necessary action:

1. Principal Accountant General (A & E), West Bengal.
2. Director of Public Instruction. West Bengal, with request to circulate the order to all colleges under his jurisdiction,
3. Director of Treasuries, West Bengal, with request to circulate the order to all the Treasuries in West Bengal,
4. Addl DPI (Adinn), West Bengal,
5. Jt DPI (UGC), West Bengal,
6. Jt. DPI (NGO, West Bengal,
7. Jt. DPI (PPS), West Bengal,
8. Addl DPI (P&S), West Bengal,
9. Deputy Director of Public Instruction, Wesl Bengal,
10. P. S. to Hon'ble Minister-in-Charge, II.E. Department,
11. P.A to Secretary, M.E. Department,
12. Computer Cell of this Department,
13. College Sponsored Branch,
14. Integrated Law Cell,
15. Guard File

Joint Secretary

Government of West Bengal
Finance Department
Pension Branch
Writers' Buildings, Kolkata -1

No.830-F(Pen)

Dated Kolkata the 20th September, 2010

MEMORANDUM

Sub : Extension of the benefit of family pension to the unmarried/widowed/divorced daughter of a Government employee/pensioner whose spouse pre-deceased him/her.

The benefit of family pension has been extended to the unmarried as well as widowed / divorced daughter of a Government employee / pensioner vide Finance Department Memo No.138-F(Pen) dt.03.03.08 and 620-F(Pcn) dt.29.06.06 respectively. The benefit was also extended to the unmarried / widowed / divorced daughter of a State Government employee / pensioner whose spouse was in receipt of ad-hoc family pension, cx-gratia family pension and extra-ordinary family pension vide Finance Department Memorandum Nos.740-F(Pen) dt; 12.11.08, 742-F(Pcn) dt. 14.11.06 and 744-F(Pen) dt. 17.11.08 respectively.

2. A question has now arisen as to whether the unmarried / widowed / divorced daughter of a Government employee / pensioner whose spouse predeceased him / her will also be entitled to family pension (if otherwise eligible).
3. After careful consideration of the matter the Governor has been pleased to decide that for the sake of socio-economic security, the benefit of family pension will also be extended to the unmarried / widowed / divorced daughter of a Government employee / pensioner whose spouse had predeceased him I her. Each application will, however be examined by the Finance Department on the basis of individual merit of the case.
4. All the Heads of Offices will refer such type of cases to Pension Branch of this Department for proper examination/decision at this end.

Sd/- S.K. Chattapadhyay,
Special Secretary to the
Government of West Bengal.

Memo No. 830/1(500)-F(Pen)

Dated, Kolkata the 20th September, 2010.

Copy forwarded for information and necessary action to:

1. The Accountant General (A&E), Westl' Bengal. Treasury Buildings, Kolkata-700 001.
2. The Manager, Reserve Bank of India (Public A/cs Deptt)., 15, N.S. Road, Kolkata-1.

Compendium

3. The Manager, Reserve Bank of India (Public A/cs Deptt., Deptt. of Govt. & Bank Accounts, G-7, Bandra Kurla Complex, 3rd Floor, Bandra(Last), Mumbai-51.
4. The Accounts Officer, West Bengal Secretariat, Writers' Buildings, Kolkata-700 001.
5. The Accountant General(Audit), W.B., Treasury Buildings, Kolkata- 700 001.
6. The Deputy Accountant General (Pension), W.B., Treasury Buildings, Kolkata-1.
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office, 81/2/2, Phears Lane, Kolkata-700 012.
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-I, Hyde Lane, Kolkata-700 073.
9. Directorate of Treasuries & Accounts, 4, Lyons Range, Kolkata-700 001.
10. The Treasury Officer
11.
12. The District Magistrate/District Judge
13. The Superintendent of Police
14. The Commissioner
15. The Sub-Divisional Officer
16. The Principal, Industrial Training Institute
17. The Superintending Engineer/The Executive Engineer
18. The Accountant General(A&E):
 - (i) Uttar Pradesh, Allahabad-211001 (ii) Bihar, Birchand Patel Marg, Patna-800001, (iii) Orissa, I3hubaneswar,-751001, (iv) Madhya Pradesh, Gwnlior-474 002, (v) Assam, Bhanagarh, Gauhati-781015, (vi) Andhra Pradesh, Hyderabad-500463, (vii)Kerala, Trivandaim-695039, (viii) Tamil Nadu, Chennai-600016, (ix) Rajasthan, Jaipur-302001, (x) Punjab, Chandigarh-160017, (xi) Maharashtra, Mumbai-400020, (xii) Gujrat, Ahmedabad-380 001. (xiii) Karnataka, Bangalore-560 001, (xiv) Hariyana. Chandigarh-160 017,(xv) Tripura, Agartala-799 001, (xvi) Nagaland, Kohima-797001,(xvii) Manipur, Imphal-795001 (xviii) Meghalaya, Shilong-793001, (xix) Jammu & Kashmir, Srinagar-190001, (xx) Uttaranchal, Dehradun-248001, (xxi) Chfoatisgarh, Raipur-843326, (xxii) Jharkhand, Ranchi-843001.
19. The Senior Deputy Accountant General (A&E)
 - (i) Sikkim, Gangtak-737001, (ii) Himachal Pradesh & Chandigarh, Simla-! 71003.
20. The Pay & Accounts Officer:

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

(i) Goa, P.O. Pnnaji-403 001, (ii) Pondicherry, P.O. Pondicherry-605 001, (iii) Andaman & Nicobar Islands, Port Blair-744 101.

21. The Director of Accounts, Govt, of Arunachal Pradesh, Nahar Lagun-791 I 10.
22. The Director of Audit, Central Rvcijuc-11, Indrapraslha Estate, New Delhi-110001.
23. The Controller of Accounts (Pensionj), Delhi Administration, Mori Gate, Delhi-7.
24. The Assistant Military Attache (Pension), Embassy of India, Military Pension Branch, Kathmandu, Nepal-1.
25. Pensioners' Association:

Assistant Secretary to the
Government of West Bengal.

Compendium

**Government of West Bengal
Finance Department
Audit Branch**

NO. 9965-F(P)

Date: 11-10.2010

MEMORANDUM

The scale of pay of the Head Clerks/Head Assistants in thrr Directorates under various Departments. Government of West Bengal was revised inter alia to Scale No 10 (Rs.4000 - 9700/0 with effect from 01/01/1996 nationally with actual effect from 01 08-2008 in terms of Memo No. 1682-F dated 23 02 2009. Due CO loss of pay occurred in . some bases after fixation in terms of the said Memo and due to non availability of promotional fixation for identical scale of pay. the question of review of the same has boon under consideration of the Government for some time past

2. After careful consideration of the position the Governor has been pleased, to decide as follows :-
 - a) The scale of pay of the post of Head Clerk shall bo upgraded to Scale No. 10 dm revised) corresponding to the revised scale under WBS(ROPA)Rules. 2009 in PB-3 (Rs.7100 - 37600/) with Oracle Pay of Rs.3900/-.
 - b) The scale of pay of the post of Head Assistant shall be upgraded to Scale 10 (uri-revisecU with higher initial at Rs.4650/- corresponding to the revised scale under WDS(ROPA) Rules. 2009 in PB-3 (Rs.7100 - 37600/) with minimum pay i.e. higher initial at Rs.atW- and Grade Pay of Rs.39D0/ .
 - c) The scale, of puy of the post of Mead Assistant - II shall be upgraded to Scale No. 10 (unrevised) with higher initial start at Rs.4800/- corresponding to the revised scale under WBSCKOPA) RiilCs, 2009 in PB-3 (Rs.7100 -37600/) with minimum pay i.e. higher initial at Rs.8930/ and Grade Pay of Rs.3950/-.
 - d) The scale of pay of the post of Head Assistant I shall be upgraded to Scale No. 10 (unrevised) with higher initial start at Rs.-37600/ corresponding to the revised scale under WBS(ROPA)Rules, 2009 in PB-3 (Rs.7100 - 37600/) with minimum pay i.e. liiher initial at Rs.9210/- and Grade Pay of Rsi3960\
3. This will take effect from 0108-2000.
4. At the time of pay fixation in terms of this memorandum only the difference of Grade Pay. if there be any, shall be added to the existing pay of the concerned employees since revised under VVBS(ROPA)Rules, 2009.
5. It has also been decided that at each stage of promotion from the post, of Head Clerk to Head Assistant, from Head Assistant lo Head Assistant 11 and from Head Assistant-II to Head Assistant-I the concerned Directorate employees will get pay fixation benefit under normal rule.
6. Finance Department's Memo No.1682-F dated 23-02 2005) stands modified lo the extent of this memorandum.
7. The Accountant General (A&E). West Bengal and the Principal Accountant GeneraKAudilX West Bengal are being informed accordingly.

Sd/- S.K. Chattopadhyay

OSD & Ex-Officio Special Secretary

to the Government of West Bengal. Finance Department

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- 1) The Accountant General(A&E). West Bengal. Troasuiy Buildings, Kolkata-700001.
- 2) The Principal Accountant General (Audit), W.B. Tensury Bldgs, Kolkata-700001.
- 3) The Pay & Account Officer. Kol.Pay & A/cs. Office-I. 81/2/2, Phears Lane. Kol-12.
- 4) The Pay & Amounts Officer. Kol.Pny & A/cs. Office II, P/l, Hyde Lane, Kol-73.
- 5) The Accounts Officer. W.B. Secretariat, Writers' Buildings, Kolkata 700001.
- 6) The Accounts Officer. W.B.Secretariat, Salt Lake. Bikash Bhavan, Kol-700091.
- 7) The Sub Divisional Officer. _____

- 8) The District Magistrate/Judge. _____

- 9) The Treasury Officer. _____

- 10) The _____

- 11) The Commissioner. _____

- 12) The Principal. Industrial Training Institute, _____

- 13) The Superintendent of Police, _____

- 14) The Superintending Engineer/Executive Engineer. _____

Officer-on Special Duty & Ex Officio
Deputy Secretary to the Government of West Bengal,
Finance Department

Compendium
Government of West Bengal
Higher Education Department
Budget Branch
Bikash Bhavan, 6th floor, Salt Lake, Kolkata - 700 091

No. 54 - Edn(B)/ 1M - 28/2014

Dated, Kolkata, 13th May, 2015

From: Smt. M. Ray, IAS
Additional Secretary
to the Govt, of West Bengal.

To: The Director of Public Instruction, West Bengal,
Bikash Bhavan, 6th floor, Salt Lake, Kolkata - 700091.

Sir,

I am directed to enclose herewith copies of Finance Department's memo No. 8298-F(Y), dated 03.10.2012, No. 10578-F(Y) dated 28.12.2012 and No. 3435-F(Y) dated 01.07.2014 & No. 79(60) - CS/2015, dated 16.04.2015 and to state that deposit of Non-tax Revenue in respect of Govt Colleges and Govt.-aided Colleges has been made mandatory through GRIPS (Govt. Receipt Portal System) w.e.f. 1st July, 2015. I am, therefore, directed to request you to circulate the above memos, to all colleges with the instruction to deposit Non-tax Revenue only through GRIPS. For detailed instruction, the GRIPS Portal under website www.wb.fin.nic.in may be consulted.

In this connection it may be mentioned that the amount of refund, if any, should be deposited through TR Form No. 7 as usual. A list of Heads of Accounts under which Non-tax Revenue is to be deposited is enclosed in Annexure-'A'.

Yours faithfully,
Additional Secretary
to the Govt, of West Bengal

Government of West Bengal
Finance Department
Audit Branch

No. 8298-F(Y).

Kolkata, the 3rd October, 2012.

NOTIFICATION

Sub: On-line and Off-line Receipts of Tax and Non-Tax Revenue through Government Receipt Portal System [GRIPS] in electronic mode and incorporation in the e-Treasury through Reserve Bank of India, PAD, Kolkata.

'On-Line System of Tax-Receipt' [OLSTR] of State Government taxes was introduced vide this Department Notification No.3154-F dated 24.04.2008 facilitating payment of Commercial Taxes by the taxpayers through the portal of the Agency Banks. Subsequently, such facility of e-Receipts of taxes has been extended by other banks. All these e-Receipts of taxes are incorporated in the State Government's Civil Accounts through the e-Treasury under the Directorate of Treasuries & Accounts, West Bengal.

2. The existing e-Receipt system has the following drawbacks:
 - (a) Facility available to the taxpayers having internet banking account only in selected banks.
 - (b) Incomplete data transmission by the Agency Banks by e-mail to the e-Treasury.
 - (c) Non-uniform data i.e data for Commercial Taxes, data for Excise Duty and data for Motor Vehicles are separate for each Department / Directorate.
 - (d) No validation for the head of account resulting booking of receipts in incorrect head.
3. In order to strengthen and improve the existing mechanism, it was felt that certain changes were needed to meet the following objectives:
 - (a) Single Banking transaction to account for multiple Government payments by the public / Tax-payer like; VAT, CST, Entry Tax, Professional Tax, Motor Vehicles, Land Revenue, Stamp Duty, Earnest Money and other deposits under different accounting heads.
 - (b) Offline / 'Over the Counter' [OTC] payments through Cash, Cheque, & Draft etc. can be accepted by the authorised Bank and be credited to the State Government's Accounts through electronic challans generated from the Central Portal either by the Public / Tax-payer or by the authorised Bank, as the case may be (to be introduced in second phase).
 - (c) Electronic payment through Debit Cards of authorised Banks under e-Treasury in addition to Net Banking facility (to be introduced in third phase).
 - (d) Minimum transaction related data transfer to and from Bank Portal and State Portal.
 - (e) Single source reporting & accounting through Reserve Bank of India, Public Accounts Department (PAD), Kolkata and e-Treasury at the Directorate of Treasuries & Accounts, West Bengal.
 - (f) Faster credit of receipts into the Government account.
4. Now, In order to overcome the drawbacks of the existing system and to widen the reach of this e-Governance initiative, the State Government in Finance Department has developed a

Compendium

separate Portal / Website named 'Government Receipt Portal System' [GRIPS] for accepting electronic receipt [e-Receipt] of Tax and Non-Tax revenue and deposit on behalf of the Government of West Bengal.

After careful consideration of the matter, the Governor has been pleased to prescribe the following procedures in this respect:

1. Government Decisions:

(a) Acceptance of payments from the Taxpayers/Depositors for all types of e-Receipts whether Tax or Non-Tax Receipts or Deposits of any Department of the State Government shall be routed through the Portal of the Finance Department, GRIPS, for proper credit to the State Exchequer and booking of such e-Receipt in appropriate head of accounts.

(b) All Departments/Directorates/Offices of the State Government shall have to introduce e-Receipt for deposits received by their departments through incorporation of the receipt head of account in the GRIPS Portal. If the Department/Directorate has its own Portal/website, the integration of their Portal/Website with the GRIPS Portal shall be made in consultation with the Finance Department and the National Informatics Centre [NIC]. All departments shall in consultation with the Finance Department complete this exercise by 31st December.2012.

(c) All the Banks, who will be authorised by the Reserve Bank of India for handling the State Governments transactions/receipts will be allowed to join in the e-Receipt system of the State Government subject to the following conditions

- (i) Consent letter from the willing Bank to the Director of Treasuries & Accounts, West Bengal and approval of the Finance Department,
- (ii) Integration of Bank-Portal with the GRIPS Portal and compatibility of the data transfer in approved prescribed format.
- (iii) Consent letter of the willing Bank to the Reserve Bank of India, PAD, Kolkata and compatibility of data uploading in prescribed format at the Secured Website / CBS Portal / corporate e-mail of the Reserve Bank of India.

(d) 'Over the Counter' (OTC) receipts by the authorised Banks shall be routed through the GRIPS Portal of the State Government (Second Phase).

(e) The reporting and accounting of these receipts will be made through Reserve Bank of India, PAD, Kolkata and the e-Treasury of the Directorate of Treasuries & Accounts, West Bengal. The Reserve Bank of India, PAD, Kolkata, shall act as the Agency Bank of the e-Treasury.

(f) Existing system of e-Payment by the Taxpayer directly through the Bank's Portal (OLSTR) shall be discontinued after-introduction of the new up-graded system (GRIPS).

2. In order to operationalise the revamped receipt mechanism through GRIPS Portal and through e-Treasury, the business processes of the new system and the roles and responsibilities of the different stake-holders involved at various stages of the Government receipt transactions are outlined below.

2.1 Step -1

Log on to GRIPS Portal:

The Depositors/Taxpayers, have to visit the Finance Department website using URL <https://wbfin.nic.in> where there will be an icon / link for the GRIPS Portal. The connectivity can be established from anywhere through internet.

2.2 Step - II

Choice of Department specific challan:

The depositor has to click on the Department specific Electronic Challan Form available in the GRIPS Portal.

2.3 Step - III

System based validation:

The GRIPS software will allow to select the Accounting Heads and other related information that has been either selected or required to be entered by Depositor/Taxpayer. For proper validation and data transmission GRIPS will internally communicate with the Server of other Department/Directorate of State Government, where necessary. After validation of the data, the Depositor will have to choose the mode of payment.

2.4 Step - IV

Option to make payment for multiple purposes in a single transaction:

The depositor will have the option of making payment for multiple Accounting Heads such as: Value Added Tax, Entry Tax, State Sales Tax, Central Sales Tax etc. through a single transaction.

2.5 Step - V

Mode of payment:

The mode of payment will be through:

1. Net Banking
2. Off-line payment by the Customer/Depositor: Payment made 'Over the Counter' (OTC) of any authorised bank through cash/cheque/Demand Draft etc. (to be introduced in second phase).
3. Debit Card (to be introduced in third phase)

2.6 Step - VI

Choice of Bank:

The Depositor has to choose the bank in which he/she intends to make the payment from out of the authorized banks linked with the GRIPS Portal.

2.7 Step-VII

Generation of challan reference ID [GRN]:

(i) For On-Line Payment: After successful validation, the GRIPS Portal will generate an e-challan with challan reference ID called GRN [Government Receipt Number]. The Depositor should note the GRN for all future references. The Depositor may take the print out of the challan form containing the GRN.

(ii) For Off-line Payment: For payment 'Over the Counter' [OTC] of the authorized Banks, the mode of payment will be:

- (a) The Depositor/Taxpayer shall log-on to the GRIPS Portal and generate the e-Challan with GRN from the GRIPS Portal. He shall take the print out of the said e-Challan with GRN and approach any authorised Bank for remitting the payment.

- (b) The Bank shall log-on to GRIPS Portal, retrieve the entry regarding the particular transaction with reference to GRN of the e-Challan submitted by the Depositor and after verification receive the payment. The authorised Bank shall upload the required data in the prescribed .xml format in GRIPS Portal. Any branch of the authorised Bank shall accept any receipt through e-Challan generated from GRIPS Portal as ‘Over the Counter’ [OTC] payment and the amount so received shall be credited to the account of the Focal Point Branch.

(iii) In all cases, for on-line or off-line, an e-Challan with GRN without any payment shall be valid for seven (7) calendar days (Up to 8 PM of seventh day) from the GRIPS challan generation date.

2.8 Step-VIII

Transmission of challan related information from GRIPS Portal to Authorized Bank Portal and return-back of such information from Bank Portal to GRIPS Portal:

(I) On-line Payment: The challan related information with GRN will be transmitted automatically from GRIPS Portal/Server to the concerned Bank’s Portal/Server in the prescribed parameter in .xml format on-line on real time basis. If the payment is to be made through Net Banking/Debit Card the Depositor will be taken to the internet banking/Debit Card module of the Bank where he/she will use his credentials to make the payment. After the payment is made by the Depositor, the Bank shall generate a Bank Reference Number [BRN] with reference to GRN and the challan related information with GRN & BRN shall be transmitted from the Bank’s Portal/Server to GRIPS Portal/Server in the prescribed parameter format on-line on real time basis. On successful payment, the bank will generate a cyber receipt with GRN & BRN, the print out of which can be obtained by the Depositor from the Bank Portal. There shall be provision for subsequent printing of such receipt from the Bank Portal with reference to the same GRN/BRN.

(ii) Off-line Payment: If the depositor wants to make the payment Over The Counter, the required information received from the Depositor at the GRIPS Portal/Server along with GRN will be transmitted to the concerned Bank’s Portal/Server in prescribed parameter in .xml format on-line on real time basis and after receiving of the payment by the authorized Bank the related information along with GRN & BRN shall be transmitted from the Bank’s Portal/Server to GRIPS Portal/Server in the prescribed parameter format on real time basis. On successful payment, the bank will generate a cyber receipt with GRN & BRN, the print out of which can be handed over to the Depositor by the Bank with seal & signature. There shall be provision for subsequent printing of such receipt from the Bank Portal for the same GRN/BRN.

(iii) The parameters and the format of .xml file which shall be transmitted from GRIPS Portal to Bank Portal and the parameters and the format of .xml file of return transmission data from Bank Portal to GRIPS Portal have been defined and prescribed by the National Informatics Centre [NIC], West Bengal State Centre.

2.9 Step - IX

Generation of receipted e-Challan from GRIPS:

After successful payment, and after receiving back the complete information from the Bank’s Portal to GRIPS Portal with reference to GRN & BRN, the GRIPS shall also generate a receipted

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e-Challan. With reference to GRN, the print out of the receipted e-Challan with GRN & BRN can also be taken out by the Depositor from the GRIPS Portal. The concerned State Government Department / Directorate / Authority can also verify such receipted e-Challan with reference to GRN & BRN from the GRIPS Portal. In cases of link failure after the successful payment, there shall be provision for subsequent printing of such receipt from the GRIPS Portal for the same GRN/BRN.

3. Banking Arrangement:

- (a) All the public and private sector Banks who are authorized by the Reserve Bank of India to accept receipt on behalf of the Government of West Bengal, shall, subject to fulfillment of the terms and conditions as mentioned at para 1 (c) above, be allowed to participate in GRIPS. The list of such Banks, who have submitted their consent letters to the State Government and have been approved by the Finance Department, is annexed at Annexure-B. However, subsequent notification shall be issued by the Finance Department for the Banks which are yet to be integrated with GRIPS Portal and are yet to submit their consent letter to the State Government.
- (b) Under Core Banking Solution of the respective authorized Bank, all their branches shall be able to transact with GRIPS but there shall be only one Focal Point Branch of each authorized Bank called e-FPB where all data related to GRIPS transactions [both on-line and off-line] shall be collected and collated and the amount so collected through GRIPS shall be pooled in a separate account at the e-FPB. Each such e-FPB will act as the Receiving branch and Focal Point Branch notwithstanding the fact that the Depositor's account might have been debited at other branch or the Depositor might have deposited the amount at other branch.
- (c) The e-FPB [Focal Point Branch] of all authorized Bank shall upload/forward the data of successful GRIPS related transactions made up to 8 PM of the transaction day to the secured website/CBS Portal/Corporate e-mail of the Reserve Bank of India in prescribed parameter in .xml format as defined by the Reserve Bank of India, on T+1 day within 1 P.M. Banks should also ensure that their Current Account with RBI, Kolkata from which the Government dues would be debited, has adequate balance for settlement
- (d) The output strings of the GRIPS Portal, that goes to the Bank will contain the provisions for accommodating multiple receipts through multiple Accounting Heads in a single transaction against one GRN [GRIPS challan reference ID] and BRN [Bank transaction Reference ID]. However, when the Bank transmits the information in connection with such multiple receipts to Reserve Bank of India, PAD, Kolkata, it shall provide multiple records with Amount generated Head of Account wise against the same GRN & BRN as per the approved format.
- (e) Each authorized Bank shall depute at least one Nodal Officer who will monitor the whole matter and shall be responsible for proper completion of all process of GRIPS related transactions including reporting of transaction details and uploading/forwarding .xml files to the Secured Website/CBS Portal/corporate e-mail of the Reserve Bank of India within the specified time.

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- (f) The parameters and format of the .xml file for transmission of data from GRIPS Portal to Bank Portal and its return-back shall be as per “Site Preparation Document - Version 1.4” as sent to each of the Banks by the NIC.
- (g) The Bank shall intimate RBI, the IFS Code of the e-FPB, the Current Account Number maintained with RBI, Kolkata from which the transaction amount will be debited, the name and the contact number of the nodal officer for e-Receipt system prior to their participation.
- (h) The bank shall apply to PAD, RBI, Kolkata for username and password for uploading the .xml files to the RBI’s Secured Website/CBS Portal.
- (i) The bank shall follow a uniform naming pattern for the .xml files as prescribed.
- (j) After obtaining permission from the Government to participate in GRIPS, the banks shall prepare test .xml files as per prescribed structure and schema and send the same to RBI for compatibility test. On confirmation from RBI the banks can upload their live data for processing.
- (k) The e-FPBs are required to send a confirmation by e-mail to RBI stating the number of transactions and the total transaction amount along with uploading / forwarding the .xml file to the Secured Website/CBS Portal/ corporate e-mail of RBI. In case of no transactions taking place at the bank’s level, a nil statement has to be sent through e-mail for confirmation in this regard.
- (l) The Banks shall take steps to settle the funds received on 31st March of the year on the same day under a special arrangement. The detailed arrangement may be made by Bank separately in consultation with the RBI. In case of delay in reporting, actions will be taken as per prescribed procedure.
- (m) For the purpose of calculation of the date of deposit, the date of payment made to the pooling account of the e-FPB of the respective Banks shall be reckoned as the date of deposit in Government Account by the Depositor.

4. Role of the Reserve Bank of India [RBI]:

- (i) The RBI shall receive the list of successful transactions from the participating banks in a .xml file in Secured Website/CBS Portal/ corporate e-mail by 1.00 PM (Saturday 12 O’ clock) or as the time prescribed by RBI, along with an e-mail confirmation about the number and amount of transactions.
- (ii) The RBI shall ensure that all the participating banks have sent the information in the approved format.
- (iii) The RBI shall validate and process the transaction files received from the banks and make corresponding accounting entries.
- (iv) RBi shall assign a unique number i.e. transaction number, for all credits reported by the Banks Accounting head-wise.
- (v) After crediting the Government account and debiting the banks, the RBI shall upload the e-Scroll in its secured website and send an e-mail to the e-Treasury at DTA [dta@wb.gov.in].

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- (vi) The RBI shall upload the file only once a day, preferably within 4 p.m. RBI shall ensure that it has received the details from all participating banks before processing the files.
- (vii) The RBI shall be responsible for uploading electronic Date-wise-Monthly Statement (e-DMS) in their secured website by the specified date of a month for all e-Receipts during the previous month in the approved format.
- (viii) As per transitional arrangement, the RBI shall also send a physical copy of the DMS duly authenticated by its official to the e-Treasury.
- (ix) The RBI shall nominate a Nodal Officer for performing / monitoring the jobs related to GRIPS transactions on daily basis at their end.
- (x) An Interface will be made available by the RBI to the e-Treasury to capture the daily e-Scroll and the DMS (Date-wise Monthly Statement) in electronic mode as per prescribed format.

5. e-Treasury at DTA:

- (i) On receiving the e-mail confirmation from RBI, the e-Treasury shall download the daily e-Scrolls from the secured web portal of RBI. Till the system is stabilized, the RBI shall forward a copy of the daily e-scroll by e-mail as per prescribed format.
- (ii) After verification of the daily e-Scroll, the e-Treasury shall upload the daily e- Scroll in the GRIPS Portal.
- (iii) After receiving data from the RBI. the GRIPS software shall generate a date- wise table showing the names of all participating Banks and their daily receipts as per inputs received from the Depositors, inputs received from the authorised banks and the inputs received from the RBI. Any Bank-wise mismatch / discrepancy shall be shown prominently by the GRIPS software on daily basis. e-Treasury shall monitor the matter and shall arrange to settle the discrepancy.
- (iv) The e-Treasury shall tally the gross monthly e-Receipts with the gross amount shown in the DMS of e-Receipts sent by the RBI. The total of the month's e- Receipt (bank wise and Major-head wise) will be verified against the DMS and the DMS shall be signed and returned back to the authorities as per the existing process.
- (v) e-Treasury shall prepare its accounts and shall submit the accounts to the Accountant General (A&E), West Bengal as prescribed along with RBD statement
- (vi) The DMS shall be received both in electronic form and in hard copy as per the existing format.
- (vii) The e-Treasury shall modify / rectify the errors in electronic data relating to the GRIPS.
- (viii) GRIPS Portal shall provide an authorization / interface to the different Department / Directorate / Offices to download the electronic receipt in respect of their data or MIS Report.
- (ix) A list, containing the heads of accounts pertaining to different Department / Directorate, where the Taxpayer/Depositor can deposit the money through GRIPS Portal, at present, is enclosed with this Notification as Annexure-A More heads of accounts pertaining to more Departments / Directorates shall be included in this Annexure in future and the same will be intimated to the PAD, Reserve Bank of India, Kolkata.

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- (x) The list containing the names of the participating Banks, who have submitted their consent letter for participating in GRIPS Portal till date, along with their respective Focal Point Branches, is enclosed with this Notification as Annexure- B. Names of more participating Banks shall also be included in this list in future, subject to successful integration with GRIPS, file compatibility test with RBI and submission of required information to RBI.

6. Redressal of Public Grievance:

The e-FPB shall have an effective procedure for dealing with public complaints for e-Receipt related matters. In case, any mistake is detected by either of the stakeholders in reporting of tax / payment of Government dues, either suo moto or on being

brought to its notice by the depositor, the e-Treasury and the bank will promptly take steps for rectification. The e-Focal Point Branch of the participating Banks will set up Help Desk and notify the contact number and address of the Help Desk for resolution of any dispute regarding e-Receipt.

7. Date of Operationalisation:

The new model for reporting and accounting of electronic receipts through Reserve Bank of India, PAD, Kolkata and GRIPS shall be effective from 10th October, 2012. However, the existing system of reporting and accounting shall continue till 31st December, 2012 in case of the Agency Banks which are yet to adopt the new system. All departments which are receiving taxes, non-taxes, fees and other deposits under different head of accounts shall immediately take steps to incorporate their deposit head of account in the GRIPS so that their deposits are received by the government through the Central Portal. All the Tax and Non-Tax Revenue and deposits of the State Government shall be received only through GRIPS with effect from 1st January 2013.

CBS branches of the authorised Banks under GRIPS will create necessary IT enabled infrastructure within 31st December 2012 in order to ensure introduction of offline payment processing under GRIPS with effect from 1st January, 2013.

Sd/- H. K. Dwivedi.

Secretary to the
Government of West Bengal.

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Annexure-A

List containing the heads of accounts pertaining to different Department / Directorate, where the Taxpayer/Depositor can deposit the money through GRIPS Portal.

Account Head	Description
Profession Tax	
0028-00-107-001-03	Profession Tax-Taxes
0028-00-1C7-001-07	Profession Tax-Interest Receipts
0028-00-107-001-06	Profession Tax-PENALTY
0028-00-107-001-12	Profession Tax-Reaistration Fees
0028 00-107-001-16	Profession Tax-LATE FEE
Land & Land Raforms	
0029-00-101-001-03	Fixed Collection Taxes
0029-0C-101-002-30	Collection from Estate leased to Farmers-Lease rent/selami
0029-00-101-005-05	Receipts (Including rent of buildinas) realised from works-rent
0029-00-101-006-07	Interests on Arrear of Land Revenues-Interestsd Receipts
0029-00-101-007-04	Surcharge on Land Revenue under Rural Employment and Production Act, 1976
0029-00-101-008-07	Interest on Arrears of Land revenue-Interest
0029-00-102-001-14	Taxes on Plantation-Service Fees
0029-00-103-001-08	Public Works Cess
0029-00-103-002-08	Road Cess - Cess
0029-00-103-003-08	Miscellaneous Receipts under the Cess Act
0029-00-103-004-08	Rural Employment Cess other than on Tea Gardens and Coal Mines
0029 00-103-005-08	Rural Employment Cess on Tea Estates-Cess
0029-00-103-006-08	Rural Employment Cess on Coal Mines-Cess
0029-00-103-008-08	Education Cess on Coal Mmes-Cess
0029-00-103-009-08	Education cess on Tea Estates-Cess
0029-00-103-010-08	Education Cess other than on Tea Estates and Coal Mines-Cess
0029-00-104-001-05	Collection of Ra'ryats and Non Agricultural Tenants-Rent
0029-00-104-002-09	Collection of Royalties from Mines AMmcrcals-Royalties
0029-00-104-002-27	Collection of Royalties from Mines &Mmerals-Other Receipts
0029-00-104-003-30	Collection from Sairati Interests <e.g, Fisheries.Ferries etc) Lease Rent / Selami
0029-00-104-006-27	Other items. Other Receipt
0029-00-800-005-14	Record Room Receipts
0029-00-800-001-14	Recoipts in connections with Survey and Settlement operations- Service Fees
Rogistration & Stam Revenue	
0030-02-103-001-02	Duty on Impressing of Documents
0030-02-103-003-02	Property Registration- Stamp duty
0030-03-104-001-15	Property Registration- Registration Fees
Excise	
0039-00-101-001-02	Duty-Country Spints
10039-00-101-001-13	License Fee - Country Spinl and Coloured and Flavoured Spirit

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0039-00-102-002-02	Duty - Pachawi
0039-00-102-003-02	Duty - Toddy
0039-00-102-003-03	Taxes on Toddy
0039-00-102-003-13	License Fee - Toddy
0039-00-105-001-02	Duty - Foreign Liquor
0039-00-105-001-03	Fees or Taxes on Foreign Liquor
0039-00-105-001-13	License Fee - Foreign Liquor
0039-00-106-001-02	Duty - Spirits used for other commercial, scientific or industrial purposes
0039-00-107-001-02	Duty - Spirits used in the manufacture of medicinal preparations
0039-00-107-002-02	Duty - Issuance of Druggists permits
0039-00-108-001-02	Duty - Opium
0039-00-108-001-13	License Fee - Opium
0039-00-108-002-13	License Fee - Ganja
0039-00-108-003-13	License Fee - Bhang
0039-00-150-001-06	Miscellaneous Fines and Confiscation
Commercial Taxes	
0040-C0-101-001-03	Central Sales Tax-Taxes
0040-00-101-001-04	Central Sales Tax-Surcharge
0040-00-101-001-06	Central Sales Tax-PENALTY
0040-00-101-001-07	Central Sales Tax-Interest Receipts
0040-00-101-001-12	Central Sales Tax-Registration Fees
0040-00-101-001-16	Central Sales Tax-LATE FEE
0040-00-102-001-03	W.B Sales Tax-Taxes
0040-00-102-001-04	W.B.Sales Tax-Surcharge
0040-00-102-001-06	W.B Sales Tax-PENALTY
0040-00-102-001-07	W.B.Sales Tax-Interest Receipts
0040-00-102-001-12	W.B Sales Tax-Registration Fees
0040-00-102-001-16	W.B.Sales Tax-LATE FEE
0040-00-102-005-03	W.B Value Added Tax-Taxes
0040-00-102-005-07	W.B.Value Added Tax-Interest Receipts
0040-00-102-005-08	W.B.Value Added Tax-PENALTY
0040-00-102-005-12	W.B.Value Added Tax-Registration Fees
0040-00-102-005-16	W.B.Value Added Tax-LATE FEE
0042-00-106-004-03	Entry Tax-Taxes
0042-00-106-004-06	Entry Tax-Penalties
0042-00-105-004-07	Entry Tax-Interest Receipts
0042-00-106-004-16	Entry Tax-Late Fee
0045-00-112-001-08	Collection of Cess on Sale of Motor Spirit. High Speed Diesel. LPG for Com & Ind Purpose
Motor Vehicle	
0041-00-101-001-03	MOTOR VEHICLES-TAXES
0041-00-101-001-06	MOTOR VEHICLES -FINES /FORFEITURES /PENALTIES
0041-00-101-001-12	MOTOR VEHICLES-REGISTRATION FEES

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0041-00-101-001-27	MOTOR VEHICLES -OTHER RECEIPTS
0041-00-101-002-06	MOTOR VEHICLES ACT 1988-FINES /FORFEITURES /PENALTIES
0041-00-101-002-12	MOTOR VEHICLES ACT 1988 REGISTRATION FEES
0041-00-101 -002-13	MOTOR VEHICLES ACT 1988-LICENCE FEES
0041-00-101-002-16	MOTOR VEHICLES ACT 1988-OTHER FEES
0041-00-101-002-27	MOTOR VEHICLES ACT 1988-OTHER RECEIPTS
0041-00-101-003-27	SHARE OF NET PROCEEDS OF NATIONAL PERMIT-OTHER RECEIPTS
0041-00-1C2-001-03	THE BENGAL MOTOR VEHICLES TAX ACT 1976-TAXES
0041-00-102-001-04	THE BENGAL MOTOR VEHICLES TAX ACT 1976-SURCHARGE
0041-00-102-001-18	THE BENGAL MOTOR VEHICLES TAX ACT 1976-LEVY
0041-00-102-001-27	THE BENGAL MOTOR VEHICLES TAX ACT 1976-OTHER RECEIPTS
0041-00-102-002-03	THE BENGAL MOTOR VEHICLES TAX ACT1979- TAXES
0041-00-102-003-03	ADDITIONAL TAX AND ONE- TIME TAX ON MOTOR VEHICLES ACT 1989-TAXES
0041-00-102-003-06	ADDITIONAL TAX AND ONE- TIME TAX ON MOTOR VEHICLES ACT 1989-FINES/FORFEITURES/PENALTIES
0041-00-102-007-03	ADDITIONAL TAX AND ONE- TIME TAX ON MOTOR VEHICLES ACT 2002-TAXES
0041-00-102-007-06	ADDITIONAL TAX AND ONE- TIME TAX ON MOTOR VEHICLES ACT 2002-FINES/FORFETTURES/PENALTIES
0041-00-102-005-03	ADDITIONAL LEVY UNDER STATE MOTOR VEHICLES TAXATION ACT-TAXES
0041-00-102-005-06	ADDITIONAL LEVY UNDER STATE MOTOR VEHICLES TAXATION ACT— FINES/FORFEITURES/PENALTIES
0041-00-800-001-13	LAMINATED CARD TYPE DRIVING LICENCE-LICENCE FEES
0041-00-800-001-27	LAMINATED CARD TYPE DRIVING LICENCE-OTHER RECEIPTS
0041-00-800-003-27	MOTOR VEHICLES BORDER CHECK POST-OTHER RECEIPTS
Public Account 8443-00-103-001-07	Earnest Money Deposils [EMDJ

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Annexure-B

List of participating Banks in GRIPS Portal along with their respective
Focal Point Branches

Sl. No.	Name of the Bank	Name of the Focal Point Branch with IFAC Code
1	State Bank of India	Chowringhee Branch SBIN0001054
2	United Bank of India	Old Court House Street Branch UTBI00CH175
3.	Allahabad Bank	Kolkata Main Branch ALLA0210031
4	ICICI Bank Ltd.	Sir R.N. Mukherjee Road Branch ICIC0000006
5	Axis Bank Ltd.	Kolkata Branch UTIB0000005
6	HDFC Bank Ltd	Central Plaza Branch, Kolkata HDFC0000014
7	Union Bank of India	India Exchange Place Branch, Kolkata UBIN0530166
8	Indian Bank	Kolkata Main Branch IDIB000COO1
9	IDBI Bank	Park Street Branch IBKL0000012
10	Bank of Baroda	India Exchange Place Branch BARBOINDIAE
11	Central Bank of India	Kolkata Main Branch CBIN0280107
12	Indian Overseas Bank	India Exchange Place Branch IOBA0000015
13	UCO Bank	Kolkata Main Branch, UCBA0000190
14	Punjab National Bank	Brabourne Road Branch PUNB0010000

Government of West Bengal
Finance Department Audit Branch
Writers' Buildings, Kolkata-700 001.

No.10578-F(Y)

Kolkata, the 28th December, 2012.

MEMORANDUM

Subject : Revised procedure for Over the Counter Receipt through GRIPS & inclusion of more Banks in GRIPS.

In continuation of this Department Notification No. 8298-F(Y) dated 03.12.2012 regarding On-line and Off-line Receipts of Tax and Non-Tax Revenue through Government Receipt Portal System [GRIPS], the Governor is pleased to decide the following:

A. Revised procedure for Over the Counter Receipt [OCR] through GRIPS:

- (i) The Taxpayer/Depositor shall generate an e-Challan from GRIPS Portal wherein GRN No., Date, Head of account, amount and the name of the Bank shall be mentioned. The Taxpayer/Depositor shall take the printout of the e-challan in two copies.
- (ii) Such e-Challan shall be valid for seven (7) days.
- (iii) The GRIPS shall immediately transmit necessary information in respect of such e-challans to the concerned Bank's Portal.
- (iv) The Taxpayer/Depositor shall present two copies of printed e-challan at the counter of any branch of that participating Banks as selected by him and deposit the money. Bank will give receipt in one copy of such e-Challan. In case of deposit of money by cheque, the receipt shall be given after clearance of the cheque by the Bank.
- (v) The Nodal Branches of the participating Banks shall upload the required data in respect of 'Over the Counter Receipts' [OCR] in the prescribed .xml format in the GRIPS Portal within 12 noon of the next working day on T+1 basis.
- (vi) The participating Banks shall report all the 'Online' and 'Over the Counter Receipts' to the Reserve Bank of India, PAD, Kolkata in one file in the .xml format as prescribed by the RBI on the next working day on T+1 basis,
- (vii) The above process shall be effective on and from 01.01.2013.

B. In a single e-challan there shall be provision for payment under maximum six (6) heads of accounts.

C. Some more heads of accounts have been included in the GRIPS Portal. A revised list, containing the heads of accounts pertaining to different Department / Directorate, where the Taxpayer/Depositor can deposit the money through GRIPS Portal, at present, is enclosed with this Memorandum as Annexure-A

D. Following three more Banks have been included in the GRIPS Portal (i) Canara Bank, (ii) Bank of India, (iii) Corporation Bank.

A revised list of all participating banks in GRIPS Portal is enclosed with this Memorandum as Annexure-B.

Sd/- H. K. Dwivedi.
Secretary to the Government of West Bengal.

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Annexure-B

List of participating Banks in GRIPS Portal along with their respective Focal Point Branches

Sl. No.	Name of the Bank	Name of the Focal Point Branch with IFAC Code
1	State Bank of India	Chowringhee Branch, SB1N0001054.
2	United Bank of India	Old Court House Street Branch, UTBI00CH175.
3.	Allahabad Bank	Kolkata Main Branch, ALLA0210031.
4	ICICI Bank Ltd.	Sir R.N. Mukherjee Road Branch, ICIC0000006.
5	Axis Bank Ltd.	Kolkata Branch, UTIB0000005.
6	HDFC Bank Ltd	Central Plaza Branch, Kolkata, HDFC0000014
7	Union Bank of India	India Exchange Place Branch, Kolkata, UBIN0530166.
8	Indian Bank	Kolkata Main Branch, IDIB000COO1.
9	IDBIBank	Park Street Branch, IBKL0000012.
10	Bank of Baroda	India Exchange Place Branch, BARBOINDIAE.
11	Central Bank of India	Kolkata Main Branch, CBIN0280107.
12	Indian Overseas Bank	India Exchange Place Branch, IOBA0000015.
13	UCO Bank	Kolkata Main Branch, UCBA0000190.
L4	Punjab National Bank	Brabourne Road Branch, PUNB0010000.
L5	Canara Bank	Kolkata Brabourne Road Branch, CNRB0000344.
16	Bank of India	Kolkata Main Branch, BKID0004000.
17	Corporation Bank	Brabourne Road Branch, CORP0000052.

Government of West Bengal

Finance Department

Audit Branch

No.3435-F(Y)

Dated, 1st July, 2014

MEMORANDUM

The State Government introduced online-deposit of Government receipt in the GRIPS portal vide notification no. 8298-F(Y) dt.3.10.12, in which option was given to pay Government tax and non-tax revenue through net-banking, over-the-counter payment and using Debit Card in the internet banking portal of the respective bank. In the meantime procedure has been completed for deposit of the Government revenue- through net banking and Over-the-Counter (OTC). Now, payment through use of debit card in the internet banking portal is under consideration of the Government for the purpose.

After careful consideration of the process involved in deposit of money by use of debit cards through internet banking portal the Governor is pleased to prescribe the following procedure for payment of Government tax and non-tax revenue through Debit Card' in GRIPS Portal-

1. Each of the twenty (20) authorised Banks shall accept the payment through their own Debit Card;
2. The Tax-payer/Depositor can choose any one of the three options, viz., (i) Net-Banking, (ii) Debit Card and (iii) Over the Counter payment, which are available in the Bank's Portal for payment through GRIPS - generated Challan;
3. Bank will capture the Debit Card Number, CVC Number and i-Pin/One Time Password (OTP) and other security measures to prevent misuse of Card;
4. Banks will not charge any fee for such transaction;
5. The fund shall be settled on T+1 day at the Reserve Bank of India, PAD, Kolkata;
6. The Transaction shall be treated as "On Line Transaction" for the purpose of Agency Commission;
7. The Transaction Code for these transactions through Debit Card would be '5';
8. Necessary integration with GRIPS Portal and the testing should be done by the Banks;
9. As and when the integration and successful testing will be completed, it will 'go-live' in GRIPS Portal.

The system of payment of the State Government revenue in GRIPS portal using Debit Card will be operational on and from 1.8.2014, The Banks should complete the procedural formalities by 31.07.2014.

Sd/-H.K. Dwivedi
Principal Secretary to the
Government of West Bengal

Compendium

Sanjay Mitra

মুখ্য সচিব

পশ্চিমবঙ্গ

Chief Secretary

West Bengal

পশ্চিমবঙ্গ সরকার

নবান্ন

হাওড়া-৭১১১০২

GOVERNMENT OF WEST BENGAL

"NABANNA"

325, SARAT CHATTERJEE ROAD

HOWRAH - 711102

Tel:033-2214-5858 Fax: 033-2214-4328

e-mail : cs-westbengal@nic.in

No. 79(60)-CS/2015

April 16, 2015.

The Additional Chief Secretary/
Principal Secretary / Secretary,

Higher Education Department.

Government of West Bengal.

Sub: Mandatory collection of Tax & Non-Tax Revenue of each Department through Government Receipt Portal System (GRIPS)

Sir/Madam,

The State Government has introduced centralized online receipt of Tax and Non-Tax Revenue through GRIPS Portal vide Notification No. 8298-F(Y) dated 03.10.2012.

The online receipt system (GRIPS) has the following improved features:

- a) The payment of Government revenue can be made from payment gateway of 20 authorised banks through online and offline mode with flexibility of payment through :
 - (i) Net-Banking
 - (ii) Online Payment through Debit Card
 - (iii) Over the Counter [OTC] payment through GRIPS generated Challan at any branch of about 20 Banks
- b) Departmental Officers collecting the revenue from the taxpayers can also deposit such money to any branch of the 20 authorised Banks.
- c) The revenue collection can be even without integration of the GRIPS Portal with the Department Portal.
- d) Real-time credit of revenue into the Government exchequer. The daily MIS facilitates real time monitoring of revenue collection.

19 Departments/Director The State Government have already switched over to GRIPS.

Continuation Sheet

2. In view of the above, it has now been decided that all Tax and Non-Tax Revenue of the State Government shall be received only through GRIPS with effect from 01.07.2015. You are

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

requested to make necessary arrangement within this period so that the Tax & Non-Tax Revenue collected by your Department can be made through GRIPS. Finance Department may be contacted for any assistance or clarification.

3. I intend to review the progress of GRIPS integration and payment by the concerned departments in the second week of May 2015.

Yours faithfully,
(Sanjay Mitra)

ANNEXURE - 'A'

Head of Accounts under which Non-tax Revenue of Colleges are to be deposited

- 1) 0202-01-103-001-15 - Tuition Fees (Collection from Govt. Colleges)
- 2) 0202-01-103-002-15 - Tuition Fees (Tuition and other fees collection from Institutions of Higher Learning)
- 3) 0202-01-103-003-15 - Tuition Fees (Collection from Non-Govt. Colleges)
- 4) 0202-01-103-004-15 - Tuition Fees (Collection from other sources)
- 5) 0202-01 -103-004-27 - Other Receipts (Collection from other sources)
- 6) 0202-01-800-001 -27-Other Receipts (Collection from Special Education)
- 7) 0202-01-800-002-27-Other Receipts (Grants from the Government of India for payment of Scholarship to Students from Hindi Speaking States for Post Matric Studies in Hindi)
- 8) 0202-01-800-003-27- Other Receipts (Other Collections from General Education)
- 9) 0202-01-800-004-27-Other Receipts (Other Miscellaneous Receipts)
- 10) 0202-03-800-001-17-Sale Proceeds (Receipts from Sports and Games)
- 11) 0202-03-800-002-01-Share of Central Taxes/Duties (Receipts from Youth Welfare Activities in respect of N.C.C.)
- 12) 0202-03-800-002-23-Reimbursement/Grant-in-aid from Central Government (Receipts from Youth Welfare Activities in respect of N.C.C.)
- 13) 0202-03-800-002-27-Other Receipts (Receipts from Youth Welfare Activities in respect of N.C.C.)
- 14) 0202-04-101-001-27 - Other Receipts (Receipts from Archives and Museums)
- 15) 0202-04-800-001-27 - Other Receipts (Miscellaneous due to Art and Culture)
- 16) 0202-04-800-002-27 - Other Receipts (Other Receipts)

Compendium

**Government of West Bengal
Finance Department
Audit Branch**

Memo No. 7415-F(Y)

Dated, 4th December, 2017

MEMORANDUM

Sub: Applicability of West Bengal Financial Rules (WBFR) for all Procurements and Works in all parastatals including the procurements and works funded from their own source of fund

As per Rule 47(8) and other related provisions of WBFR and orders issued by Finance Department from time to time, Open Tender/Quotations/Auctions (including e-Tender/e-Auctions) are required to be invited by all State Government offices and State-owned PSUs, Local Bodies, Statutory and Autonomous Bodies, Societies, Commissions, Samitis, Authorities, Boards, Universities, Federations and other Parastatals under the administrative control of Government of West Bengal.

2. It is hereby reiterated that such above mentioned Offices including Grants-in-Aid Institutions should invariably follow Tender/Quotation/Auction/Procurement (including e-Tender/e-Auction) Rules and procedures for procurement of goods and services as well as execution of Works from any source of fund including the works and procurements funded from their own source as well as fund received from any Government/any other sources.
3. Any procurement made or works executed in violation of these provisions henceforth shall not be treated as valid.
4. In this regard, the Chief Executive Officer/Executive Officer/Engineer-in-Charge/Administrative Head/Financial Head and other office bearers of such organization will be responsible for implementing the WBFR in letter and spirit.

(H.K. Dwivedi IAS)
Principal Secretary to the
Government of West Bengal
Finance Department

Government of West Bengal
Department of Higher Education,
Science & Technology and Biotechnology
Budget Branch
Bikash Bhavan Salt Lake, Kolkata-700 091

No. 87 -Edn (B)
5B-22/2017

Date: 27-12-2017

From: Sri K.K.Jha, WBA&AS

A.O. & E.O. Joint Secretary to the
Govt, of West Bengal,

To : The Accountant General (A & E)

West Bengal, Treasury Buildings, Kolkata- 700 001.

Sub: Approval of the A.G., West Bengal towards opening of detailed head of account subordinate to the major head “2202 - General Education” under demand no. 70.

Ref: This Department No: 74-Edn (B)/5B-22/2017 dated: 23/10/2017 and uour Department No: Budget/2-1/339 dated: 16/11/2017.

Sir,

With a reference to the subject mentioned above I am directed to state that the tendered approval {at **serial number ‘(2)’ of A.G. (A & E), West Bengal Memo. No: Budget/2-1/339 dated: 16/11/2017**} has deviated from the original proposal of this Department as well as the concurrence of Finance Department (Group N- Budget Branch) vide U.O. No: 1635 dated: 21.09.2017. I am again directed to request you to kindly accord approval towards opening of the scheme head of account bearing detail and sub-detail head as follows under demand no. 70 instead of the approved scheme head detailed at serial number ‘(2)’ of A.G. (A & E), West Bengal Memo. No: Budget/2-1/339 dated: 16/11/2017.

Scheme head of account “-015-Medical Reimbursement for Govt, aided College teachers under the scheme ‘WBHS for Grant-in-Aid College and University teachers,2017’[EH]” bearing detail head of account “-31-Grants-in-aid” and Sub-detail head of account: “02-Other Grants” subordinate to the under **major head** of Account “2202-General Education”; **sub-major head** of Account “-03-University and Higher Education” and **minor head** of Account “-104-Assistance to Non-Govt. Colleges and Institutes”; “NP-Non-Plan” pertaining to demand no. 70 [EH/70/2202-03-104-NP-015-31-02-V].

In this context, I am to inform you that the Finance Department (Group N- Budget Branch) has given its concurrence towards opening of the aforesaid head of account under demand no. 70 vide their U.O. No. 1635 dated: 21.09.2017.

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{Photocopy of the note sheet of Finance Department bearing U.O. No: 1635 dated: 21.09.2017 and your Order No: **Budget/2-1/339 dated: 16/11/2017** is enclosed for ready reference}.

Yours faithfully,

Encl: As above.

A.O. & E.O. Joint Secretary
to the Govt, of West Bengal.

No. 87 /1(2)-Edn (B1/5B-22/2017

Date: 27-12-2017

Copy forwarded for information to:-

- 1) Special Secretary, University Branch, Bikash Bhavan, 6th floor, Salt Lake, Kol- 700 091.
- 2) Joint Secretary, C.S. Branch, Bikash Bhavan, 6th floor, Salt Lake, Kol-700091.

A.O. & E.O. Joint Secretary
to the Govt. of West Bengal

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities



भारतीय लेखा तथा लेखा-परीक्षा विभाग

महालेखाकार (लेखा एवं हक), पश्चिम बंगाल

Indian Audit And Accounts Department

Accountant General (A & E), West Bengal

संख्या /No. : Budget/2-1/339

दिनांक/Dated : 16.11.2017.

To

The A.O. & E. O. Joint Secretary,
Department of Higher Education,
Govt. of West Bengal,
Science & Technology and Biotechnology Budget Branch,
Bikash Bhavan, Salt Lake, Kolkata- 700 091

Subject: Approval for opening of new Scheme heads

Sir,

In inviting a reference to your letter No. 74-Edn .(B) 5B-22/2017 dated 23.10.2017 on the above subject, approval of the competent authority is conveyed to opening of the new sub head along with detailed and sub-detailed head under Demand No.70 as per following details :-

- 1) 026-Medical Reimbursement for State aided University teachers under the scheme WBHS' for Grant-in-Aid College and University teachers, 2017 [EH]' with detailed head '31-Grants-in-aid-02-Other Grants' subordinate to '2202-General Education-03-University and Higher Education-102-Assistance to Universities-NP'
- 2) '015-Medical Reimbursement for State aided University teachers under the scheme WBHS' for Grant-in-Aid College and University teachers, 2017 [EH]' with detailed head '31-Grants-in-aid-02-Other Grants' subordinate to '2202-General Education-03-University and Higher Education-104-Assistance to Non-Govt. College and Institutes-NP'

A Government order in this regard may please be issued to all concerned including 1) this office (Express Budget Section), 2) Pr. Accountant General (General & Social Sector Audit), West Bengal and 3) Accountant General (Economic & Revenue Sector Audit), West Bengal.

Yours faithfully,

(Gautam Allada)

Deputy Accountant General (A/cs. & V.L.C.)

ट्रेजरी बिल्डिंग्स, २, गवर्नमेंट प्लेस, वेस्ट, कलकाता - ७०० ००१

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Compendium

Government of West Bengal

Finance Department

Group N - Budget Branch

File No. : EH/N/(B)5B-22/2017

[Higher Education, Science and Technology and
Biotechnology (Higher Education) Department]

We may agree to open the following 02 (two) new heads of account all pertaining to Demand No. 70 during the current financial year 2017-18 for providing medical benefits to the serving teachers including Librarians and Graduate Laboratory Instructors of Govt, aided Colleges and State aided Colleges and their family members.

- (i) “2202-General Education-03-University and Higher Education-102-Assistance to Universities-NP-026-Medical Reimbursement for State aided University teachers under the scheme ‘WBHS for Grant-in-Aid College and University teachers, 2017’-31-Grants-in-aid-02-Other Grants-V”
- (ii) “2202-General Education-03-University and Higher Education-104-Assistance to Non Govt. Colleges and Institutes-NP-015-Medical Reimbursement for Govt, aided Colleges teacher under the scheme ‘WBHS for Grant-in-Aid College and University teachers, 2017’-31-Grants-in-aid-02-Other Grants-V”

Administrative Department may be requested to take prior approval for opening of the aforesaid two new heads of account from the A.G. (A. & E), West Bengal. After obtaining such approval from A.G. (A. &E), West Bengal, Administrative Department may issue necessary G.O. with copies to all concerned including A.G. (A. &E), West Bengal, office of the DTA, West Bengal and this office.

Sd/- Dr. A. J. Chakrabarti (D.S.) 20.09.2017

Sa/- D. Bhattacharyya (J.S.) 20.09.2017

Sd/-

Parwez Ahmed Siddiqui

(Secretary)

To Higher Education, Science and Technology and Biotechnology (Higher Education) Department (Section Officer) Finance (Budget) Department

Government of West Bengal
Finance (Audit) Department
Nabanna, Mandirtala, Howrah-711 102

No. 4201-F(P)/FA/O/2M/71/18(NB).

Dated, Howrah, the 2nd July, 2018.

MEMORANDUM

Sub : Circular of Economy Measures.

Observance of economy on Government expenditure and to cut down avoidable expenditure has all along been stressed upon by the State Government. Instructions to this effect have earlier been issued urging upon all Government Departments to adopt economy measures on different counts.

Now, in supersession of the earlier order, the following economy measures shall be adopted to cut down avoidable non-plan expenditure of the State Government:

1. All Meetings / Conferences / Seminars etc. must be held in Government premises. No meeting / Conference / Seminars should be held at any Hotel / Private Facility or the like without the approval of the Chief Secretary.
2. In the name of beautification there shall be no expenditure on furnishing of office rooms, guest house, etc. The Head of the Department can accord necessary approval to such expenditure of not more than t 5 lakh for any financial year.
3. The decoration and other arrangements of the venues of meeting / conference should be simple and expenditure on this item should be kept at the minimum. Ostentatious decoration of the venues of meetings, conferences etc. shall be stopped.
4. The practice of offering bouquet to greet the dignitaries, except the State Guests and the dignitaries coming from outside the State, should be stopped.
5. Small lunch packet / simple food packet only may be served in the meeting and cost on refreshment should be restricted.
6. No lavish reception / meet shall be organized by any Government Department or by any State PSU, local Bodies, Boards, Corporations, Undertakings and other Grant-in-Aid Institutions except for national / international events and those events are duly approved by the Chief Secretary.
7. The practice of offering expensive gifts / mementos, except to State Guests and foreign dignitaries, should be stopped. The expenditure on stationery given to the participants in the meeting should be minimum. It should invariably be restricted to a writing pad and a simple pen. Only a simple bag may be given in very special cases.
8. Frequent meetings at the State Headquarters / Regional Headquarters requiring presence of the field officers must be avoided. The facility of video conferencing should be used as far as possible.
9. No new vehicle will be purchased except for meeting operational requirement of the departments responsible for providing essential and emergency services. Purchase and
10. Restriction on consumption of fuel for both operational and non-operational vehicle as existing shall continue to be strictly adhered to. Attempt should be taken to use pool vehicles in a

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rational manner and to ensure that the officers are provided a pool vehicle, as per entitlement, instead of individual vehicle.

11. Installation of A.C. Machines shall be strictly need-based and as per existing entitlement of the officer concerned to save power consumption and money.
12. Visits of Officers to Delhi and to other States should be undertaken only when it is absolutely necessary with the permission of appropriate authority.
13. All journeys shall be made as per the entitlement of the officer. When such journey is performed by air, it must be in the Economy Class for all travels within the country.
14. No foreign trip shall be allowed except only those cases where the same has been specifically approved by the State Government. Prior permission shall be obtained as required under the standing circular of the Government.
15. All proposals for creation of posts in Government Establishment, Local Bodies, Boards, Corporations, Undertakings and other Grant-in-Aid Institutions as well as for filling up of posts shall be scrutinized by a State Level Committee constituted for the purpose before being concurred by the Finance Department and placed before the Cabinet for consideration.

All the above shall be applicable, *mutatis mutandis*, to all Statutory and Local Bodies, Autonomous Bodies, Corporations, Undertakings, Rural and Urban Local Bodies and other institutions receiving Grant-in-Aid from the State Government.

The Departmental Secretaries shall enforce these restrictions in their Departments / attached and sub-ordinate offices and other Bodies / Agencies under the Department.

This will take immediate effect.

Chief Secretary to the
Government of West Bengal.

CHAPTER II

Reservation in direct recruitment and promotion

***A. Modalities to be maintained**

2- A(a)

GOVERNMENT OF WEST BENGAL
SCHEDULED CASTES & TRIBES WELFARE DEPARTMENT
Writers Buildings, Calcutta-70001

No. 314(51)-TW/EC

Calcutta, the 20th June, 1989

To: The
of this Government

Subject: Recording of Scheduled Castes/Scheduled Tribes status of employees belonging to such category in the Gradation List.

In accordance with the provision of section 5 of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 employees belonging to Scheduled Castes or Scheduled Tribes are entitled to the benefit of reservation of vacancies in case of promotion in certain services and posts, subject to their fulfilling some norms and eligibility conditions as provided under the rules.

Further, an employee who claims to be a member of Scheduled Caste or Scheduled Tribe shall support his / her Scheduled Caste or Scheduled Tribe Status, as the case may be, by a certificate in the prescribed form from a competent authority.

On the other hand, it is also necessary that the appointing authorities compulsorily records the Scheduled Caste/Scheduled Tribe status of the employees of such category in the gradation list or seniority list, whatever may it be called, on the basis of Scheduled Caste/Scheduled Tribe certificates submitted by such employees before them after necessary scrutiny and verification as to whether the certificate is in the prescribed form and whether it has been granted by a competent authority. Before deciding any case of promotion, appointing authorities should ensure that scheduled Caste/Scheduled Tribe status of the employees has been properly recorded in the gradation list or seniority list in all fit cases without any single exception. Unless this is done, there remains sometimes a chance of genuine Scheduled Caste/Scheduled Tribe employees being unjustly left out of the purview of consideration for promotion against a vacancy or vacancies reserved for Scheduled Caste/Scheduled Tribes.

That department is requested to instruct all the appointing authorities under the administrative control of that department accordingly. Similar instructions may also kindly be given by that department to all the appointing authorities in all offices subordinate to that department and also

* In the orders where the name of the department is not mentioned in the heading it would mean, unless otherwise specified, "Scheduled Castes and Tribes Welfare Department" or "Backward Classes Welfare Department" as the case may be.

Compendium

to all Undertakings/Statutory Authorities/Local Bodies/Educational institutions etc. under the administrative control of that department, whichever come within the operative area of the State Act on reservation for Scheduled Castes/Scheduled Tribes in employment

Sd/- A. K. Maity
Deputy Secretary

2. A(b)

176-TW/EC

Ω

Calcutta, the 17th April, 1990.

MEMORANDUM

Subject: Filling up of vacancies reserved for SC/ST by promotion with retrospective effect—
Determination of eligibility of SC/ST incumbents for the purpose of—procedure
for.

It has been observed from references made to this Department by some appointing authorities that there is a confusion in determining eligibility of candidates in the matter of filling up of vacancies by promotion with retrospective effect vis-a-vis observance of the provision of reservation of vacancies for Scheduled Castes and Scheduled Tribes in such cases of promotion. In order to remove such confusion, it is hereby clarified that in deciding cases of promotion with retrospective effect, date of consideration shall be the factor and not the date of availability of vacancy. As for example, let it be supposed that it has been decided to fill up 8 (eight) vacancies in the post of U.D. Clerk by promotion from amongst eligible employees in the lower feeder posts with retrospective effect from 01.04.1981. Let it also be supposed that the said 8 (eight) vacancies occupy their respective positions among the 1st to the 8th points of the 20-point roster prescribed under the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976. According to roster, 3rd vacancy is to be treated as reserved for Scheduled Castes and 8th vacancy is reserved for Scheduled Tribes and 5x8=40 employees in the lower feeder posts of L.D.C. occupying 1st to 40th position in the gradation list shall come within the normal zone of consideration for promotion. Let it be supposed that 'A' is a Scheduled Caste candidate and 'B' is a Scheduled Tribe candidate and placed at SI. No. 22 and SI. No. 40 respectively in the gradation list of lower feeder posts of L.D.C. Now let it be supposed that 'A' and 'B' were confirmed in the lower feeder posts of L.D.C. with effect from 04.06.1984 and 06.08.1985 respectively. In case the matter of filling up of those 8 (eight) vacancies was taken up for consideration by the appointing authority concerned on a date prior to 04.06.1984, both 'a' and 'B' were not eligible to be considered for promotion as they were not at all confirmed in the lower feeder post at that time and the vacancies could be filled up by general candidates. But, in that case, the provision of carrying forward of reserved vacancies as contained in this Department's Notification No. 48-TW/EC, dated 10.03.1980 should be observed.

In case the proposal for promotion was taken up for consideration after 04.06.1984 but before 06.08.1985 when 'A' was already confirmed in the post of L.D. Clerk but 'ET was still not confirmed in the said post, the claim of 'A' for promotion against the vacancy reserved for Scheduled Caste should be entertained but 'B' need not be considered for such promotion against

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the vacancy reserved for Scheduled Tribe. In that event, the reserved vacancy (i.e. the 81 vacancy) should be filled up by a general candidate and principle of carry-forward should operate till the next reserved vacancy occurs in the roster. If, however, the proposal for promotion is taken up for consideration on or after 06.08.1985, when both 'A' and 'B' are already confirmed in the post of Lower Division Clerk, both of them deserve to be considered for promotion against the respective reserved vacancies. In such a situation 'A' and 'B', if found otherwise suitable for promotion, should, however, be allowed the benefit of promotion with effect from 04.06.1984 and 06.08.1985 respectively keeping the 3rd vacancy for the period from 01.04.1981 to 03.06.1984 and the 8th vacancy for the period from 01.04.1981 to 05.08.1985 unfilled.

2. This clarification is furnished in consultation with the Finance Department of this Government vide that Department's U.O. No. Gr. P/1 185, dated 19.03.1990.
3. Similar cases of promotion, if there be any, decided earlier in any manner different from what has been indicated in the 1st paragraph of this memorandum, should now be reviewed and settled in accordance with the clarification furnished hereinbefore and appropriate remedial action should also be taken, where necessary, to ensure due benefit to the members of Scheduled Castes and Scheduled Tribes.
4. All appointing authorities under that Department should be instructed accordingly.

Sd/- S. Das,
Jt. Commissioner and ex-officio
Jt. Secretary.

2. A(c)

No. 180(60)	Ω	Calcutta, the 17th April, 1990.
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To : The

.....Department of this Government.

Subject: Notification raising the percentages of reservation of vacancies in services and posts for the members belonging to Scheduled Castes and Scheduled Tribes.

The undersigned is directed to send herewith a copy of this Department's Notification No. 136-TW/EC, dated 27.03.1990 on the above subject, as published in the extraordinary issue of the Calcutta Gazette dated 27.03.1990 and to say that the percentages of reservation of vacancies in services and posts have been raised to 22% for the members belonging to Scheduled Castes and to 6% for the members belonging to Scheduled Tribes in respect of the vacancies to be filled up by direct recruitment as well as by promotion in all establishments as mentioned in clauses (b) and (c) of section 2 of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976. The provisions as contained in the enclosed Notification would come into effect on and from 27th March, 1990.

A 50-point roster of vacancies has also been prescribed in the enclosed Notification and the 1st, 7th, 11th, 15th, 18th, 21st, 28th, 32nd, 36th, 40th and the 47th points of the said roster shall be reserved for the members belonging to Scheduled Castes and the 4th, 24th and the 43rd points of the roster shall be reserved for the members belonging to Scheduled Tribes. The 20-point roster

Compendium

as prescribed under the Schedule to the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 would cease to operate with effect from 27.03.1990 and instead thereof the 50-point roster as prescribed in the enclosed Notification No. 136-TW/EC. dated 27.03.1990 would operate with effect from that date, which is the date of publication of the enclosed Notification. Accordingly, all appointing authorities shall be required to start the roster in the Register of appointments to be maintained in terms of rule 3 of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Rules, 1976 afresh with effect from 27.03.1990.

That Department is, therefore, requested to communicate the provisions of the enclosed Notification to all establishments/offices subordinate to that Department and also to the organisation/institutions which are under the administrative control of that Department so as to ensure due observance of the provision of reservation prescribed therein by all concerned appointing authorities.

Sd/- S. Das,
Joint commissioner for Reservation &
Ex-officio Joint Secretary.

2. A(c)

No. 136-TW/EC	Ω	Calcutta, the 27th March, 1990
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NOTIFICATION

In exercise of the powers conferred by the first proviso to clause (a) of section 4, and the proviso to clause (a) of section 5, of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 (West Ben. Act XXVII of 1976), the Governor is pleased hereby to direct that with effect from the date of publication of this Notification in the "Official Gazette", in all appointments to services and posts in any establishment as defined in clause (b) of section 2 of the said Act, which are to be filled up by direct recruitment or by promotion, twenty-two per cent of the vacancies shall be reserved for candidates belonging to the Scheduled Castes and six per cent for candidates belonging to the Scheduled Tribes in the manner set out in the second paragraph of this Notification.

2. The Governor is further pleased to direct that for the purpose of implementation of the 22% reservation quota for the Scheduled Castes and 6% reservation quota for the Scheduled Tribes in both recruitment and promotion of the candidates belonging to the above communities, the existing 20-point roster in clause (i) of the Schedule to the said Act shall be deemed to have been substituted by a 50-point roster in which the 1st, the 7th, the 11th, the 15th, the 18th, the 21st, the 28th, the 32TM the 36lh, the 40th and the 47th vacancies shall be reserved for the Scheduled Caste candidates and the 4th, the 24th and the 43rd vacancies shall be reserved for the Scheduled Tribes for the purpose of both recruitment and promotion in any establishment as defined in clause (b) of section 2 of the said Act.

By order of the Governor,
P. Chaudhuri,
Secy to the Govt, of West Bengal

2. A(e)

No. 700-TW/EC

Ω

Calcutta, the 12th July, 1990.

MEMORANDUM

A question has been raised by some appointing authorities as to whether the “single-cadre-posts” should come under the purview of the Reservation Act (The West Bengal Act XXVII of 1976), in view of the judgment passed by the Supreme Court of India in Civil Appeal No. 2315 of 1981 as reported in AIR, 1988 S.C. 959. In this connection the undersigned is directed to say that the Reservation Act of West Bengal as referred to above does not conceive and hence, define and describe any connotation or denotation known as ‘single-cadre-post’.

After careful examination of the Reservation Act, 1976 and Rules framed there under, this Department observes that none of the relevant sections i.e. section 3 and section 6 of the Act, which prescribes areas of limitations in application of the reservation laws, has made any reference towards the bar of application of the reservation law as in the matter of so-called ‘single-cadre-post’. In fact, since 1976, all appointing authorities are maintaining proper roster of vacancies both in single-cadre posts as well as in ‘multi-posts cadres’ and reservation was attributed to the prescribed serial numbers of the concerned vacancies. This system has worked well so far and no judicial question has even been raised against this system of filling up vacancies in the same assignment or in a type of assignments which appear rotationally reserved and unreserved as per seriality of such vacancies in the prescribed roster. This ensures 28% chances and 72% chances in all posts coming under the hold of reserved community as well as unreserved communities respectively both horizontally in total number of vacancies and vertically in hierarchical and feeder posts, may such post be singular or multiple in a cadre or establishment.

This department also observes that referred judgment of the Supreme Court does not directly relate to, and hence, having no bearing upon the judiciously equitable roster system of filling up the vacancies without reserving any fixed ‘post’ for any community whatsoever. But the said mistake was reportedly committed or attempted to be committed by the Government of Behar, permanently fixing up the post of Deputy Director (Homeopathic) for S.C. communities, which resulted in 100% reservation of a particular assignment, and the Supreme Court is right in its findings that such type of reservation violates the Articles 16(1) and 16(2) of the Constitution and hence bad in law. On the same analogy, de-reserving such posts, under a suitably adopted connotation of single-cadre-post also indirectly provides 100% reservation of such posts to the unreserved community, and hence hits Article 16(1) and 16(2) of the Constitution.

The State Government has never contemplated to dereserve such singular assignment and thus restrict the entry of the Scheduled Caste or Scheduled Tribe candidates to all such singular assignment in thousands of establishments and at the same time does not also agree to make it a complete monopoly sector for appointments of unreserved communities.

The State Government further opines that, the Supreme Court’s Judgment in Civil Case Appeal No. 2315 of 1981, does not hit any provision of the West Bengal Act XXVII of 1976 and Rules framed there under, and hence does not affect its existing State policy as regards to reservation.

The undersigned is, therefore, directed to say that all vacancies, occurred, either in a so-called single-cadre-posts or in multi-posts cadre, must be filled up either by direct recruitment

Compendium

or by promotion as the case may be, uniformly applying the West Bengal Act XXVII of 1976 as amended up-to-date providing 22% reservation for SC and 6% reservation for ST candidates and introducing a 50-point roster vide Calcutta Gazette Notification No. 136-TW/EC dated the 27th March, 1990

Sd/- Sukumar Das

Joint Commissioner Reservation &
Ex-officio Joint Secretary, SC & TW Deptt.

2.A(f)

No. 795-TW/EC/MR—59/90

Ω

Calcutta, the 20th August, 1990.

MEMORANDUM

The erstwhile 20-point roster of vacancies prescribed under the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 stands substituted by a 50-point roster with effect from 27.3.90 (vide this Deptt's Notification No. 136-TW/EC dated 27.3.90).

A question has been raised by some appointing authorities as to whether any post under any single-post-cadre shall come under the purview of the Act *ibid*, and if so how the 50-point roster shall be followed in respect of such a post.

It may be observed in this connection that none of the relevant sections, viz., section 3 & 6 of the Act, prescribing the areas of exemption from reservation, excludes any post under any so-called single-post cadre from the scope of reservation. The aforesaid Act does not also contain any provision that makes a distinction between a post under a single-post cadre and a post under a multi-post-cadre, in so far as application of reservation is concerned.

A number of vacancies may occur at different points of time against a post under any single-post-cadre and, therefore, reservation can properly maintained in respect of such a post in accordance with the prescribed roster of vacancies in a rotational manner.

In fact, reservation has all along been maintained since the Act came into force w. e. f. 15.8.76 in respect of any post under single-post-cadre and also in respect of posts under multi-post-cadre, both in case of direct recruitment and promotion, in accordance with the prescribed roster.

With the introduction of the 50-point roster, in establishments created on or after 27.3.90 a large number of vacancies under single-post-cadres might be required to be reserved. In such cases, in the interest of parity and natural justice, it has been considered advisable to group such posts and list the vacancies together for the purpose of applying the 50-point roster as if all such vacancies belong to the same cadre. A post carrying a lower scale of pay shall have precedence over a post carrying a higher scale of pay while placing them in roster. Such grouping of vacancies is permissible only for once. After the initially available first vacancy under each single-post-cadre, so grouped together, is filled up, no further grouping is permissible and for the purpose of filling up subsequent vacancies under such single-post-cadre, the normal procedure of observance of the 50-point roster should be followed.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

In all other cases, however, no such grouping is necessary and the 50-point roster shall be operative in a rotational manner, irrespective of the consideration as to whether the vacancy belongs to any post under single-post-cadre or under multi-post-cadre, both in direct recruitment and promotion.

All appointing authorities are instructed to act accordingly.

Sd/- P.CHADHURI,
Secretary

2.A(g)

No. 796-TW/EC/MR—59/90

Ω

Calcutta, the 20th August, 1990.

MEMORANDUM

Since the introduction of the 50-point roster of vacancies vide this Department's Notification No. 136-TW/EC dated 27.3.90, some queries have been received from some appointing authorities. The following clarifications/guidelines are given in respect of such queries:--

(i) In cases of direct recruitment, all vacancies, as remained unfilled on 27.3.90 should be brought under the purview of the aforesaid Notification and the 50- point roster should be followed in filling up such vacancies.

However, only in those cases, where the process of selection of candidates was duly completed before 27.3.90 the erstwhile 20-point roster should be followed instead of the 50-point roster. By completion of selection process, it is meant that the selection of the candidates was duly ratified by the Selection Committee wherever constituted, or by the selecting authority, departmental or the P. S. C, W.B., as the case may be.

All other cases shall straightaway come under the pool of vacancies to be filled in accordance with the new dispensation as required in terms of the aforesaid notification.

(ii) In cases of promotion, the date of occurrence of the vacancy in the promotion-post should be the guiding factor. In other words, vacancies occurring before 27.3.90 should be filled in accordance with the erstwhile 20-point roster and vacancies occurring on or after 27.3.90 should be filled up on the basis of the 50-point roster.

(iii) The aforesaid Notification (vide no. 136-TW/EC dt., 27.3.90) applies to the whole of the State, needless to say, in all establishments covered by section 2(b) of the W. B. S.C.s & S. T.s (Reservation of Vacancies in Services and Posts) Act, 1976.

(iv) The 50-point roster, when introduced shall commence from its first point.

All appointing authorities are instructed to act accordingly.

Sd/-P. CHAUDHURI
Secretary

Compendium

2.A(h)

No. 40-TW/EC

Ω

Calcutta, the 22nd January, 1991

MEMORANDUM

Subject: Procedure of maintenance of the 50-point roster of vacancies in the State Aided Secondary (including Junior High) and Higher Secondary Schools.

Notwithstanding anything contained otherwise in any other Order/Orders previously issued, the following procedure shall be applicable with immediate effect for the purpose of maintaining the 50-point roster of vacancies prescribed in this Deptt's Notification No. 136-TW/EC dt. 27.3.90 in all the State aided Secondary (including Junior High) and Higher Secondary Schools:—

1. Both the Secondary and Higher Secondary units in any particular school shall be considered as one single unit and all the posts in both the units shall be deemed to belong to one single establishment.
2. All the posts in any School shall be divided under two distinct categories, viz. (i) teaching category and (ii) non-teaching category.
3. *[The post of Headmaster, the post of Assistant Headmaster] and the posts of Assistant Teacher in any school shall be grouped together to constitute the teaching category, while all the other posts (including the post of Librarian) in the said school shall constitute a separate Group under the non-teaching category.
4. The 50-point roster of vacancies shall apply in relation to each of the aforesaid two groups of posts under the respective categories and it shall not apply individually in relation to any individual post under either group; one roster shall be maintained in respect of all the vacancies against all the posts grouped together under the teaching category; similarly, another roster shall be maintained in respect of all the vacancies against all the posts grouped together under the non-teaching category.
5. If any vacancy or vacancies occurred before 27.3.90 (i. e. the date from which the 50-point roster came into force) and if selection of candidates against such a vacancy or vacancies was completed either before 27.3.90 or thereafter, the said vacancy or vacancies, as the case might be, may be filled up on the basis of the said selection. In such an eventuality the deficiency, if any, in the intake of Scheduled Caste and/or Scheduled Tribe candidates against the quota of vacancies reserved for such candidates, on the said occasion of recruitment shall be adjusted against future recruitments on the immediately next occasion of recruitment or thereafter at the earliest chance under the appropriate category of posts or under the respective categories of posts, as it may be necessary.
6. Recruitments made, if any, under the 50-point roster on or after 27.3.90 in any manner other than what has been prescribed hereinbefore shall be adjusted appropriately against future recruitments at the earliest chance so as to make up the deficiency, if any, in the intake of

* Posts of Headmaster and Assistant Headmaster are taken out of the purview of reservation vide No. 1170-SE(S) dated 14-09-1999 of School Education Department.

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Scheduled Caste and/or Scheduled Tribe candidates as per reserved quota for such candidates as provided for in the 50-point roster.

Sd/- K.SATHIAVASAN
Joint Commissioner for Reservation &
Ex-officio Joint Secretary

2.A(i)

No. 510-TW/EC/MR—118/95	Ω	Calcutta, the 15th June, 1995.
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MEMORANDUM

Since the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) (Amendment) Act, 1994 (West Bengal Act XLII of 1994) has come into force with effect from the 16th day of January, 1995, the following guidelines are given for implementation of the 50-point roster of vacancies in partial modification of Memo No. 796-TW/EC/ MR—59/90 dated 20.8.1990:-

- (1) All vacancies in cases of direct recruitment should be filled up as per 50-point roster with effect from 16.1.95 irrespective of the dates of occurrence of the vacancies. However in those cases where enhanced percentage of reservation is applicable as per Memo No. 375-TW/EC dated 16.8.76 the 20-point roster as prescribed therein should be followed for giving effect to 25% reservation for Scheduled Castes and 10% reservation for Scheduled Tribes.
- (2) In all cases of promotion the 50-point roster should be followed in all vacancies with effect from 16.1.95 irrespective of the dates of occurrence of the vacancies.

Sd/-Dr U.K. RAY
Secretary
SC & TW Department

Compendium

ORDER

Whereas some of the Universities have represented that they are finding it extremely difficult to maintain a single register of appointment for the entire cadre of lecturers irrespective of the departments under the teaching faculties, as required under rule 3 of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Rules, 1976:

And, Whereas such universities have proposed that they may be allowed to maintain register of appointment department wise under the common appointing authority, namely, the Registrar;

And Whereas it is implied that difficulty arises in giving effect to the provisions of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 (West Ben. Act XXVII of 1976) (hereinafter referred to as the said Act);

Now, Therefore, in exercise of the power conferred by section 10 of the said Act, the Governor is pleased hereby to direct as follows:—

1. (a) in spite of the fact that the Registrar is the appointing authority in respect of all the posts of a university, but university shall have the option to maintain the register of appointment for teaching posts department wise or centrally, as may be convenient to it under proper intimation to the Backward Classes Welfare Department of the State Government;
- (b) the register of appointment for the teaching posts having the same scale of pay but not associated with any particular department shall be maintained in a common pool;
- (c) the register of appointment for the non-teaching post shall, however, be maintained centrally and category-wise as usual by the Registrar of a university.
2. Any university opting to maintain department wise register of appointment for teaching posts shall reconstruct such registers with effect from the 27th March, 1990, as the starting point and shall proceed thereafter chronologically in accordance with 50-point/100-point roster as may be applicable, and shall get the reserved vacancies arising in consequence thereof adjusted suitably by carry-forward principle with the approval of the State Government in each individual case.
3. This order shall take immediate effect and the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Rules, 1976, shall be suitably amended in due course.

By order of the Governor,
Smt. K. Jhala
Principal Secretary to the
Government of West Bengal and
Secy., Backward Classes Welfare Department.

2.A(k)

Government of West Bengal
School Education Department, Secondary Branch
Bikash Bhavan, Salt Lake, Calcutta 700091

Sub: Exclusion of single post of Headmaster/Headmistress in recognized Govt, aided Jr. High/High/Higher Secondary Schools, including Jr. High and High Madrasah and the post of Superintendent of recognized Govt, aided Senior Madrasah from the purview of reservation Roster.

Ref.: Review petition © No. 1749 of 1997 in Civil Appeal No. 3175 of 1997 (with Civil)-Appeal Nos. 2346 of 1981, 2345 of 1981; Special Leave Petition (Civil) Nos. 1 3148 of 1997, 2892 of 1983, 9252 of 1981 decision on April 17, 1998.

In compliance with the order “that there cannot be any reservation in a single-cadre post” passed by the Constitution Bench of the Hon’ble Supreme Court of India in the above noted cases under reference, the Ld. Legal Remembrancer and ex-officio Principal Secretary of the Govt. Of West Bengal has opined as follows: -

“Under the latest decision of the Apex Court even single-cadre posts cannot be clubbed together for making the Reservation Rule applicable to such posts. Earlier, clubbing together to all single-cadre posts of the same nature and category was possible for making applicable the Reservation Policy.

The Post of Headmaster or Assistant Headmaster cannot be put in the same cadre as that of teachers in any School. Thus, there is no scope legally to include the posts of a Headmaster/Asstt. Headmaster in the cadre of Teachers for making the Reservation Policy applicable.”

Now, therefore, I am directed by order of Governor to say that Governor is pleased to exclude the post of Headmaster/Headmistress of recognized Govt, aided Jr. High/High/Higher Secondary Schools, including Jr. High and High Madrasah and the post of Superintendent of recognized Govt, aided Senior Madrasah from the purview of the Memo. No. 40-TW/EC, dated 22.01.1991 of SC and TW (BCW) Department for filling up of that post with immediate effect.

All concerned are being informed accordingly for taking necessary action at their end.

Sd/- Nikhilesh Das,
Secretary to the Govt, of West Bengal
School Education Deptt.

Compendium

Dereservation of Reserved Vacancies

2B(a)

**Government of West Bengal
Backward Classes Welfare Department
Writers' Buildings**

No. 319(17)-BCW/RC

Dated, Calcutta, the 2nd November, 1998

From: A. K. Das

Joint Commissioner for Reservation &
Ex-officio Joint Secretary to the Govt, of West Bengal

To: The District Magistrate,

.....
Subject: De-reservation proposals in respect of teaching posts of different schools

Sir,

I am directed to say that there are some pending proposals in this Department for dereservation of teaching posts in different schools in some of the Districts and many more proposals are being received from time to time. These proposals have been initiated due to non-availability of suitable candidates of specified categories for the reserved posts of SC/ST. With coming into force of West Bengal School Service Commission Act, 1997, the School Management Committees have been debarred w. e. f. 1-1-1997 to make any appointment in the teaching posts under them without the recommendation of School Service Commission. The School Service Commission is now in the process of finalisation of the panel for the posts of Assistant Teacher and the Commission is likely to take up the exercise for preparation of panel for the post of Head Masters for schools shortly. In view of this position, the Government in the Department of Backward Classes Welfare considers that it would not be worthwhile to dereserve the vacancies for which proposals are already pending with the Department or are being received from time to time with the non-availability certificate from the Employment Exchange and non-response to published advertisement as the school management committees, even in case of such dereservation being allowed will not be in a position to make any appointment without reference to the Commission and the Commission is yet to finalise the panel for the candidates.

In the circumstances, I am directed to say that it has been decided not to consider any pending or new proposal for dereservation of teaching posts in schools with the non-availability certificate from the Employment Exchange or due to non-response in reply to direct advertisement by the School Authorities. All pending proposals may, accordingly, be considered as rejected. Dereservation proposal for teaching posts in schools shall henceforth be considered only when it is accompanied with nonavailability certificate from the School Service Commission.

This may be brought to the notice of all concerned.

Yours faithfully,

Sd/ A. K. Das

Joint Commissioner for Reservation &
Ex-officio Joint Secretary to the Govt, of West Bengal

2B(a)

Government of West Bengal
Backward Classes Welfare Department
Writers' Buildings, Calcutta—700001

No. 98(91)-BCW/MRD—156/99 Calcutta, the 7th January, 2000

From: Joint Commissioner for Reservation
and ex-officio Joint Secretary to the Government of West Bengal

To: 1) The Principal Secretary/Secretary,
2) The District Magistrate,
3) Registrar,
4) D. P. I.,
5) Director of School Education

Sir,

You may be aware that in case of Direct Recruitment there is a provision for dereservation of vacancies meant for Scheduled Castes and Scheduled Tribes candidates, in cases where suitable candidates from right community are not available but it is necessary to fill up the vacancies urgently in the interest of public service, under sub-section (2) of section 6 of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976. According to this provision of Law, we are receiving a large number of applications/proposals from various Appointing Authorities/Departments under this Government for de-reservation. Majority of these proposals are from the Educational Institutions. While examining these proposals/prayers, a number of inadequacies have been found, which have been responsible for delay in the disposal of these matters.

After careful consideration of all aspects, a consolidated set of guidelines for initiation of proposals for dereservation has been prepared to take care of the errors and omissions being committed by the concerned appointing authorities.

I am now directed to forward herewith a copy of the set of these guidelines along with copies of all the enclosures referred to therein and to request you to kindly circulate the same to all the appointing the authorities under your administrative control for strict adherence by them at the time of applying for dereservation of any vacancy meant for Scheduled Castes/ Scheduled Tribes or Other Backward Classes candidates.

Yours faithfully,

Sd/-A. K. Das

Joint Commissioner reservation &
Ex-officio Joint Secretary

Compendium

GUIDELINES FOR SUBMISSION OF PROPOSAL FOR DE-RESERVATION BY THE APPOINTING AUTHORITIES

(Annexure to Memo No. 98(91)-BCW/MRD—156/99 dt 7th January, 2000.of the Backward Classes Welfare Department)

1. Applications for de-reservation of vacancies reserved for Scheduled Castes, Scheduled tribes and Other Backward Classes categories of candidates due to non-availability of suitable candidates from the right community is to be made by the appointing authorities concerned in the format prescribed by this Department (Copy of latest revised format enclosed for ready reference—Annexure I) completed with all relevant information, properly signed and recommended by the appropriate authority, wherever necessary.
2. Separate application is to be made for each vacancy proposed to be de-reserved.
3. The application should be accompanied by the authenticated copies of following documents/information.
 - (a) Certificate of non-availability of candidates of right community from the authorities competent to sponsor candidates for appointment like WBPSC, WBCSC, WBSSC, Employment Exchange etc.
 - (b) Paper cutting of advertisements calling for applications from intending candidates for filling up the vacancies, in cases, where appointment is made otherwise than on the recommendation of any statutory authorities, or in cases, where such open market advertisement is necessitated, as per advice of the sponsoring authorities.
 - (c) A copy of the Register of Appointment in the format prescribed vide **APPENDIX I** to the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Rules, 1976 as required vide Rule 4 of the said Rules. A specimen copy of the said Appointment Register is enclosed for ready reference. (**Annexure II**)*
 - (d) In cases, where the appointing authorities have filled up in the past vacancies reserved for Scheduled Castes, Scheduled Tribes and Other Backward Classes by General candidates without proper de-reservation orders from the Government in the Backward Classes Welfare Department, the full facts of these cases with an explanation as to why and under what circumstances this was done, for regularisation of these cases now by issue of suitable Government order.
 - (e) While drawing up the Appointment Register, it would be ensured that it starts with the vacancy, as prevailing in the establishment concerned on 27.03.1990, the cut-off date prescribed under erstwhile Scheduled Castes/ Scheduled Tribes Department's (now renamed Backward Classes Welfare Department) Notification Nos. 136-TW/EC dt. 27-03-1990, 180(60)-TW/EC dt. 17-04-1990 and 796-TW/EC dt 20-08-1990 and be continued thereafter in chronological order as they occur from time to time. The Register of Appointment in Appendix I shall be, as per 50-point roster from 27-03-1990 up to 05-04-1995 and shall get converted to accommodate 100-point roster from 06-04-1995

* Available in West Bengal Scheduled Caste and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Rules, 1976.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

maintaining the seriality in roster position obtaining on 05-04-1995. There shall be separate Appointment Registers for each cadre of post in each establishment.

4. Where in an establishment there are cases of vacancies of reserved category filled-up earlier by general candidates without any authorisation from the Government, these are to be regularised first by issue of Government order determining specific points of roster, to which reservation against these unauthorisedly filled-up vacancies shall be carried forward.

The current prayer for de-reservation from such establishments can be taken up for consideration only after regularisation of past cases, which will identify the exact roster position of present vacancies and its status with regard to reservation norms.

APPLICATION FORM FOR DERESERVATION

To
The Principal Secretary,
Backward Classes Welfare Department,
Government of West Bengal,
Writers' Buildings,
Calcutta—700001

Through : The District Magistrate and District Reservation Commissioner,

.....

(in case of Establishments situated in the Districts)

Sir/Madam,

I hereby apply for dereservation of the vacancy, particulars of which are furnished below for your consideration and issue of necessary orders

Yours faithfully,
(Appointing Authority)

1. Name of the Office/Institution :
2. Name and designation of the Appointing authority:
3. Name of the post against which vacancy has occurred:
4. Scale of pay for the post:
5. Date of occurrence of vacancy:
6. Exact Roster points of the vacancy and the community for which it is reserved (SC/ST/OBC)
(Enclose authenticated copy of the Register of Appointment in Appendix I)
7. Manner of selection (i. e. whether through Service Commissions/ Employment Exchange/ Open market etc.)
8. In cases of appointment through Employment Exchange—
 - (i) Whether reserved vacancies notified to the Employment Exchange of the districts and Special Cell of Employment
Exchange, Salt Lake:
 - (ii) Date of Notification to Employment Exchange:
 - (iii) No. of candidates forwarded by Employment Exchange:
9. In case of open market recruitment through advertisement in daily news papers—
(Enclose authenticated copies of paper cuttings)
 - (i) Names of news papers to which advertisements have been released:

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- (ii) Dates on which the Advertisements have appeared in such news papers:
 - (iii) Last date of receiving application:
 - (iv) No. of applications from SC/ST/OBC candidates received in response to the advertisement. (category-wise, where more than one category is involved)
10. In cases of selection of candidates by appointing authorities through selection test and interview—
- (i) No. of SC/ST/OBC candidates called for interview:
 - (ii) No. of SC/ST/OBC candidates attending the interview:
 - (iii) Name and designation of Officer representing this Department in the Board of Interview (in terms of this Department's Memo No. 126(55)-TW/EC dated 02-03-1993)
11. In cases of appointments on the recommendations of Service Commissions, whether reserved vacancies are notified to such Commissions:
If so. date and particulars of notifying:
12. Particulars of non-availability certificate from Employment Exchange/PSC/CSC/MSR/RSC/SSC (Enclose authenticated copies)
13. Total number of existing employees in the same cadre (also, number of existing teachers in the same subject, in case of educational institutions):
14. Why dereservation is required:
15. Total No. of sanctioned strength in the cadre and percentage of SC/ST among the existing staff strength:
16. (i) Has any vacancy been dereserved previously ?
(ii) If so, Order No. and roster point of such dereserved vacancy:
17. List of supporting documents furnished
- I do hereby declare that particulars furnished hereinbefore are true to the best of my knowledge and belief.

.....
Authority.

.....
Signature of Appointing

18. *(i) Remarks/Recommendation of
Head of Administrative Department (in case of Calcutta):
(ii) Remarks/Recommendation of
District Reservation Commissioner (in case of Districts):

* Director of Public Instructions authorised to act as an authority for assessment of the necessity of dereservation of teaching posts in colleges all over the State in addition to the District Magistrates vide Backward Classes Welfare Deptt's Memo No. 794-BCW dt 16th Feb, 2001 with prescribed form for certification as follows:

“It has been found on assessment of necessity of the college in regard to the teaching posts that vacancy Number (Roster position of vacancy) in (subject of teaching) is required to be filled up immediately in the academic interest. As this is a vacancy reserved for (SC/ST/OBC) and such candidate is not available, it is recommended for dereservation.”

Compendium

2B(c)

Delegation of powers of dereservation to District Magistrates in respect of certain classes of Educational Institutions

Government of West Bengal

Backward Classes Welfare Department

Writers' Buildings, Calcutta—1

No. 4787(17)-BCW/MR—176/2000

Calcutta, the 24th November, 2000

From: Sri Niranjan Bhattacharjee,
Assistant Commissioner for Reservation
and ex-officio Assistant Secretary to
the Government of West Bengal

To: The District Magistrate,

MEMORANDUM

Subject: Delegation of powers of de-reservation in respect of schools within his jurisdiction

The undersigned is directed to say that a Notification bearing No. 4337-BCW. dt. 20.10.2000 delegating powers of dereservation under sub-section (2A) of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 as amended in 2000 has been issued and a copy of the Gazette publishing the said Notification as also a copy of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts)(Second Amendment) Act, 2000 under which Government has been empowered to delegate powers of dereservation to sub-ordinate authorities is enclosed.

2. A note on dealing with cases for dereservation at the District Level as also a standard format in which the orders of dereservation to be issued are also enclosed. The undersigned is directed to say that all orders on de-reservation by the District authorities should be issued in this standard format with all particulars duly mentioned.
3. The undersigned is, further, directed to say that it will be necessary for the District authorities to submit a monthly report on disposal of applications for dereservation in their respective jurisdiction. A format for such report is enclosed. The report should reach the Joint Commissioner for Reservation and ex-officio Joint Secretary by the 10th of the month following the month under report.
4. A receipt of this Memorandum and its enclosures may kindly be acknowledged.

Sd/- N. Bhattacharjee

Assistant Commissioner for Reservation &
Ex-officio Assistant Secretary

[Published in the Calcutta Gazette Extraordinary on 16th October, 2000]

Government of West Bengal
Backward Classes Welfare Department
Writers' Buildings. Calcutta

No. 4136-BCW/MR—176/2000

Calcutta, the 16th October, 2000

NOTIFICATION

In exercise of the power conferred by the second proviso to sub-section (2) of section 6 of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 (West Ben. Act XXVII of 1976) (hereinafter referred to as the said Act), the Governor is pleased hereby to empower, with effect from the date of publication of this notification in the Official Gazette, the District Magistrate and District Commissioner for Reservation of each district to de-reserve a reserved vacancy, as provided in sub-section (2) of section 6 of the said Act, in respect of Primary, Secondary and Higher Secondary Schools falling within his territorial jurisdiction.

By order of the Governor,
K. JHALA,
Principal Secy, to the Govt. Of West Bengal

NOTE ON DEALING WITH CASES FOR DERESERVATION

District Magistrates and District Reservation Commissioners have been delegated powers of de-reservation in respect of Primary, Secondary and Higher Secondary Schools within their respective jurisdiction.

While dealing with de-reservation cases, it should be borne in mind by everyone concerned that de-reservation is an extra-ordinary step and should be resorted to only when it is unavoidable. It should be noted that no appointing authority has any power to fill-up a reserved vacancy by candidates other than those belonging to the prescribed communities. The question of de-reservation arises only when a suitable candidate from the right community is not available and in the public interest, it is necessary to fill up a vacancy urgently. The basic tests for considering a proposal for de-reservation is thus. (1) whether there is satisfactory evidence of non-availability of suitable candidate from the right community and (2) whether it is essential in the public interest to fill up the vacancy without delay. It should be noted that except where otherwise provided School Service Commission in respect of Secondary, Higher Secondary Schools and Madrasahs and concerned Employment Exchanges in case of Primary Schools are only authorised organisations to sponsor candidates and as such, they are the competent authorities for issue of non-availability certificates in respect of suitable reserved category candidates.

If, on the basis available records, the authority empowered to dereserve a vacancy is of the opinion that the above mentioned two tests have been satisfied, he may order de-reservation of the vacancy. The manner of filing the prayer for de-reservation by the appointing authorities and the documents to be furnished therewith have been detailed in a booklet published by the

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Department, copies of which have been circulated separately. In the said format of application for de-reservation there is a column for noting the recommendation of the District Magistrate and District Reservation Commissioner. In cases where District Magistrate and District Reservation Commissioner shall be empowered to dereserve a vacancy, the said column may be filled up by the local officer of the concerned administrative Department. As per Law, whenever a reserved vacancy is dereserved, subsequent available unreserved vacancy is to be reserved in exchange for the particular community for which the original vacancy was reserved. It has, therefore, to be ensured that the exact vacancy to which reservation move forward consequent on dereservation of a reserved vacancy is identified while making the order of dereservation and the exact roster position of the vacancy becoming thus reserved on carry forward principle is specifically mentioned in the order of dereservation.

SPECIMEN ORDER FORM

**Government of West Bengal
Office of the District Magistrate**

..... District

No

Datedthe

ORDER

Whereas, there is a vacancy available for being filled up in the post of in (Name of School) at (Address) under the administrative control of the (Name of Administrative Department), Government of West Bengal;

Whereas, the said vacancy is reserved for (Scheduled Caste/Scheduled Tribe, as applicable) being the vacancy in the 100-point roster of vacancies as prescribed in Notification No. 134-BCW/RC dt. 25-03-1999 issued by the Backward Classes Welfare Department, Government of West Bengal;

Whereas, all reasonable steps were taken by the School authorities to fill up the vacancy by a candidate from the community for which it is reserved;

Whereas, no qualified candidate has been available for filling up the said vacancy reserved for the Scheduled Caste/Scheduled Tribe, as applicable);

Whereas, the School authorities have applied for de-reservation of the said vacancy for filling up by an available candidate;

Whereas, (Name of the District Inspector of Schools) consider it necessary and expedient to fill up the said vacancy in the public interest and has accordingly proposed for its being treated as unreserved vacancy and filled up as such;

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AND Whereas, I am satisfied that there is need to de-reserve the vacancy in the public interest;

NOW, Therefore, in terms of the provisions contained in sub-section (2) of Section 6 of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of vacancies in Services and Posts) Act, 1976 as amended by the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) (Amendment) Act, 1994 and the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) (Second Amendment) Act, 2000 read with Backward Classes Welfare Department, Government of West Bengal Notification No. 4316-BCW, dated the 16th October, 2000 (published in the Calcutta Gazette, Extraordinary, dated the 16th October, 2000), I hereby de-reserve the vacancy in question for its being filled up as an unreserved vacancy subject to the condition that the reservation for the Scheduled (Caste/Tribe) against the vacancy so dereserved here in before, shall be carried forward against the subsequent unreserved vacancy being the vacancy in the roster as aforesaid (mention exact roster position of the corresponding unreserved vacancy)

District Magistrate & District
Reservation Commissioner,
..... District

2B(d)

Authorisation of Director of Public Instruction as recommending authority in respect of de-reservation prayers from Colleges

Government of West Bengal

Backward Classes Welfare Department

Writers' Buildings, Calcutta—700001

No. 794-BCW/MRD—156/99

Dated, the 16th February, 2001

MEMORANDUM

The undersigned is directed to refer to this Department's No. 98(91)-BCW dt. 07-01-2000 wherein a set of guidelines for initiation of proposals for de-reservation of reserved vacancies in the public interest and the format of application for dereservation of reserved vacancies in public interest and the format of application for dereservation were prescribed. According to the said guidelines, all proposals for dereservation in respect of establishments situated in the Districts were to be routed through the concerned District Magistrates.

2. The question of routing the de-reservation proposals through the concerned District Magistrate has since been reviewed in respect of teaching posts of the colleges. It has been represented to the Government from various quarters that the academic interest is being adversely affected because of a large number of reserved vacancies in different colleges remaining unfilled due to non-availability of suitable candidates from the prescribed communities. To expedite the process of de-reservation in the above context, it is considered necessary to declare Director of

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Public Instructions, West Bengal also as a recommending authority in respect of dereservation proposals for teaching posts in colleges.

3. After careful consideration of all these aspects, the Governor is now pleased to order in partial modification of memo no. 98(91)-BCW dt 07-01-2000 that henceforth the Director of Public Instructions, West Bengal, shall act as an authority for assessment of the necessity of dereservation of teaching posts in colleges all over the State in addition to the District Magistrates who have been so authorised earlier. Director of Public Instructions, West Bengal, shall accordingly record the recommendation on individual application for dereservation in respect of teaching posts in the colleges in the following format :--

“It has been found on assessment of necessity of the college in regard to the teaching post that vacancy no. * in** is required to be filled up immediately in the academic interest. As this is a vacancy reserved for*** and such candidate is not available, it is recommended for dereservation.”

4. This recommendation will be recorded against Column 18(i) of the prescribed application form for dereservation.

Sd/ A. K. Das

Joint Commissioner for reservation &
ex-officio Joint Secretary to the
Govt, of West Bengal

* Roster position of the vacancy to be indicated

** Subject of teaching to be mentioned

*** Scheduled Caste/Scheduled Tribe/Other Backward Classes as applicable to be mentioned.

**CHAPTER III
Reservation in admission**

3(a)

**Government of West Bengal
Scheduled Castes & Tribes Welfare Department
Writers' Buildings, Calcutta—700001**

No. 905-TW/EC/SC/O/MR—1/95(1)

Calcutta, the 12th September, 1995

NOTIFICATION*

I am directed by order of the Governor to say that after careful consideration of the report of the Committee constituted by the Government for making a study on the problems of admission of candidates belonging to the Scheduled Caste and the Scheduled Tribe communities in educational institutions, the Governor is pleased to order as follows:-

1. (a) 22% and 6% of the seats shall be kept reserved for the Scheduled Caste and the Scheduled Tribe candidates respectively in all educational institutions including the following:—
 - (i) all Primary Schools run by District Primary School Councils, Corporations or Municipalities and similar bodies aided by Government of West Bengal,
 - (ii) all Government, Government sponsored and recognised non government aided Secondary Schools,
 - (iii) all Government, Government sponsored and recognised non- Government aided Higher Secondary Schools,
 - (iv) all Government, Government sponsored and recognised non- Government aided Polytechnics, Industrial Training Institutes/Centres, Junior Technical Schools etc.,
 - (v) all Government, Government sponsored and recognised non government aided Colleges including Medical and Dental Colleges, Engineering and Technological Colleges, Homoeopathic, Ayurvedic and Nursing Colleges,
 - (vi) all Universities and Deemed Universities.
 - (b) The reservation for the Scheduled Caste and the Scheduled Tribe candidate shall be maintained separately for each Course/Stream/Subject in each educational institution.
 - (c) While calculating the number of reserved seats for the Scheduled Caste and the Scheduled Tribe candidates, a fraction of 0.5 and above shall be treated as one seat.
2. (a) A general merit list based exclusively on merit as reflected in the results of the relevant examination/selection test irrespective of caste/tribe status shall be prepared separately for each Course/Stream/Subject in each educational institution to fill up the unreserved seats. Separate merit lists for the Scheduled Caste and the Scheduled Tribe candidates shall be prepared for each Course/Stream/Subject in each educational institution to fill up the seats reserved for the Scheduled Caste and the Scheduled Tribe candidates respectively. The Scheduled Caste and the Scheduled Tribe candidates who have been placed in the general

* Published in the Calcutta Gazette, Extraordinary, dated the 12th September, 1995

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merit list to fill up unreserved seats shall not be taken into account in the reserved lists for the Scheduled Caste and the Scheduled Tribe candidates respectively.

- (b) For admission to the courses, B. A. (Hons.), B. Sc. (Hons.), B. Com. (Hons.), M. A., M. Sc., M. Com., B. Tech., M. Tech., M. Sc. (Tech), B. Ed., M. Ed., LL. B., LL. M, B. Lib. Sc., M. Lib. Sc., Master's Degree courses in Engineering and Architecture, Master of Business Management/Master of Business Administration, M. Phil., and the like in different subjects, an SC or ST candidate getting admission should have in the previous examination qualifying marks which are not lower by more than 25% from the marks obtained by the last candidate of the general category; however, in any case, such a candidate obtaining marks lower than the marks as prescribed by the regulations of the University for admission to the relevant course will not be eligible for admission. The candidates included in the general merit list will not be counted towards these reserved quota.
 - (c) For admission to Undergraduate Medical and Dental Courses, there shall be no cut-off marks for the Scheduled Caste and the Scheduled Tribe candidates in the Joint Entrance Examination to fill up the reserved seats.
 - (d) For filling up the reserved seats in all other courses/Streams/Subjects, the Scheduled Caste and the Scheduled Tribe candidates who have secured the minimum marks as per relevant regulations for admission to any Course/Stream/Subject as may be prescribed by the West Bengal Higher Secondary Council, Universities etc., shall be given admission forms by the educational institution for any such Courses/Streams/Subjects.
 - (e) For the purpose of allotment of Courses/Streams/Subjects/Colleges, the Scheduled Caste and the Scheduled Tribe candidates in the unreserved general merit list shall be placed respectively on the top of the reserved lists for the Scheduled Caste and the Scheduled Tribe candidates. Thereafter allotment of Courses/Streams/Subjects/Colleges to the Scheduled Caste and the Scheduled Tribe candidates, placed in the general merit list and those placed in the reserved lists shall be made on the basis of their inter se merit and their options against the reserved seats plus those unreserved seats earmarked for the Scheduled Caste and the Scheduled Tribe candidates included in the general merit list.
3. Seats reserved for the Scheduled Caste candidates and remaining unfilled even after following the instructions laid down in the previous paragraphs may be filled up by the Scheduled Tribe candidates and vice versa.
 4. The Head of each educational institution shall submit an Annual Return on Admission of students into various courses in that institution to the respective District Magistrates and ex-officio District Commissioners for Reservation in case of institutions located outside the district of Calcutta and to the Joint Commissioner for Reservation in case of institutions located in the district of Calcutta by 31st December each year in such form as may be prescribed by the Government.

This order issues in supersession of all previous orders issued in this matter.

By order of the Governor,
Sd/- N. Krishnamurti,
Chief Secy, to the Govt. Of West Bengal.

3 (b)

**Government of West Bengal
Scheduled Castes & Tribes Welfare Department
Writers' Buildings, Calcutta.**

No. 271-TW/EC
MR-1/95(I)

Calcutta, the 22nd May, 1996.

NOTIFICATION

In continuation of Notification No. 905-TW/EC. dated 12.09.1995, I am directed by
SC/0/MR-I/95(I)

by Order of the Governor to say that the Governor is pleased to order as follows:-

- (1) The words "and the like in different subjects" in clause 2(b) of the said notification shall be replaced by the words "Post-graduate and Doctoral courses in Medicine, Dental Science and Nursing".
- (2) Sub-clause 1(b) shall be inserted in the said notification after sub-clause 1(c) as follows:-
"In case the number of seat reserved for Scheduled Castes and Scheduled Tribes in Post-graduate and Doctoral courses in Medicine, Dental Science and Nursing is less than 0.5 in each stream, 50 point roster adopted vide Notification No. 1601-L, dated 02.09.1994 shall be followed for filling up of seats".

By order of the Governor.

Sd/- U.K.RAY,

Secy, to the Govt, of West Bengal.

3 (c)

No. 426-TW/EC/ MR-1/95(1)

Calcutta, the 14th August, 1996.

NOTIFICATION

Corrigendum

In this Department notification No. 271-TW/EC/ MR-1/95(1), dated the 22nd May, 1996, published in the Calcutta Gazette, Extraordinary, Part I, dated the 22nd May, 1996, in clause (2), for the word, figure, letter and brackets "sub clause 1(b)", read the word, figure, letter and brackets "Sub-clause 1(d)".

By order of the Governor.

Sd/- U.K. RAY.

Secy, to the Govt, of West Bengal.

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**Government of West Bengal
Backward Classes Welfare Department
Writers' Buildings, Block-I, 2nd Floor, Calcutta-700 001.**

No. 1032(73)-BCW/MR-1 00/99

Dated, the 7th May, 1999.

MEMORANDUM

The undersigned is directed to say that it has been represented to the Government that in various Schools, Colleges and other Educational Institutions, a good number of seats reserved for Scheduled Castes and Scheduled Tribes candidates remain unfilled during an Academic Session for want of suitable number of candidates from reserved category. Some of the institutions which approached the Government in earlier years were allowed to fill up those seats by general candidates, where it was satisfied that due observance of all requirements for filling up of these posts by the candidates of specified categories were duly followed by the institutions concerned. In view of the fact, that there are a large number of institutions involved throughout the State and that it is not possible for this Department alone to dispose of these matters, particularly within the very short span of time available before closure of admissions, the Government has been actively considering the question of Delegation of Powers to some subordinate authorities for allowing the institutions to fill up unfilled vacancies for reserved categories by general category candidates.

2) After careful consideration of all aspects, the Governor has now been pleased to direct that the district Magistrate and the District Reservation Commissioner shall be the authority in respect of Educational Institutions within their territorial jurisdiction for allowing filling up of the reserved seats by general candidates, subject to fulfillment of conditions as stated hereinafter.

3) The Governor is, further, pleased to direct that in respect of Institutions situated within the territorial limits of Calcutta as defined in Calcutta Police Act, 1866, the Commissioner for Reservation and ex-officio Special Secretary in the Backward Classes Welfare Department and the Joint Commissioner for Reservation and ex-officio Joint Secretary of Backward Classes Welfare Department shall be the authorities for granting such permission for filling up the vacant reserved seats for Scheduled Castes and Scheduled Tribes by general candidates.

4) The undersigned is also directed to say that grant of permission in all such cases shall be regulated by the following conditions:-

- (i) The authorities concerned shall see that all conditions as set out in this Department's Notification No. 905-TW/EC, dated 12.09.1995 have duly been complied with by the concerned institutions.
- (ii) The Institutions shall submit to the authority concerned, a statement giving the following particulars-
 - (a) Number of candidates who have applied for admission giving break up of general, Sch. Caste & Sch. Tribe categories of applicants separately for respective Courses/Streams/Subjects.
 - (b) Number of seats reserved for Sch. Caste and Sch. Tribe separately for such category of Course/Stream/subject.
 - (c) Number of candidates qualifying for admission and admitted, as such, from each of reserved categories against respective Courses/Streams/Subjects.
 - (d) Number of reserved seats remaining vacant in respect of Sch. Caste and Sch. Tribe category against respective Course/Stream/Subject as the case may be with reasons there for.

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- (e) The Institutions shall also furnish copies of their admission Notice(s) wherein it would be specifically indicated, whether, for issue of Forms to Sch. Caste and Sch. Tribe candidates, the minimum prescribed marks of the Board. Council or University has been indicated, as the qualifying marks for getting the Forms for admission.
- (f) While allowing the reserved seats to be filled up by General candidates, the District Magistrate and District Reservation Commissioner or the other authorities concerned shall be satisfied on the basis of the information supplied by the Institutions that all reasonable steps were taken to fill up the seats by respective reserved categories of candidates and that the candidates qualifying on merit in competition with general candidates has not been included within the reserved seats and further that the conditions laid down at paragraph-2(b) in this Department's Notification No. 905-TW/EC. dated 12.09.1995 has duly been observed for the particular courses mentioned therein.
- (g) The order allowing the reserved seats to be filled up by general candidates shall specifically provide that such filling up shall be made only from those left out candidates in the original panel of admission prepared by the Institution and that no new candidate, outside the panel, shall be considered for such admission.

Sd/- K. JHALA,
*Principal Secretary to the
Government of West Bengal.*

APPLICATION FORM FOR DERESERVATION

To
The Principal Secretary,
Backward Classes Welfare Department,
Government of West Bengal,
Writers' Buildings,
Kolkata-700 001

Through : The District Magistrate and
District Reservation Commissioner,

.....
(in case of Establishments situated in the Districts)

Sir/Madam,

I hereby apply for dereservation of the vacancy, particulars of which are furnished below for your consideration and issue of necessary orders

Yours faithfully,

(Appointing Authority)

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1. Name of the Office/Institution :
2. Name and designation of the
Appointing authority :
3. Name of the post against which
vacancy has occurred :
4. Scale of pay for the post :
5. Date of occurrence of vacancy :
6. Exact Roster points of the vacancy
and the community for which it is
reserved (SC/ST/OBC) :
**(Enclose authenticated copy of
the Register of Appointment
in Appendix I)**
7. Manner of selection (i. e. whether
through Service Commissions/
Employment Exchange/Open market etc.) :
8. In cases of appointment through
Employment Exchange —
 - (i) Whether reserved vacancies notified
to the Employment Exchange of the
districts and Special Cell of Employment
Exchange, Salt Lake :
 - (ii) Date of Notification to
Employment Exchange :
 - (iii) No. of candidates forwarded
by Employment Exchange :
9. In case of open market recruitment through
advertisement in daily news papers—
(Enclose authenticated copies of paper cuttings)
 - (i) Names of news papers to which
advertisements have been released :
 - (ii) Dates on which the Advertisements have
appeared in such news papers :
 - (iii) Last date of receiving application :
 - (iv) No. of applications from SC/ST/OBC
candidates received in response to the

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advertisement, (category-wise, where more than one category is involved)

10. In cases of selection of candidates by appointing authorities through selection test and interview —
 - (i) No. of SC/ST/OBC candidates called For interview :
 - (ii) No. of SC/ST/OBC candidates attending the interview :
 - (iii) Name and designation of Officer representing this Department in the Board of Interview (in terms of this Department's Memo No. 126(55)-TW/EC dated 02-03-1993) :
11. In cases of appointments on the recommendations of Service Commissions, whether reserved vacancies are notified to such Commissions :
If so, date and particulars of notifying :
12. Particulars of non-availability certificate from Employment Exchange/PSC/CSC/MSR/RSC/SSC :
(Enclose authenticated copies)
13. Total number of existing employees in the same cadre (also, number of existing teachers in the same subject, in case of educational institutions) :
14. Why dereservation is required:
15. Total No. of sanctioned strength in the cadre and percentage of SC/ST among the existing staff strength :
16. (i) Has any vacancy been dereserved previously? :
(ii) If so, Order No. and roster point of such dereserved vacancy :

Compendium

17. List of supporting documents furnished

I do hereby declare that particulars furnished hereinbefore are true to the best of my knowledge and belief.

Signature of Appointing Authority

18. *(i) Remarks/Recommendation of

Head of Administrative

Department (in case of Calcutta) :

(ii) Remarks/Recommendation of District

Reservation Commissioner

(in case of Districts) :

* Director of Public Instructions authorised to act as an authority for assessment of the necessity of dereservation of teaching posts in colleges all over the State in addition to the District Magistrates vide Backward Classes Welfare Deptt's Memo No. 794-BCW dt 16th Feb, 2001 with prescribed form for certification as follows:

“It has been found on assessment of necessity of the college in regard to the teaching posts that vacancy Number (Roster position of vacancy) in (subject of teaching) is required to be filled up immediately in the academic interest. As this is a vacancy reserved for (SC/ST/OBC) and such candidate is not available, it is recommended for dereservation.”

Government of West Bengal
Backward Classes Welfare Department
Writers' Buildings, Calcutta—700001

No. 794-BCW/MRD—156/99

Dated, the 16th February, 2001

MEMORANDUM

The undersigned is directed to refer to this Department's No. 98(91)-BCW dt. 07-01-2000 wherein a set of guidelines for initiation of proposals for de-reservation of reserved vacancies in the public interest and the format of application for dereservation of reserved vacancies in public interest and the format of application for dereservation were prescribed. According to the said guidelines, all proposals for dereservation in respect of establishments situated in the Districts were to be routed through the concerned District Magistrates.

2. The question of routing the de-reservation proposals through the concerned District Magistrate has since been reviewed in respect of teaching posts of the colleges. It has been represented to the Government from various quarters that the academic interest is being adversely affected because of a large number of reserved vacancies in different colleges remaining unfilled due to non-availability of suitable candidates from the prescribed communities. To expedite the process of de-reservation in the above context, it is considered necessary to declare Director of Public Instructions, West Bengal also as a recommending authority in respect of dereservation proposals for teaching posts in colleges.

3. After careful consideration of all these aspects, the Governor is now pleased to order in partial modification of memo no. 98(91)-BCW dt 07-01-2000 that henceforth the Director of Public Instructions, West Bengal, shall act as an authority for assessment of the necessity of dereservation of teaching posts in colleges all over the State in addition to the District Magistrates who have been so authorised earlier. Director of Public Instructions, West Bengal, shall accordingly record the recommendation on individual application for dereservation in respect of teaching posts in the colleges in the following format :--

“It has been found on assessment of necessity of the college in regard to the teaching post that vacancy no. * in** is required to be filled up immediately in the academic interest. As this is a vacancy reserved for *** and such candidate is not available, it is recommended for dereservation.”

4. This recommendation will be recorded against Column 18(f) of the prescribed application form for dereservation.

Sd/ A. K. Das
Joint Commissioner for reservation &
ex-officio Joint Secretary to the Govt, of West Bengal

* Roster position of the vacancy to be indicated

** Subject of teaching to be mentioned

*** Scheduled Caste/Scheduled Tribe/Other Backward Classes as applicable to be mentioned.

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Government of West Bengal
Backward Classes Welfare Department
Writers' Buildings, Kolkata - 700 001
Website: www.anagrasarkalyan.gov.in

MEMORANDUM

No. 1464-BCW/MR-59/10

Dated 30th April, 2010

Guidelines for issuance of OBC Certificate

The Government has been considering for some time past to issue comprehensive guidelines for disposal of applications for issuance of OBC Certificates, including fixing up the nature of documents required for establishing eligibility for getting such certificate.

Now, in compilation of orders issued from time to time as well as modification and amplification of such orders, the Governor is pleased to frame the following guidelines for receipt and disposal of applications for issuance of OBC Certificates:

1. Procedure for issuance of OBC certificates was issued vide Order No. 374(71) - TW / EC / MR - 103 / 94 dated 27th July, 1994. As per the said order, SDOs of the Sub-Divisions concerned and ADM, South 24 Pgs as assigned by DM, South 24 Pgs, are the competent authorities for issuance of OBC certificates in respect of Sub-Divisions and Kolkata respectively. A format of application form was also set up in the said order. The same competent authorities and the said format for application shall continue.
2. As regards the format for OBC certificate, the format circulated vide No. 899(85)-BCW/MR/42/10 dated 12/03/2010 shall continue. The format of OBC certificate is appended to this memorandum.
3. As regards recommendation for issuance of OBC certificates, BDOs in respect of concerned Blocks are the Recommending Authorities. In respect of municipal areas excluding Kolkata, such officers not below the rank of a Deputy Magistrate, as assigned by the SDO, are the Recommending Authority. In Kolkata, District Welfare Officer, Kolkata is the Recommending Authority.
4. It was also mentioned in the said order that the existing procedure for issue of caste / tribe certificate to the members of the SC/ST community shall be applicable, mutatis mutandis, in case of issue of certificates to the members of Backward Classes. This will also be generally applicable subject to modifications / clarifications issued vide this order.
5. Application for OBC certificate can be submitted by applicants living in Block areas to the concerned Block Offices, and by applicants living in municipal areas within a Sub-Division, to the concerned SDO offices. For Kolkata, such applications can be submitted to the office of the District Welfare Officer, Kolkata, who may also arrange to receive application in Borough offices of the Kolkata Municipal Corporation also. Concerned offices receiving applications shall invite the applicants for hearing on 2nd or 4th Wednesdays within 60 days from the date of application and ask them to come personally with all original documents furnished in support of their claims.

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6. Now, for disposal of an application for OBC Certificate six criteria are required to be fulfilled. These are:
- a. The applicant must be a citizen of India.
 - b. He is a permanent resident of West Bengal since 15-03-1993.
 - c. He is an ordinary resident at the address currently residing.
 - d. He belongs to the said community/ class.
 - e. His identity.
 - f. The applicant does not fall under 'creamy layer'.
7. It is often alleged that the issuing authorities claim numerous documents in order to prove a single criterion. To remove any confusion on the requirement of documents to prove any of the criteria mentioned at point 6 above, it is clarified that any one of the documents listed below against each of the items shall be sufficient to prove that criterion. These are:
- a. For Citizenship-
 - i. Citizenship Certificate.
 - ii. Voter I card of self or parent(s)
 - iii. Authenticated Voter list of self or parent(s)
 - iv. PAN Card of self or parent(s)
 - v. Birth Certificate from Competent Authority
 - vi. Caste certificate of parent(s)
 - vii. Any Govt. Document proving citizenship.

Note: Validity of any of these documents can only be questioned only when there is valid reason to believe that such document might have been procured through misrepresentation of facts.

- b. For Permanent residence-
 - i. Land deed or land tax receipt
 - ii. Voter list proving residence since 1993
 - iii. Birth Certificate proving residence since 1993
 - iv. Ration Card proving residence since 1993
 - v. Caste certificate of parent(s)
 - vi. Any Govt. Document proving permanent residence since 1993.
- c. For local residence-
 - i. Land deed or land tax receipt
 - ii. Voter I card of self or parent(s)
 - iii. Certificate from Competent Authority
 - iv. Caste certificate of parent(s)
 - v. Birth Certificate
 - vi. Ration Card
 - vii. Rent receipt
 - viii. Pass Book of a Nationalised Bank, Gramin Bank, Post Office or Co-operative Bank

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- ix. BPLCard
 - x. Any Govt. Document proving local residence
 - d. Class identity -
 - i. Caste certificate of any paternal blood relation and proof of such relation
 - ii. Copy of old land deed (prior to 1950) specifying community name in that document
 - iii. Any Govt. Document proving class identity
 - e. For identity -
 - i. Admit Card
 - ii. Voter I card
 - iii. PAN Card
 - iv. Birth Certificate from Competent Authority
 - v. Identity Card by employer/ educational Institution
 - vi. Pass Book of Bank Account
 - vii. BPLCard
 - viii. Any Govt. Document proving identity
 - f. Creamy Layer -
 - i. Income Certificates of parents from employers (not more than three months old from the date of filing application)
 - ii. Income Tax Return for last three years of parents
 - iii. If not employed, income certificate from any competent authority (not more than three months old from the date of filing application)
 - iv. Any Govt. Document proving income of parents
8. In the lists above, certificate from Proddhan, Chairman of Municipality or Councillor of Municipal Corporation, MLA, MP etc. has not been included. In case of non-availability of certificates as mentioned at 7 (a) to (f), any of these certificates together with reports of enquiry and hearing are to be taken into consideration for determination of eligibility.
9. It is to be mentioned here that the applicant has the right to apply even without any documentary proof in support of his claim and no application shall be rejected merely on the ground of non-availability of documentary evidences about class identity, residence or citizenship. In such cases, certificates from the Proddhan of the local Gram Panchayat, Chairman of the local Municipality or the local Councillor of the Municipal Corporation along the findings of the enquiry shall be considered to be sufficient.
10. As per existing orders, an applicant for OBC certificate has to be within the age bracket of 4 to 40 years to be eligible for applying. However, considering the fact that persons belonging to Other Backward Classes require OBC certificates beyond the age of 40 years also as job opportunities are open beyond this age limit, the orders imposing age restriction for being eligible to apply for OBC certificate is hereby withdrawn. Hence, no age proof for granting OBC certificate will be necessary.
11. It is apparent that most of the applicants for OBC certificates are unable to produce such certificate of paternal blood relation as a proof of class identity. This is more so in view of a

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good number of classes being recently added to the list of OBCs. In those cases, their class identity is to be decided on field enquiry and public hearing. In such cases, to facilitate easy identification, an affidavit from the applicant in the format attached to this order, may be obtained wherein the applicant is to declare his eligibility to obtain OBC certificate. Unless there is any contrary evidence received during field enquiry and hearing, normally the affidavit shall be acceptable for ascertaining his class status and eligibility.

12. It is often alleged that an applicant is asked to furnish declarations by five or even ten persons of the applicant's locality certifying the applicant's class identity. Sometimes such declaration is demanded from Teachers or Govt. Officials. This causes undue harassment to the applicants. It is hereby clarified that such declaration is not needed for disposal of an application for OBC certificate. Where documentary proof as to eligibility to obtain OBC certificate is not available, field enquiry or public hearing is to be held. In such enquiry / hearing, evidences from local persons are to be recorded. Depositions from local persons may also be taken. An application for OBC certificate without any documentary proof or with insufficient documentary proof submitted along with the application is to be disposed of as per findings of the field enquiry / hearing together with affidavit and certificate from local Panchayat / Municipality.
13. To facilitate timely disposal of all applications for OBC certificate, special camps are to be held at regular intervals. In such camps, receiving of applications, public hearing and distribution of certificates are to be made. Camps are to be organised in such a manner so that all applications are disposed of within eight weeks from the date of submission of such application. Such camps are to be organised in all the High and Higher Secondary Schools, as most of the applicants for OBC certificates are School or College students.
14. Regarding determination of 'Creamy Layer', the following points shall be considered:
 - a. First, status of the parents (not of the applicant) is to be ascertained. If any of the parents of the applicant holds a constitutional post or belong to Class I or Group 'A' service of the Central or State Government before the age of 40, he is considered to belong to 'creamy layer'. If both of the parents belong to class II or Group 'B' service the Central or State Government before the age of 40, he is considered to belong to 'creamy layer'. If such parents retire or die after retirement, the status will remain unchanged. If, however, parents die or suffer permanent incapacitation during service, the applicant shall not fall under 'Creamy Layer'.
 - b. Criteria prescribed for determining creamy layer status of sons and daughters of persons in Government service mutatis mutandis applies to the sons and daughters of persons holding equivalent or comparable posts in PSUs, Banks, Insurance Organisations, Universities, Educational Institutions and also holding equivalent or comparable posts in private employment. Where such comparison is not possible, Income /Wealth test as prescribed is to be applied.
 - c. When creamy layer status of an applicant is determined on the service / post held by his parent(s), their income from salaries are not to be taken into account. Thus, the employees in Government Departments, PSUs, Banks, Insurance Organisations, Educational Institutions, will not fall under the 'Creamy Layer' category unless income from other sources alone (without clubbing the income from salaries or agricultural land) touches the prescribed limit of Rs. 4.5 lakh.

Compendium

- d. As per Income / Wealth Test, income of the parents from the salaries and from the other sources [other than salaries and agricultural land] is determined separately. If either the income of the parents from the salaries or the income of the parents from other sources [other than salaries and agricultural land] exceeds the limit of Rs.4.5 lakh per annum or possess wealth above the exemption limit prescribed in the Wealth Tax Act for a period of three consecutive years, the sons and daughters of such persons shall be treated to fall in creamy layer. But the sons and daughters of parents, whose income from salaries is less than Rs.4.5 lakh per annum and income from other sources is also less than Rs.4.5 lakh per annum, will not be treated as falling in creamy layer even if the sum of the income from salaries and the income from the other sources is more than Rs. 4.5 lakh per annum for a period of three consecutive years. It may be noted that income from agricultural land is not taken into account while applying the Test. This test is applicable to persons not having salary income or having salary income but their service status not being comparable with that of the Central or State Government.
15. Ordinarily, an application for OBC certificate is to be disposed of within eight weeks from the date of its submission. The applicant has a right to know the status of his application, once filed. Hence, if demanded, status of his application, has to be provided to the applicant.
16. A new format of application form for OBC certificate (with minor modifications on the existing format) has been developed and communicated to all concerned. Both the formats can be used for filing application for OBC certificate. The format is also available in the BCW Department website www.anagrasarkaiyan.gov.in. The website may be visited regularly to find out the latest developments in this matter. All major policy decisions in respect of OBC certificates including latest lists of OBCs are available in the website.

Sk. Nurul Haque
Principal Secretary
to the Government of West Bengal



GOVERNMENT OF WEST BENGAL
Office of the Sub-Divisional Officer
_____ SUB-DIVISION
DIST. - _____

CERTIFICATE FOR OTHER BACKWARD CLASSES

Certificate No. -

Date :

This is to certify that _____ son/daughter of

_____ of village _____

_____ P.O. _____ P.S.

in the district _____ of the state of _____ belongs to the

_____ community which is recognized as a Other Backward Class
by the Government of West Bengal, under :-

_____ and by the Government of India for the State of West Bengal, under :-

_____ and his family ordinarily reside(s) in the
District of _____ of the state _____

This is also to certify that he does not belongs to the category of persons/section (Creamy Layer) to whom reservation shall not apply as per provision contained in the schedule mentioned in Order No. 347-TW/EC, Dt. 13-07-94 and subsequently modified vide Order No. 1518-BCW, dated the 20th May, 2009 of the Backward Classes Welfare Department or in Column No. 3 of the Schedule to the Govt, of India, Department of personnel & Training O.M. No. 36012/22/93-Estt (SCT) Dated 8-9-93, subsequently revised vide O.M. No. 36033/3/2004-Estt. (Res) dated the 9th March, 2004 and O.M. No. 1-1/2008-U.I.A. dated the 13th October, 2008.

Place :

Date :

Attach applicant's recent passport size photograph attested by GR-'A' Officer

Sub-Divisional Officer

Note: The expression 'ordinarily resident' used here shall have the same meaning as in section 20 of the Representation of the People Act, 1950 (43 of 1950)

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Format for Affidavit by the Applicant for his / her own OBC Certificate

(To be sworn in before the 1st Class Judicial Magistrate / Executive Magistrate on N] stamp paper of Rs.10/-)

I, Shri / Smt son / daughter of Shri
....., presently residing at (Address)
....., have applied for OBC certificate for myself

and hereby declare that:-

1. I am a citizen of India;
2. I am a permanent resident of West Bengal since 1993, the permanent address being
.....
3. I am a resident of the address declared above;
4. I belong to class which is recognized as Other Backward Class in West Bengal;
5. None of my parents is a Group A / Class I Officer under Central / State Government or belong to any service in any PSU, Bank, Insurance Company, Educational Institution or in private employment, comparable with Group A / Class I service under Central / State Government or holds any Constitutional post;
6. None / only one (Father or Mother[strike out whichever is not applicable]) of my parents is a Group B / Class II Officer under Central / State Government or belong to any service in any PSU, Bank, Insurance Company, Educational Institution or in private employment, comparable with Group B / Class II service under Central / State Government;
7. Annual income of parents from salaries is Rs (in words)
.....
8. Annual income of parents from other sources including business or profession is Rs (in words)
9. I do not belong to 'Creamy Layer' as defined in the relevant Government Order issued for the purpose of issuance of OBC certificate;

I further certify that the information given above in respect of myself is fully correct and I take full responsibility of the accuracy of this statement. If at any point of time a part of the statement is found to be incorrect, I shall have to forfeit the benefit received and shall also be liable to be punished under Section 193 of the Indian Penal Code.

Format for Affidavit by Parent for his / her ward's OBC Certificate

(When the applicant is a minor)

(To be sworn in before the 1st Class Judicial Magistrate / Executive Magistrate on NJ stamp paper of Rs.10/-)

I, Shri / Smt son/daughter
of Shri, presently residing at
(Address).....

....., have applied for OBC certificate for my
son / daughter / ward and hereby declare that:-

1. My son / daughter / ward is a citizen of India;
2. I am a permanent resident of West Bengal since 1993, the permanent address being
.....
3. My son / daughter / ward is a resident of the address declared above;
4. My son / daughter / ward belongs to class which is recognized as Other Backward Class in West Bengal;
5. Neither me nor my spouse is a Group A / Class I Officer under Central / State Government or belong to any service in any PSU, Bank, Insurance Company, Educational Institution or in private employment, comparable with Group A / Class I service under Central / State Government or holds any Constitutional post;
6. None / only one of us [me or my spouse] is a Group B / Class II Officer under Central / State Government or belong to any service in any PSU, Bank, Insurance Company, Educational Institution or in private employment, comparable with Group B / Class II service under Central / State Government;
7. Annual income of us from salaries is Rs (in words)
..... ;
8. Annual income of us from other sources including business or profession is Rs (in words)
9. My son does not belong to 'Creamy Layer' as defined in the relevant Government Order issued for the purpose of issuance of OBC certificate;

I further certify that the information given above in respect of my son / daughter / ward is fully correct and I take full responsibility of the accuracy of this statement. If at any point of time a part of the statement is found to be incorrect, My son / daughter / ward shall have to forfeit the benefit received and both my son / daughter / ward and I shall be liable to be punished under Section 193 of the Indian Penal Code.

Compendium

Government of West Bengal
Backward Classes Welfare Department
Writers' Buildings, Kolkata - 700 001
Website: www.anagrasarkalyan.gov.in

MEMORANDUM

No. 1465-BCW/MR-67/10

Dated the 30th April, 2010

Guidelines for issuance of SC / ST Certificate

The Government has been considering for some time past to issue comprehensive guidelines for disposal of applications for issuance of SC /ST Certificates, including fixing up the nature of documents required for establishing eligibility for getting such certificate.

Caste Certificates are being issued to SC/ST people in accordance with the provisions of the West Bengal Scheduled Castes and Scheduled Tribes (Identification) Act, 1994 and the West Bengal SC and ST (Identification) Rules, 1995. Procedure for disposal of an application for SC /ST certificate has been laid down in Rules 7A, 7B, 7C, 7D & 7E of the West Bengal Scheduled Castes and Scheduled Tribes (Identification) Rules, 1995.

Now, in compilation as well as amplification of the provisions of the West Bengal Scheduled Castes and Scheduled Tribes (Identification) Act, 1994 and the West Bengal SC and ST (Identification) Rules, 1995 for issuance of Caste Certificates to persons belonging to SC and ST, the Governor is pleased to frame the following guidelines for receipt and disposal of applications for issuance of SC /ST Certificates:

1. As per Section 5 of the Act, SDOs of the Sub-Divisions concerned and ADM, South 24 Pgs as assigned by DM, South 24 Pgs, are the competent authorities for issuance of SC /ST certificates in respect of Sub-Divisions and Kolkata respectively. A format of application form (Form I) was also set up in the Rules. Another format of application (Form 1A) has also been set up mainly for on-line filing of application for SC / ST certificate. Both the formats can be used for application for a caste certificate.
2. As per Section 5 of the Act, SDOs of the Sub-Divisions concerned and ADM, South 24 Pgs as assigned by DM, South 24 Pgs, are the competent authorities for issuance of SC /ST certificates in respect of Sub-Divisions and Kolkata respectively. A format of application form (Form I) was also set up in the Rules. Another format of application (Form IA) has also been set up.
3. As regards the format for SC /ST certificate, the format set up vide amendment of the Rule vide No. 823-BCW dated 08/03/2010 shall be used. The format of certificate is appended to this Notification.
4. Application for Caste Certificate can be made on-line in the website address at www.castecertificatewb.gov.in. If such application is made on-line, the applicant will be able to download copies of the filled-in application and acknowledgement with a receipt number which he can use to obtain information on the status of his application at any time. The applicant has to personally submit the filled-in application duly signed along with documents, if any, in support of his claim on 2nd and 4th Wednesdays within 60 days from the date of

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filing of his on-line application. On the same date, hearing on his application will be held and copies of his documents will be verified with the originals to be brought by the applicant. After that, in deserving cases, field enquiry will be held to finally dispose of the application.

5. When an application is made physically, the offices receiving applications will enter all the applications in the same website and then follow the same principle for disposal. In the manual receipt issued by the office the same instruction of inviting the applicant for hearing on 2nd or 4th Wednesdays within 60 days from the date of application and to come personally with all original documents furnished in support of his claim shall be mentioned.
6. This system will work when the on-line application starts. Before that, the existing system of receipt of applications and disposal will be followed.
7. As regards recommendation for issuance of Caste certificates, BDOs in respect of concerned Blocks are the Recommending Authorities. In respect of municipal areas excluding Kolkata, such officers not below the rank of a Deputy Magistrate, as assigned by the SDO, are the Recommending Authority. In Kolkata, District Welfare Officer, Kolkata is the Recommending Authority.
8. Application for Caste certificate can be submitted by applicants living in Block areas to the concerned Block Offices, and by applicants living in municipal areas within a Sub-Division, to the concerned SDO offices. For Kolkata, such applications can be submitted to the office of the District Welfare Officer, Kolkata, who may also arrange to receive application in Borough offices of the Kolkata Municipal Corporation also. Concerned offices receiving applications shall invite the applicants for hearing on 2nd or 4th Wednesdays within 60 days from the date of application and ask them to come personally with all original documents furnished in support of their claims.
9. Now, for disposal of an application for Caste Certificate for SC / ST, five criteria are required to be fulfilled. These are:
 - a. The applicant must be a citizen of India.
 - b. He is a permanent resident of West Bengal since 1950.
 - c. He is an ordinary resident at the address currently residing.
 - d. He belongs to the said caste / tribe.
 - e. His identity.
10. As per Government of India order, valid all over the country, an SC/ST person migrated from one State to another, can claim to belong to a SC/ST only in relation to the State to which he originally belonged to and not in respect of the State to which he has migrated. A person migrated to West Bengal from other States after 1950, is not entitled to the benefits provided by the State Government to the persons belonging to SC or ST, though the caste/tribe he or she belongs to is listed as SC / ST in this State.
11. No person who was not a SC/ST by birth will be deemed to be a member of a SC/ST merely because he or she has married a person belonging to a SC/ST. Similarly a person who is member of a SC/ST would continue to be a member of that SC/ST even after his or her marriage with a person who does not belong to a SC/ST.

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12. The person claiming to be a SC should profess the Hindu, the Sikh or the Buddhist religion. The person claiming to be a ST may profess any religion.
13. It is often alleged that the issuing authorities claim numerous documents in order to prove a single criterion. To remove any confusion on the requirement of documents to prove any of the criteria mentioned at point 9 above, it is clarified that any one of the documents listed below against each of the items shall be sufficient to prove that criterion. These are:

a. For Citizenship-

- i. Citizenship Certificate.
- ii. Voter I card of self or parent(s)
- iii. Authenticated Voter list of self or parent(s)
- iv. PAN Card of self or parent(s)
- v. Birth Certificate from Competent Authority
- vi. Caste certificate of parent(s)
- vii. Any Govt. Document proving citizenship.

Note: Validity of any of these documents can only be questioned only when there is valid reason to believe that such document might have been procured through misrepresentation of facts.

b. For Permanent residence-

- i. Land deed or land tax receipt
- ii. Voter list proving residence since 1950
- iii. Birth Certificate proving residence since 1950
- iv. Ration Card proving residence since 1950
- v. Caste certificate of parent(s)
- vi. Any Govt. Document proving permanent residence since 1950.

c. For local residence- i. Land deed or land tax receipt

- ii. Voter I card of self or parent(s)
- iii. Certificate from Competent Authority
- iv. Caste certificate of parent(s)
- v. Birth Certificate
- vi. Ration Card
- vii. Rent receipt
- viii. Pass Book of a Nationalised Bank, Gramin Bank, Post Office or Co-operative Bank
- ix. BPL Card
- x. Any Govt Document proving local residence

d. Caste identity -

- i. Caste certificate of any paternal blood relation and proof of such relation
- ii. Copy of old land deed (prior to 1950) specifying community name in that document

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- iii. Any Govt. Document proving caste identity
- e. For identity-
 - i. Admit Card
 - ii. Voter I card
 - iii. PAN Card
 - iv. Birth Certificate from Competent Authority
 - v. Identity Card by employer/ educational Institution
 - vi. Pass Book of Bank Account
 - vii. BPL Card
 - vii. Any Govt. Document proving identity
- 14. In the lists above, certificate from Proadhan, Chairman of Municipality or Councillor of Municipal Corporation, MLA, MP etc. has not been included. In case of non-availability of certificates as mentioned at 13 (a) to (e), any of these certificates together with reports of enquiry and hearing are to be taken into consideration for determination of eligibility.
- 15. It is to be mentioned here that the applicant has the right to apply even without any documentary proof in support of his claim and no application shall be rejected merely on the ground of nonavailability of documentary evidences about caste identity, residence or citizenship. In such cases, certificates from the Proadhan of the local Gram Panchayat, Chairman of the local Municipality or the local Councillor of the Municipal Corporation along the findings of the enquiry shall be considered to be sufficient.
- 16. There is no age restriction for being eligible to apply for caste certificate. So no age proof for this purpose will be necessary,
- 17. Since Caste Certificates to persons belonging to SC /ST are being issued for a long time, majority of applicants may have one or more paternal blood relatives who have already obtained caste certificate(s) from competent authorities. In case an applicant produces such certificate as proof of caste identity, the issuing authority shall issue caste certificate to the applicant, if his identity and relation to the holder of caste certificate produced as proof is established and the caste certificate is also verified.
- 18. There are, of course, a number of applicants who are first generation applicants and as such, are unable to produce caste certificate of paternal blood relation as a proof of caste identity. In those cases, their caste identity is to be decided on field enquiry and public hearing. In such cases, to facilitate easy identification, an affidavit from the applicant in the format attached to this order, may be obtained wherein the applicant is to declare his eligibility to obtain Caste certificate. Unless there is any contrary evidence received during field enquiry and hearing, normally the affidavit shall be acceptable for ascertaining his class status and eligibility.
- 19. It is often alleged that an applicant is asked to furnish declarations by five or even ten persons of the applicant's locality certifying the applicant's caste identity. Sometimes such declaration is demanded from Teachers or Govt Officials. This causes undue harassment to the applicants. It is hereby clarified that such declaration is not needed for disposal of an application for caste certificate. Where documentary proof as to eligibility to obtain caste certificate is not available,

Compendium

field enquiry or public hearing is to be held. In such enquiry / hearing, evidences from local persons are to be recorded. Depositions from local persons may also be taken. An application for caste certificate without any documentary proof or with insufficient documentary proof submitted along with the application is to be disposed of as per findings of the field enquiry/hearing together with affidavit and certificate from local Panchayat/Municipality.

20. To facilitate timely disposal of all applications for caste certificates, special camps are to be held at regular intervals. In such camps, receiving of applications, public hearing and distribution of certificates are to be made. Camps are to be organised in such a manner so that all applications are disposed of within eight weeks from the date of submission of such application. Such camps are to be organised in all the High and Higher Secondary Schools, as most of the applicants for caste certificates are School or College students.
21. Ordinarily, an application for caste certificate is to be disposed of within eight weeks from the date of its submission. The applicant has a right to know the status of his application, once filed. Hence, if demanded, status of his application has to be provided to the applicant.
22. A new format of application form for caste certificate (with minor modifications on the existing format) has been developed and communicated to all concerned. Both the formats can be used for filing application for caste certificate. The format is also available in the BCW Department website www.anagrasarkalyan.gov.in. The website may be visited regularly to find out the latest developments in this matter. All major policy decisions in respect of caste certificates including latest lists of SC, ST and OBCs are available in the website.
23. A person migrated from other State/Union Territory to the State of West Bengal after publication of the Presidential Orders on Scheduled Castes and Scheduled Tribes can also apply for Caste Certificate, though he is not entitled to benefits given to Scheduled Castes and Scheduled Tribes by the State of West Bengal. In such case, the prescribed authority may issue the Scheduled Caste/Tribe Certificate to such person on production of the genuine certificate issued to his father/mother by the prescribed authority of the State of the father's mother's origin except where the prescribed authority feels that detailed enquiry is necessary through the State of origin before issue of the certificate. The certificate will be issued irrespective of whether the Caste/Tribe in question is scheduled or not in West Bengal. Such certificate is to be issued in a different format, also appended to this Memorandum.

Sk. Nurul Haque
Principal Secretary
to the Government of West Bengal



GOVERNMENT OF WEST BENGAL
Office of the Sub-Divisional Officer
_____ SUB-DIVISION
DIST. - _____

CASTE/TRIBE CERTIFICATE

Certificate No. - _____

Date : _____

This is to certify that _____ son/daughter of
_____ of village _____

P.O. _____ P.S. _____

in the district _____ of the state of _____ belongs to the _____

_____ which is recognized as _____ under the Constitution
(Scheduled Caste) Order 1950 and the Constitution (Scheduled Tribes) Order 1950 as amended
by the Scheduled Castes and Scheduled Tribes Lists (Modification) order 1956, and the Scheduled
Castes and Scheduled Tribes Order (Amendment) Act, 1976.

_____ and his family ordinarily reside(s) in the village
_____ of the _____ district of the state of

Place :

Date :

Applicant's recent
passport size
photograph not
uploaded



Sub-Divisional Officer

Note: The expression 'ordnarily resident' used here shall have the same meaning as in section 20 of the Representation of the People Act, 1950 (43 of 1950)"

Format for Affidavit by the Applicant for his / her own SC /ST Certificate

(To be sworn in before the 1st Class Judicial Magistrate / Executive Magistrate on NJ stamp paper of Rs. 10/-)

I, Shri / Smt son / daughter of Shri
..... presently residing at
(Address)
....., have applied for SC /

ST certificate for myself and hereby declare that:-

1. I am a citizen of India;
2. I am a permanent resident of West Bengal since 1950, the permanent address being

Or

My forefathers have been living in this State since 1950 / have migrated to this State before 1950, the permanent address being

3. I am a resident of the address declared above;
4. I belong to caste / tribe which is recognized as Scheduled Caste / Scheduled Tribe in West Bengal;

I further certify that the information given above in respect of myself is fully correct and I take full responsibility of the accuracy of this statement. If at any point of time a part of the statement is found to be incorrect, I shall have to forfeit the benefit received and shall also be liable to be punished under Section 193 of the Indian Penal Code.

Format for Affidavit by Parent for his / her ward's SC / ST Certificate

(When the applicant is a minor)

(To be sworn in before the 1st Class Judicial Magistrate / Executive Magistrate on NJ stamp paper of Rs.10/-)

I, Shri / Smt son / daughter of Shri
presently residing at
(Address), have applied for SC / ST
certificate for my son / daughter / ward and hereby declare that:-

1. My son / daughter / ward is a citizen of India;
2. My son / daughter / ward is a permanent resident of West Bengal since 1950, the permanent address being

Or

Forefathers of my son / daughter / ward have been living in this State since 1950 / have migrated to this State before 1950, the permanent address being

3. My son / daughter / ward is a resident of the address declared above;
4. My son / daughter / ward belongs to caste / tribe which is recognized as Scheduled Caste / Scheduled Tribe in West Bengal;

I further certify that the information given above in respect of my son / daughter / ward is fully correct and I take full responsibility of the accuracy of this statement. If at any point of time a part of the statement is found to be incorrect, My son / daughter / ward shall have to forfeit the benefit received and both my son / daughter / ward and I shall be liable to be punished under Section 193 of the Indian Penal Code.

Compendium

Form of certificate to be issued to persons belonging to a Scheduled Castes or Scheduled Tribes who have migrated from other State / Union Territory.

Form of Caste certificate

This is to certify that Shri/Shrimati/Kumari son/Daughter of of village/town in district/Division/Division of the State/Union Territory belongs to the Caste/Tribe which is recognised as Scheduled Caste / Scheduled Tribe under: The Constitution (Scheduled Castes) Order, 1950.

The Constitution (Scheduled Tribes) Order, 1950.

The Constitution (Scheduled Castes)(Union Territories) Order, 1951.

The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

(as amended by the Scheduled Castes and Scheduled Tribes lists (Modification) Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970 and the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976).

The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956.*

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959.*

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.*

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.*

The Constitution (Pondicherry) Scheduled Castes Order, 1964.*

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967.*

The Constitution (Goa, Daman and Diu) Scheduled Caste Order, 1968.*

The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.*

The Constitution (Nagaland) Scheduled Tribes Order, 1970.*

The Constitution (Sikkim) Scheduled Castes Order, 1978.*

The Constitution (Sikkim) Scheduled Tribes Order, 1978.*

2. This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribe certificate issued to Shri/Shrimati father/mother of Shri/Shrimati/Kumari of village/town in District/Division of the State/ Union Territory who belongs to the caste/tribe which is recognised as a Scheduled Caste / Scheduled Tribe in the State/Union Territory issued by the (name of prescribed authority) vide their No dated

Signature

Designation

(with seal of Office)

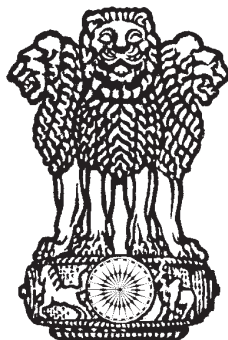
Place

Date

* Please quote specific Presidential order.

The

Kolkata



Gazette

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*Extraordinary
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MONDAY, OCTOBER 11, 2010

[SAKA 1932

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL
BACKWARD CLASSES WELFARE DEPARTMENT
WRITERS' BUILDINGS, KOLKATA - 700 001
Website: www.anagrasarkalyan.gov.in / www.bcwdwb.gov.in**

No. 6309-BCW/MR-84/10

Kolkata, the 24th September, 2010.

NOTIFICATION

WHEREAS "backward classes" have been defined in clause (a) of section 2 of the West Bengal Commission for Backward Classes Act, 1993 (West Ben. Act 1 of 1993) (hereinafter referred to as (he said Act), for the purposes of the said Act, to mean such backward classes of citizens other than the Scheduled Castes and the Scheduled Tribes as may be specified by the State Government in the lists;

AND WHEREAS "lists" have been defined in clause (c) of section 2 of the said Act to mean lists prepared by the Government of West Bengal from time to time for purposes of making provision for the reservation of appointments or posts in favour of backward classes of citizens which, in the opinion of that Government, are not adequately represented in the services under the Government of West Bengal, local and statutory authorities constituted under any Slate Act, Corporations in which not less than 51% of the paid up share capital is held by the State Government, Universities, Colleges affiliated to the Universities, primary, secondary and higher secondary schools and

Compendium

also other educational institutions which are owned or aided by the State Government and also establishments in public sector;

AND WHEREAS the Government of West Bengal has decided to categorise the backward classes included in the lists into two categories depending on their relative backwardness and make separate provisions for reservation in services and posts in favour of the two categories;

AND WHEREAS the Government of West Bengal has conducted a sample survey to ascertain the relative backwardness of the classes included in the lists of backward classes and the reports of the said survey has duly been received;

Now, THEREFORE, in consideration of the report of the survey, the Governor is pleased hereby to categorise the lists of the backward classes notified for the purpose of the said Act into two categories as 'Category-A' and 'Category-B', wherein the Category-A would mean the 'More Backward' and the Category-B would mean 'Backward' within the 'backward classes' and to bring the backward classes so far enlisted into the two categories in the following manner:—

Sl.	MORE BACKWARD (Category-A)	Sl.	BACKWARD (Category-B)
1.	Abdal	1.	Baishya Kapali
2.	Baidya Muslim	2.	Bansi-Barman
3.	Basni / Bosni	3.	Barujibi, Barui
4.	Beldar Muslim	4.	Bctkar (Bentkar)
5.	Bepari / Byapari Muslim	5.	Bhar
6.	Bhalia Muslim	6.	Bharbhuj
7.	Bhatiyara	7.	Bhujel
8.	Chowduli	8.	Bungchheng
9.	ChutorMistri	9.	Chasatti (Chasa)
10.	Dafadar	10.	Chitrakar
11.	Dhukre	11.	Christians converted from Scheduled Castes
12.	Dhunia	12.	Dcvanga
13.	Fakir/Sain	13.	Dewan
14.	Gayen	14.	Dhimal
15.	Ghosi	15.	Gangot
16.	Hajjam	16.	Goala-Gope (Pallav Gope, Ballav Gope, Yadav Gope, Gope, Ahir and Yadav.)
17.	Hawari	17.	Hcle / Halia / Chasi-Kaibartta
18.	Jamadar	18.	Kahar
19.	Jolah (Ansari-Momin)	19.	Kansari
20.	Kalandar	20.	Kapali
21.	Kan	21.	Karani
22.	Kasai	22.	Karmakar
23.	Khotta Muslim	23.	Kcori / Koiri
24.	Laskar	24.	Khen
25.	Mahaldar	25.	Kumbhakar, Kumar
26.	Majhi / Patni Muslim	26.	Kurmi

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Sl.	MORE BACKWARD (Category-A)	Sl.	BACKWARD (Category-B)
27.	Mai Muslim	27.	Malakar
28.	Mallick	28.	Mangar
29.	Midde	29.	Moira-Modak (Halwai)
30.	Molla	30.	Nagar
31.	Muchi / Chamar Muslim	31.	Napit
32.	Muslim Barujibi / Barui	32.	Ncmbang
33.	Muslim Biswas	33.	Ncwar
34.	Muslim Haldar	34.	Rai (including Chamling)
35.	Muslim Mali	35.	Raju
36.	Muslim Mandal	36.	Sampang
37.	Muslim Piyada	37.	Sarak
38.	Muslim Sanpui/Sapui	38.	Satchasi
39.	Nashya-Sckh	39.	Shankakar
40.	Nchariya	40.	Sunuwar
41.	Nikari	41.	Sutradhar
42.	Patidar	42.	Swarnakar
43.	Penchi	43.	Tamboli / Tamali
44.	Rajmistri	44.	Tanti, Tantubaya
45.	Rayeen / Kunjra	45.	Teli,Kolu
46.	Sardar	46.	Thami
47.	Shershabadia	47.	Turha
48.	Siuli (Muslim)	48.	Yogi-Nath
49.	Tutia	49.	Darji / Ostagar / Idrishi
50.	Dhanuk	50.	Dhali (Muslim)
51.	Jogi	51.	Pahadia-Muslim
52.	Khandait	52.	Tal-Pakha Benia
53.	Kosta / Kostha		
54.	Lakhera/Laahera		
55.	Roniwar		
56.	Sukli		

The Governor is further pleased to decide that henceforth any class included in the lists of Other Backward Classes in the State of West Bengal shall be added either to the Category-A or to the Category-B depending on its degree of backwardness.

By order of the Governor,
SK. NURUL HAQUE,
 Principal Secretary to the Government of West Bengal

Compendium

**Government of West Bengal
Backward Classes Welfare Department
Writers' Buildings, Kolkata - 700 001,**

Website: www.anagrasarkalyan.gov.in / www.bcwdwb.gov.in

No. 6312 - BCW/MR-84/10

Date: 24/09/2010

ORDER

Whereas by this department order No. 1056-BCW/EC/MR-302/97 Calcutta, the 6th November, 1997, the Order No. 347-TW/EC/M-6/82(I), dated the 13th July, 1994, published in Part I of the Calcutta Gazette, Extraordinary, dated the 13th July, 1994 (hereinafter referred to as the said order), providing for reservation of 5% vacancies in services and posts under the Government of West Bengal, the local and statutory authorities constituted under any State Act, Corporations in which not less than 51% of the paid up share capital is held by the State Government, Universities, Colleges affiliated to the Universities, Primary, Secondary and Higher Secondary Schools, other educational institutions owned or aided by the State Government, and public sector in favour of the Backward Classes of Citizens, as specified in the list in this department Notification No. 346-TW/EC, dated the 13th July, 1994, was subsequently amended to increase the reservation of vacancies in services and posts to 7% in the manner appearing in the said notification;

AND WHEREAS, by this department's Notification No. 6309 - BCW/MR-84/10, dated the 24th September, 2010, the Governor has been pleased to categorise the Other Backward Classes notified for the purpose of the West Bengal Commission for Backward Classes Act, 1993 (West Ben. Act I of 1993) into two groups, namely, Category-A and Category -B and has brought 56 classes under Category- A and 52 Classes under Category-B;

AND WHEREAS, consequent upon addition of a good number of classes in the lists of Other Backward Classes, the Governor has been pleased to decide that the percentage of such reservation would be increased by another 10%, thereby increasing the percentage of such reservation of vacancies in services and posts to 17 % and also that separate quota of reservation shall be provided for the Category-A and the Category-B of the other backward classes;

Now, therefore, in pursuance of the provision of clause (c) of section 2 of the West Bengal Commission for Backward Classes Act, 1993 (West Bengal Act I of 1993), the Governor is pleased hereby to make the following amendment in the said notification:—

Amendment

In the said Order, for clause (a), the following clause shall be substituted;

“(a) 10% and 7% of the vacancies in services and posts under the Government of West Bengal, the local and statutory authorities constituted under any State Act, Corporations in which not less than 51% of the paid up share capital is held by the State Government, Universities, Colleges affiliated to the Universities, primary, secondary and higher secondary schools, other educational institutions which are owned or aided by the State Government and public sector to be filled up by direct recruitment shall be reserved for the backward classes of citizens belonging to Category-A and Category-B respectively;”.

By order of the Governor,
Sd/- [SK. NURUL HAQUE]
Pr. Secy, to the Govt, of West Bengal

Government of West Bengal
Backward Classes Welfare Department
Writers' Buildings, Kolkata - 700 001,

Website: www.anagrasarkalyan.gov.in / www.bcwdwb.gov.in

No. 6316 - BCW / MR-84/10

Kolkata, the 24th September, 2010

NOTIFICATION

(1) In exercise of the power conferred by section 10, read with section 11, of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 (West Bengal Act XXVII of 1976), and in supersession of all previous orders on the subject, the Governor was pleased to notify the following Model 100-Point Roster with a view to giving effect to the reservation of vacancies for the Scheduled Castes, and the Scheduled Tribes under the said Act, for direct recruitment to vacancies in services and posts in an establishment as defined in the said Act:-

Model 100-Point Roster

1st vacancy	Scheduled Caste	31st vacancy	Unreserved
2nd vacancy	Unreserved	32nd vacancy	Scheduled Caste
3rd vacancy	Unreserved	33th vacancy	Unreserved
4th vacancy	Scheduled Tribe	34th vacancy	Unreserved
5th vacancy	Unreserved	35th vacancy	Unreserved
6th vacancy	Unreserved	36th vacancy	Scheduled Caste
7th vacancy	Scheduled Caste	37th vacancy	Unreserved
8th vacancy	Unreserved	38th vacancy	Unreserved
9th vacancy	Unreserved	39th vacancy	Unreserved
10th vacancy	Unreserved	40th vacancy	Scheduled Caste
11th vacancy	Scheduled Caste	41th vacancy	Unreserved
12th vacancy	Unreserved	42nd vacancy	1 Unreserved
13th vacancy	Unreserved	43rd vacancy	Scheduled Tribe
14th vacancy	Unreserved	44th vacancy	Unreserved
15th vacancy	Scheduled Caste	45th vacancy	Unreserved
16th vacancy	Unreserved	46th vacancy	1 Unreserved
17th vacancy	Unreserved	47th vacancy	Scheduled Caste
18th vacancy	Scheduled Caste	48th vacancy	Unreserved
19th vacancy	Unreserved	49th vacancy	Unreserved
20th vacancy	Unreserved	50th vacancy	1 Unreserved
21st vacancy	Scheduled Caste	51st vacancy	Scheduled Caste
22nd vacancy	Unreserved	52nd vacancy	1 Unreserved
23rd vacancy	Unreserved	53rd vacancy	Unreserved
24th vacancy	Scheduled Tribe	54th Vacancy	Scheduled Tribe
25 vacancy	Unreserved	55th Vacancy	Unreserved
26th vacancy	Unreserved	56th vacancy	Unreserved
27th vacancy	Unreserved	57th vacancy	Scheduled Caste
28th vacancy	Scheduled Caste	58th vacancy	1 Unreserved
29th vacancy	Unreserved	59th vacancy	Unreserved
30th vacancy	Unreserved	60th vacancy	Unreserved

Compendium

61st vacancy	Scheduled Caste	81st vacancy	Unreserved
62nd vacancy	Unreserved	82nd vacancy	Scheduled Caste
63rd vacancy	Unreserved	83rd vacancy	Unreserved
64th vacancy	Unreserved	84th vacancy	Unreserved
65th vacancy	Scheduled Caste	85th vacancy	Unreserved
66th vacancy	Unreserved	86th vacancy	Scheduled Caste
67th vacancy	Unreserved	87th vacancy	Unreserved
68th vacancy	Scheduled Caste	88th vacancy	Unreserved
69th vacancy	Unreserved	89th vacancy	Unreserved
70th vacancy	Unreserved	90th vacancy	Scheduled Caste
71st vacancy	Scheduled Caste	91st vacancy	Unreserved
72nd vacancy	Unreserved	92nd vacancy	Unreserved
73rd vacancy	Unreserved	93rd vacancy	Scheduled Tribe
74th vacancy	Scheduled Tribe	94th vacancy	Unreserved
75th vacancy	Unreserved	95th vacancy	Unreserved
76th vacancy	Unreserved	96th vacancy	Unreserved
77th vacancy	Unreserved	97th vacancy	Scheduled Caste
78th vacancy	Scheduled Caste	98th vacancy	Unreserved
79th vacancy	Unreserved	99th vacancy	Unreserved
80th vacancy	Unreserved	100th vacancy	Unreserved

- (2) The Governor is further pleased to direct that in the model roster in paragraph (1) shown as 'Unreserved' the 9th, 19th, 29th, 49th, 59th, 69th and 89th vacancies shall be reserved for backward classes under Category-B and 6th, 13th, 26th, 38th, 45th, 52nd, 63rd, 76th, 84th and 99th vacancies shall be reserved for backward classes under Category-A of backward classes of citizens included in the lists as defined in clause (c) of section 2 of the West Bengal Commission for Backward Classes Act, 1993 (West Bengal Act I of 1993).
- (3) This order shall come into force at once.

By order of the Governor,
Sd/-

[SK. NURULHAQUE]

Pr. Secy, to the Govt of West Bengal

Government of West Bengal
Backward Classes Welfare Department
Writers' Buildings, Kolkata - 700 001,

Website: www.anagrasarkalyan.gov.in / www.bcwdwb.gov.in

No. 6320 - BCW7MR-84/10

Kolkata, the 24th September, 2010

ORDER

WHEREAS by this department's Notification No. 6309-BCW/MR-84/10, dated the 24th September, 2010, the backward classes, for the purpose of the West Bengal Commission for Backward Classes Act, 1993 (West Ben. Act I of 1993) were divided into two categories, namely, Category-A (consisting of 56 communities) and Category-B (consisting of 52 communities);

AND WHEREAS by this department's Notification No. 6312 - BCW/MR-84/10, dated the 24th September, 2010 (hereinafter referred to as the said order), the Governor has been pleased to reserve 10% and 7% of vacancies in services and posts for the Category-A and Category-B respectively of the Other Backward Classes under the Government of West Bengal, the local and statutory authorities constituted under any State Act, Corporations in which not less than 51% of the paid-up share capitals is held by the State Government, Universities, Colleges affiliated to the Universities, primary, secondary and higher secondary schools, other educational institutions which are owned or aided by the State Government, and public sector, to be filled up by direct recruitment shall be reserved for the backward classes of citizens;

Now, Therefore, the Governor is pleased hereby to direct that for the purposes of implementation of 10% and 7% reservation quota for the backward classes under Category-A and Category-B respectively in direct recruitment in pursuance of the provisions of the said order, a separate 100-point roster (as per the model 100 point roster annexed hereto in which 6th, 13th, 26th, 38th, 45th, 52nd, 63rd, 76th, 84th and 99th vacancies for the backward classes under Category-A and 9th, 19th, 29th, 49th, 59th, 69th and 89th vacancies under Category B of the backward classes shall be reserved) shall be maintained;

The citizens of the backward classes claiming the benefit of reservation in services and posts, shall produce a certificate of proof from competent authority for his being a member of the backward classes with respect to respective category of backward classes as specified below:-

- (a) in the district, the Sub-divisional Officer of the sub-division concerned, and
- (b) in Kolkata, the District Magistrate, South 24-Parganas, or such Additional District Magistrate, South 24-Parganas, as may be authorised by the District Magistrate, South 24-Parganas, in this behalf.

The following model roster shall henceforth be maintained for direct recruitment to vacancies and services and posts in an establishment as defined in the West Bengal Scheduled Castes and the Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 (West Bengal Act XXVII of 1976).

Compendium

Model 100-Point Roster

1st Vacancy	Scheduled Caste
2nd Vacancy	Unreserved
3rd Vacancy	Unreserved
4th Vacancy	Scheduled Tribe
5th Vacancy	Unreserved
6th Vacancy	OBC Category -A
7th Vacancy	Scheduled Caste
8th Vacancy	Unreserved
9th Vacancy	OBC Category -B
10th Vacancy	Unreserved
11th Vacancy	Scheduled Caste
12th Vacancy	Unreserved
13th Vacancy	OBC Category-A
14th Vacancy	Unreserved
15th Vacancy	Scheduled Caste
16th Vacancy	Unreserved
17th Vacancy	Unreserved
18th Vacancy	Scheduled Caste
19th Vacancy	OBC Category-B
20th Vacancy	Unreserved
21st Vacancy	Scheduled Caste
22nd Vacancy	Unreserved
23rd Vacancy	Unreserved
24th Vacancy	Scheduled Tribe
25th Vacancy	Unreserved
26th Vacancy	OBC Category-A
27th Vacancy	Unreserved
28th Vacancy	Scheduled Caste
29th Vacancy	OBC Category -B
30th Vacancy	Unreserved
31st Vacancy	Unreserved
32nd Vacancy	Scheduled Caste
33rd Vacancy	Unreserved
34th Vacancy	Unreserved

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

35th Vacancy	Unreserved
36th Vacancy	Scheduled Caste
37th Vacancy	Unreserved
38th Vacancy	OBC Category-A
39th Vacancy	Unreserved
40th Vacancy	Scheduled Caste
41st Vacancy	Unreserved
42nd Vacancy	Unreserved
43rd Vacancy	Scheduled Tribe
44th Vacancy	Unreserved
45th Vacancy	OBC Category-A
46th Vacancy	Unreserved
47th Vacancy	Scheduled Caste
48th Vacancy	Unreserved
49th Vacancy	OBC Category-B
50th Vacancy	Unreserved
51st Vacancy	Scheduled Caste
52nd Vacancy	OBC Category -A
53rd Vacancy	Unreserved
54th Vacancy	Scheduled Tribe
55th Vacancy	Unreserved
56th Vacancy	Unreserved
57th Vacancy	Scheduled Caste
58th Vacancy	Unreserved
59th Vacancy	OBC Category-B
60th Vacancy	Unreserved
61st Vacancy	Scheduled Caste
62nd Vacancy	Unreserved
63rd Vacancy	OBC Category -A
64th Vacancy	Unreserved
65th Vacancy	Scheduled Caste
66th Vacancy	Unreserved
67th Vacancy	Unreserved
68th Vacancy	Scheduled Caste
69th Vacancy	OBC Category-B
70th Vacancy	Unreserved

Compendium

71st Vacancy	Scheduled Caste
72nd Vacancy	Unreserved
73rd Vacancy	Unreserved
74th Vacancy	Scheduled Tribe
75th Vacancy	Unreserved
76,h Vacancy	OBC Category -A
77th Vacancy	Unreserved
78th Vacancy	Scheduled Caste
79th Vacancy	Unreserved
80th Vacancy	Unreserved
81st Vacancy	Unreserved
82nd Vacancy	Scheduled Caste
83rd Vacancy	Unreserved
84th Vacancy	OBC Category-A
85th Vacancy	Unreserved
86lh Vacancy	Scheduled Caste
87th Vacancy	Unreserved
88th Vacancy	Unreserved
89th Vacancy	OBC Category-B
90th Vacancy	Scheduled Caste
91st Vacancy	Unreserved
92nd Vacancy	Unreserved
93rd Vacancy	Scheduled Tribe
94th Vacancy	Unreserved
95th Vacancy	Unreserved
96th Vacancy	Unreserved
97th Vacancy	Scheduled Caste
98th Vacancy	Unreserved
99th Vacancy	OBC Category-A
100th Vacancy	Unreserved

The format of Certificate for Other Backward Classes is hereby modified as per format attached to this order to have a specific mention of the category of the Other Backward Class the certificate holder belongs to.

Government of West Bengal

Office of the Sub-Divisional Officer / District Magistrate

CERTIFICATE FOR OTHER BACKWARD CLASSES

Certificate No. _____

Date : _____

This is to certify that Shri / Shrimati / Kumari*
Son / Daughter* of Shri of Village /
Town in District /
Division* of the State / Union Territory* of West
Bengal belongs to the community which is
recognised as a Backward Class (Category....*) by the Government of West
Bengal, under :-

Photo

#

1. Notification No Date
2. Notification No Date
3. Notification No Date
4. Notification No Date

Read with

Notification No Date

and by the Government of India for the State of West Bengal, under :-

#

1. Resolution No Date
Notification No Date
2. Resolution No Date
Notification No Date
3. Resolution No Date
Notification No Date

* Please insert 'A' or 'B' as per Notification No. _____ dated _____

Please delete the portion which is not applicable

Shri / Shrimati and / or / his / her family ordinarily*
reside(s) in Village / Town / District of in the State of West Bengal.
This is also to certify that he / she does not belong to the category of persons / sections (Creamy
Layer) to whom reservation shall not apply as per provision contained in the Schedule mentioned
in Order No. 347-TW/EC, dated the 13th July, 1994 and subsequently modified vide Order No.

Compendium

1518-BCW, dated the 20th May, 2009 of the Backward Classes Welfare Department or in column 3 of the Schedule to the Government of India, Department of Personnel and Training O.M. No. 36012/22/93-Estt (SCT) dated the 8th September, 1993, subsequently revised vide O.M. No. 36033/3/2004-Estt. (Res.) dated the 9th March, 2004 and O.M. No. 1-1/2008-U.I.A. dated the 13th October, 2008.

Date :

D.M./S.D.O.

Seal

This order shall come into force at once.

By order of the Governor,

Sd/-

[SK. NURUL HAQUE]

Pr. Secy, to the Govt, of West Bengal

**Government of West Bengal
Higher Education Department
Establishment Branch
Bikash Bhavan, Salt Lake, Kolkata-91**

No. :2092-(14)-HE(Estt.)/10M-OS/07(Pt.I)

Dated, Kolkata, the 31- Dec, 2010

From; Shri K.K. Bhaumik,

Joint Secretary to the Government of West Bengal.

- To :
1. The Director of Public Instruction, West Bengal
Bikash Bhavan, Salt. Lake, Kolkala-91.
 2. The Director of Technical Education, West Bengal,
Bikash Bhavan, Salt Lake, Kolkata-91.
 3. The Director, Stale Archives, West Bengal,
6, Bhavani Dutta Lane, Kolkata-700073
 4. The State Editor, Dislt. Gazeteers, West Bengal
Bikash Bhavan, Salt Lake, Kolkata-91.
 5. The Joint Secretary

..... Branch

Higher Education Department.

Ref: This deptt's Letter No. 1878(4)-HE(Esl.)/IGM-05/07 (Pi.I) did. 16.1 1.10 & Letter No. 2056(10)~HE(Estl.)/ LOM-05/07 (Pi.1) dated 22.12.2010.

Sir,

I am directed to send herewith a copy of Letter No. 1012(44)/M.I.C/B.C.W dated 21.12.10 from MIC, Backward Classes Welfare Department and a copy each of the following Gazelle Notifications, as published in the extra ordinary issues of the Kolkata Gazelle, pertaining to reservation matters for Other Rackward Classes of Has Slate, for the favour of your information and necessary action.

- i) Notification No. 6309-BCW/MR-84/ 10, dated 24.09.2010
- ii) Notification No. 6312-BCW/MR-84/ 10, dated 24.09.2010
- iii) Notification No. 63 1 G-RCW/MR-8'I/ 1 0, dated 24.09.2010 &
- iv) Notification No. 6320-RCW/MR-84/ 10, daled 24.09.2010

Please acknowledge the receipt of this letter.

Thanking You,

Encl: As staled above

Yours faithfully,
Sd/- (Shri K.K. Bhaumik)

Joint Secretary



Compendium

শ্রী যোগেশ বর্মণ

মন্ত্রী
অনগ্রসর সম্প্রদায় কল্যাণ বিভাগ
পশ্চিমবঙ্গ সরকার
মহাকরণ কলকাতা ৭০০০০১

নং- ১০১২ (৪৪) এম.আই.সি./ বি সি ডব্লিউ

তারিখ ২১.১২.১০

প্রিয় সুদর্শনদা,

আপনি নিশ্চয় অবগত আছেন যে, অনগ্রসর শ্রেণী কল্যাণ বিভাগ, পশ্চিমবঙ্গ সরকার ও.বি.সিদের জন্য চাকুরিক্ষেত্রে সংরক্ষণের মাত্রা ৭% থেকে ১৭% করেছে এবং ও.বি.সি. সম্প্রদায়কে ও.বি.সি ক্যাটাগরী-বিত্তে বিভক্ত করে দুটি গ্রুপে সংরক্ষণের মাত্রা যথাক্রমে ১০% এবং ৭% করার সিদ্ধান্ত নিয়েছে। এর ফলে প্রচলিত ১০০ পয়েন্ট রোস্টারেও প্রয়োজনীয় পরির্তন করে নতুন রোস্টার চালু করা হয়েছে। আপনার জ্ঞাতার্থে সংশ্লিষ্ট আদেশবলী সংযোজন করলাম। আপনাকে একান্ত অনুরোধ যে, আপনার দপ্তরের সর্বস্তরে নিয়োগের ক্ষেত্রে যাতে সংরক্ষণের নতুন নিয়ম মেনে চলা হয় তার যথাযথ ব্যবস্থা করবেন

(যোগেশ বর্মণ)

শ্রী সুদর্শন রায়চৌধুরী
মাননীয় মন্ত্রী
উচ্চ শিক্ষা বিভাগ,
পশ্চিমবঙ্গ সরকার।

Higher Education Minister's
Personal Secretariat
No.HEMS/.....1768.....
Dated.....29.12.10

No.....
Pr.Secretary H.E.Dep

The
Kolkata Gazette
सत्यमेव जयते
Extraordinary
Published by Authority

ASVINA 19]

MONDAY, OCTOBER 11, 2010

[SAKA 1932

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
BACKWARD CLASSES WELFARE DEPARTMENT
WRITERS' BUILDINGS, KOLKATA - 700 001
Website: www.anagrasarkalyan.gov.in / www.bcwdwb.gov.in

No. 6309-BCW/MR-84/10

Kolkata, the 24th September, 2010.

NOTIFICATION

WHEREAS "backward classes" have been defined in clause (a) of section 2 of the West Bengal Commission for Backward Classes Act, 1993 (West Ben. Act 1 of 1993) (hereinafter referred to as (he said Act), for the purposes of the said Act, to mean such backward classes of citizens other than the Scheduled Castes and the Scheduled Tribes as may be specified by the State Government in the lists;

AND WHEREAS "lists" have been defined in clause (c) of section 2 of the said Act to mean lists prepared by the Government of West Bengal from time to time for purposes of making provision for the reservation of appointments or posts in favour of backward classes of citizens which, in the opinion of that Government, are not adequately represented in the services under the Government of West Bengal, local and statutory authorities constituted under any Slate Act, Corporations in which not less than 51% of the paid up share capital is held by the State Government, Universities, Colleges affiliated to the Universities, primary, secondary and higher secondary schools and

Compendium

also other educational institutions which are owned or aided by the State Government and also establishments in public sector;

AND WHEREAS the Government of West Bengal has decided to categorise the backward classes included in the lists into two categories depending on their relative backwardness and make separate provisions for reservation in services and posts in favour of the two categories;

AND WHEREAS the Government of West Bengal has conducted a sample survey to ascertain the relative backwardness of the classes included in the lists of backward classes and the reports of the said survey has duly been received;

Now, THEREFORE, in consideration of the report of the survey, the Governor is pleased hereby to categorise the lists of the backward classes notified for the purpose of the said Act into two categories as 'Category-A' and 'Category-B', wherein the Category-A would mean the 'More Backward' and the Category-B would mean 'Backward' within the 'backward classes' and to bring the backward classes so far enlisted into the two categories in the following manner:—

Sl.	MORE BACKWARD (Category-A)	Sl.	BACKWARD (Category-B)
1.	Abdal	1.	Baishya Kapali
2.	Baidya Muslim	2.	Bansi-Barman
3.	Basni / Bosni	3.	Barujibi, Barui
4.	Beldar Muslim	4.	Bctkar (Bentkar)
5.	Bepari / Byapari Muslim	5.	Bhar
6.	Bhalia Muslim	6.	Bharbhuja
7.	Bhatiyara	7.	Bhujel
8.	Chowduli	8.	Bungchheng
9.	ChutorMistri	9.	Chasatti (Chasa)
10.	Dafadar	10.	Chitrakar
11.	Dhukre	11.	Christians converted from Scheduled Castes
12.	Dhunia	12.	Dcvanga
13.	Fakir/Sain	13.	Dewan
14.	Gayen	14.	Dhimal
15.	Ghosi	15.	Gangot
16.	Hajjam	16.	Goala-Gope (Pallav Gope, Ballav Gope, Yadav Gope, Gope, Ahir and Yadav.)
17.	Hawari	17.	Hcle / Halia / Chasi-Kaibartta
18.	Jamadar	18.	Kahar
19.	Jolah (Ansari-Momin)	19.	Kansari
20.	Kalandar	20.	Kapali
21.	Kan	21.	Karani
22.	Kasai	22.	Karmakar
23.	Khotta Muslim	23.	Kcori / Koiri
24.	Laskar	24.	Khen
25.	Mahaldar	25.	Kumbhakar, Kumar
26.	Majhi / Patni Muslim	26.	Kurmi

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Sl.	MORE BACKWARD (Category-A)	Sl.	BACKWARD (Category-B)
27.	Mai Muslim	27.	Malakar
28.	Mallick	28.	Mangar
29.	Midde	29.	Moira-Modak (Halwai)
30.	Molla	30.	Nagar
31.	Muchi / Chamar Muslim	31.	Napit
32.	Muslim Barujibi / Barui	32.	Ncmbang
33.	Muslim Biswas	33.	Ncwar
34.	Muslim Haldar	34.	Rai (including Chamling)
35.	Muslim Mali	35.	Raju
36.	Muslim Mandal	36.	Sampang
37.	Muslim Piyada	37.	Sarak
38.	Muslim Sanpui/Sapui	38.	Satchasi
39.	Nashya-Sckh	39.	Shankakar
40.	Nchariya	40.	Sunuwar
41.	Nikari	41.	Sutradhar
42.	Patidar	42.	Swarnakar
43.	Penchi	43.	Tamboli / Tamali
44.	Rajmistri	44.	Tanti, Tantubaya
45.	Rayeen / Kunjra	45.	Teli,Kolu
46.	Sardar	46.	Thami
47.	Shershabadia	47.	Turha
48.	Siuli (Muslim)	48.	Yogi-Nath
49.	Tutia	49.	Darji / Ostagar / Idrishi
50.	Dhanuk	50.	Dhali (Muslim)
51.	Jogi	51.	Pahadia-Muslim
52.	Khandait	52.	Tal-Pakha Benia
53.	Kosta / Kostha		
54.	Lakhera/Laahera		
55.	Roniwar		
56.	Sukli		

The Governor is further pleased to decide that henceforth any class included in the lists of Other Backward Classes in the State of West Bengal shall be added either to the Category-A or to the Category-B depending on its degree of backwardness.

By order of the Governor,
SK. NURUL HAQUE,
 Principal Secretary to the Government of West Bengal

The
Kolkata  **Gazette**

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MONDAY, OCTOBER 11, 2010

[SAKA 1932

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
BACKWARD CLASSES WELFARE DEPARTMENT
WRITERS' BUILDINGS, KOLKATA - 700 001
Website: www.anagrasarkalyan.gov.in / www.bcwdwb.gov.in

No. 6312-BCW/MR-84/10

Kolkata, the 24th September, 2010.

ORDER

WHEREAS by this department order No. 1056-BCW/EC/MR-302/97 Calcutta, the 6th November, 1997. the Order No. 347-TW/EC/M-6/82(I), dated the 13th July, 1994, published in Part I of the Calcutta Gazette, Extraordinary, dated the 13th July, 1994 (hereinafter referred to as the said order), providing for reservation of 5% vacancies in services and posts under the Government of West Bengal, the local and statutory authorities constituted under any State Act, Corporations in which not less than 51% of the paid up share capital is held by the State Government, Universities, Colleges affiliated to the Universities, Primary, Secondary' and Higher Secondary Schools, other educational institutions owned or aided by the State Government, and public sector in favour of the Backward Classes of Citizens, as specified in the list in this department Notification No. 346-TW/EC, dated the 13th July. 1994. was subsequently amended to increase the reservation of vacancies in services and posts to 7% in the manner appearing in the said notification;

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

AND WHEREAS, by this department's Notification No. 6309 - BCW/MR-84/10 , dated the 24th September, 2010, the Governor has been pleased to categorise the Other Backward Classes notified for the purpose of the West Bengal Commission for Backward Classes Act, 1993 (West Ben. Act I of 1993) into two groups, namely, Category-A and Category-B and has brought 56 classes under Category- A and 52 Classes under Category-B;

AND WHEREAS, consequent upon addition of a good number of classes in the lists of Other Backward Classes, the Governor has been pleased to decide that the percentage of such reservation would be increased by another 10%, thereby increasing the percentage of such reservation of vacancies in services and posts to 17 % and also that separate quota of reservation shall be provided for the Category-A and the Category-B of the other backward classes;

Now, THEREFORE, in pursuance of the provision of clause (c) of section 2 of the West Bengal Commission Backward Classes Act, 1993 (West Bengal Act I of 1993), the Governor is pleased hereby to make the following amendment in the said notification:—

Amendment

In the said Order, for clause (a), the following clause shall be substituted,

“(a) 10% and 7% of the vacancies in services and posts under the Government of West Bengal, the local and statutory authorities constituted under any State Act, Corporations in which not less than 51% of the paid up share capital is held by the State Government, Universities, Colleges affiliated to the Universities, primary, secondary and higher secondary schools, other educational institutions which are owned or aided by the State Government and public sector to be filled up by direct recruitment shall be reserved for the backward classes of citizens belonging to Category-A and Category-B respectively;”.

By order of the Governor,

SK. NURUL HAQUE,
*Principal Secretary to the
Government of West Bengal*

The



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WRITERS' BUILDINGS, KOLKATA - 700 001
Website: www.anagrasarkalyan.gov.in / www.bcwdwb.gov.in

No. 6309-BCW/MR-84/10

Kolkata, the 24th September, 2010.

NOTIFICATION

(1) In exercise of the power conferred by section.10, read with section 11, of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 (West Bengal Act XXVn of 1976), and in supersession of all previous orders on the subject, the Governor was pleased to notify the following Model 100-Point Roster with a view to giving effect to the reservation of vacancies for the Scheduled Castes, and the Scheduled Tribes under the said Act, for direct recruitment to vacancies in services and posts in an establishment as defined in the said Act-

Model 100-Point Roster

1st vacancy	Scheduled Caste	31 st vacancy	Unreserved
2nd vacancy	Unreserved	32nd vacancy	Scheduled Caste
3rd vacancy	Unreserved	33rd vacancy	Unreserved
4th vacancy	Scheduled Tribe	34th vacancy	Unreserved

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

5th vacancy	Unreserved	35 th vacancv	Unreserved
6th vacancy	Unreserved	36th vacancy	Scheduled Caste
7th vacancy	Scheduled Caste	37th vacancy	Unreserved
8th vacancy	Unreserved	38th vacancy	Unreserved
9th vacancy	Unreserved	39th vacancy	Unreserved
10th vacancy	Unreserved	40th vacancy	Scheduled Caste
11th vacancy	Scheduled Caste	41th vacancy	Unreserved
12th vacancy	Unreserved”	42nd vacancy	Unreserved
13 th vacancy	Unreserved .	43rd vacancv	Scheduled Tribe
14th vacancy	Unreserved	44th vacancy	Unreserved
15th vacancy	Scheduled Caste	45th vacancy	Unreserved
16th vacancy	Unreserved	46th vacancy	Unreserved
17th vacancy	Unreserved	47th vacancy	Scheduled Caste
18 th vacancy	Scheduled Caste	48th vacancy	Unreserved
19th vacancy	Unreserved	49th vacancy	Unreserved
20th vacancy	Unreserved	50th vacancy	Unreserved
21 st vacancy	Scheduled Caste	51st vacancy	Scheduled Caste
22nd vacancy	Unreserved	52nd vacancy	Unreserved
23rd vacancy	Unreserved	53rd vacancy	Unreserved
24th vacancy	Scheduled Tribe	54th vacancy	Scheduled Tribe
25 th vacancy	Unreserved	55th vacancy	Unreserved
26th vacancy	Unreserved	56th vacancy	Unreserved
27th vacancy	Unreserved	57th vacancy	Scheduled Caste
j 28th vacancy	Scheduled Caste	58th vacancy	Unreserved
29th vacancy	Unreserved	59th vacancy	Unreserved
30th vacancy	Unreserved	60th vacancy	Unreserved
61st vacancy	Scheduled Caste	81st vacancy	Unreserved
62nd vacancy	Unreserved	82nd vacancy	Scheduled Caste
63 rd vacancy	Unreserved	83 rd vacancy	Unreserved
64th vacancy	Unreserved	84th vacancy	Unreserved
65 th vacancy	Scheduled Caste	85th vacancy	Unreserved
66th vacancy	Unreserved	86th vacancy	Scheduled Caste
67th vacancy	Unreserved	87th vacancy	Unreserved
68 th vacancy	Scheduled Caste	88th vacancy	Unreserved
69th vacancy	Unreserved	89th vacancy	Unreserved
70th vacancy	Unreserved”	90th vacancy	Scheduled Caste
1 st vacancy	Scheduled Caste	91 st vacancy	Unreserved
72nd vacancy	Unreserved	92nd vacancy	Unreserved
73 rd vacancy	Unreserved	93 rd vacancy	Scheduled Tribe
74th vacancy	Scheduled Tribe	94th vacancy	Unreserved
75th vacancy	Unreserved	95th vacancy	Unreserved

Compendium

76th vacancy	Unreserved	96th vacancy	Unreserved
77th vacancy	Unreserved	97th vacancy	Scheduled Caste
78th vacancy	Scheduled Caste	98th vacancy .	Unreserved
79th vacancy	Unreserved	99th vacancy	Unreserved
80th vacancy	Unreserved	100th vacancy	Unreserved

(2) The Governor is further pleased to direct that in the model roster in paragraph (1) shown as 'Unreserved' the 9th, 19th, 29th, 49th, 59th, 69th and 89th vacancies shall be reserved for backward classes under Category-B and 6th, 13th, 26th, 38th, 45th, 52nd, 63rd, 76th, 84th and 99th vacancies shall be reserved for backward classes under Category-A of backward classes of citizens included in the lists as defined in clause (c) of section 2 of the West Bengal Commission for Backward Classes Act, 1993 (West Bengal Act I of 1993).

(3) This order shall come into force at once.

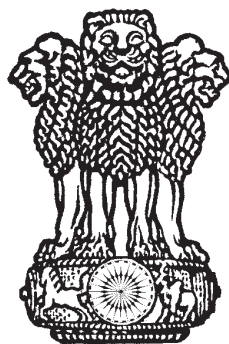
By order of the Governor,

SK. NURUL HAQUE,

Principal Secretary to the Government of West Bengal

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**GOVERNMENT OF WEST BENGAL
BACKWARD CLASSES WELFARE DEPARTMENT
WRITERS' BUILDINGS, KOLKATA - 700 001
Website: www.anagrasarkalyan.gov.in / www.bcwdwb.gov.in**

No. 6309-BCW/MR-84/10

Kolkata, the 24th September, 2010.

ORDER

WHEREAS by this department's Notification No. 6309-BCW/MR-84/10, dated the 24th September, 2010, the backward classes, for the purpose of the West Bengal Commission for Backward Classes Act, 1993 (West Ben. Act I of 1993) were divided into two categories, namely, Category-A (consisting of 56 communities) and Category-B (consisting of 52 communities);

AND WHEREAS by this department's Notification No. 6312-BCW/MR-84/10, dated the 24th September, 2010 (hereinafter referred to as the said order), the Governor has been pleased to reserve 10% and 7% of vacancies in services and posts for the Category-A and Category-B respectively of the Other Backward Classes under the Government of West Bengal, the local and statutory, authorities constituted under any State Act, Corporations in which not less than 51% of the paid-up share capitals is held by the State Government, Universities. Colleges affiliated to the Universities, primary, secondary and higher secondary schools, other educational institutions

Compendium

which are owned or aided by the State Government, and public sector, to be filled up by direct recruitment shall be reserved for the backward classes of citizens:

Now, Therefore, the Governor is pleased hereby to direct that for the purposes of implementation of 10% and 7% reservation quota for the backward classes under Category-A and Category-B respectively in direct recruitment in pursuance of the provisions of the said order, a separate 100-point roster (as per the model 100 point roster annexed hereto in which 6th, 13th, 26th, 38th, 45th, 52nd, 63rd, 76th, 84th and 99th vacancies for the backward classes under Category-A and 9th, 19th, 29th, 49th, 59th, 69th and 89th vacancies under Category B of the backward classes shall be reserved) shall be maintained;

The citizens of the backward classes claiming the benefit of reservation in services and posts, shall produce certificate of proof from competent authority for his being a member of the backward classes with respect to his 'category' of backward classes as specified below:-

- (a) in the district, the Sub-divisional Officer of the sub-division concerned, and
- (b) in Kolkata, the District Magistrate, South 24-Parganas, or such Additional District Magistrate, South 24-Parganas, as may be authorised by the District Magistrate, South 24-Parganas, in this behalf.

The following model roster shall henceforth be maintained for direct recruitment to vacancies and services and posts in an establishment as defined in the West Bengal Scheduled Castes and the Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 (West Bengal Act XXVH of 1976).

Model 100-Point Roster

1st Vacancy	Scheduled Caste
2nd Vacancy	Unreserved
3rd Vacancy	Unreserved
4th Vacancy	Scheduled Tribe
5th Vacancy	Unreserved
6th Vacancy	OBC Category -A
7th Vacancy	Scheduled Caste
8th Vacancy	Unreserved
9th Vacancy	OBC Category -B
10th Vacancy	Unreserved ,
11th Vacancy	Scheduled Caste
12th Vacancy	Unreserved
13 th Vacancy	OBC Category -A
14th Vacancy	Unreserved
15th Vacancy	Scheduled Caste
16th Vacancy	Unreserved
17th Vacancy	Unreserved
18th Vacancy	Scheduled Caste
19th Vacancy	OBC Category-B
20th Vacancy	Unreserved

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

21st Vacancy	Scheduled Caste
22nd Vacancy	Unreserved
23rd Vacancy	Unreserved
24th Vacancy	Scheduled Tribe
25th Vacancy	Unreserved
26th Vacancy	OBC Category-A
27th Vacancy	Unreserved
28th Vacancy	Scheduled Caste
29th Vacancy	OBC Category -B
30th Vacancy	Unreserved
31st Vacancy	Unreserved
32nd Vacancy	Scheduled Caste
33rd Vacancy	Unreserved
34th Vacancy	Unreserved
35 th Vacancy	Unreserved
36th Vacancy	Scheduled Caste
37th Vacancy	Unreserved
38th Vacancy	OBC Category -A
39th Vacancy	Unreserved
40th Vacancy	Scheduled Caste
41st Vacancy	Unreserved
42nd Vacancy	Unreserved
43rd Vacancy	Scheduled Tribe
44th Vacancy	Unreserved
45th Vacancy	OBC Category-A
46th Vacancy	Unreserved
47th Vacancy	Scheduled Caste
48th Vacancy	Unreserved
49th Vacancy	OBC Category-B
50th Vacancy	Unreserved
51st Vacancy	Scheduled Caste
52nd Vacancy	OBC Category-A
53rd Vacancy	Unreserved
54th Vacancy	Scheduled Tribe
55th Vacancy	Unreserved
56th Vacancy	. Unreserved
57th Vacancy	Scheduled Caste
58th Vacancy	Unreserved
59th Vacancy	OBC Category-B
60th Vacancy	Unreserved
61st Vacancy	Scheduled Caste
62nd Vacancy	Unreserved
63 rd Vacancy	OBC Category -A
64th Vacancy	Unreserved

Compendium

65th Vacancy	Scheduled Caste
66th Vacancy	Unreserved
67th Vacancy	Unreserved
68th Vacancy	Scheduled Caste
69th Vacancy	OBC Category -B
70th Vacancy	Unreserved
71st Vacancy	Scheduled Caste
72nd Vacancy	Unreserved
73 rd Vacancy	Unreserved
74th Vacancy	Scheduled Tribe
75th Vacancy	Unreserved
76th Vacancy	OBC Category -A
77th Vacancy	Unreserved
78th Vacancy	Scheduled Caste
79th Vacancy	Unreserved
80th Vacancy	Unreserved
81st Vacancy	Unreserved
82nd Vacancy	Scheduled Caste
83rd Vacancy	Unreserved
84th Vacancy	OBC Category -A
85th Vacancy	Unreserved
86th Vacancy	Scheduled Caste
87th Vacancy	Unreserved
88th Vacancy	Unreserved
89th Vacancy	OBC Category -B
90th Vacancy	Scheduled Caste
91st Vacancy	Unreserved
92nd Vacancy	Unreserved
93rd Vacancy	Scheduled Tribe
94th Vacancy	Unreserved
95th Vacancy	Unreserved
96th Vacancy	Unreserved
97th Vacancy	Scheduled Caste
98th Vacancy	Unreserved
99th Vacancy	OBC Category -A
100th Vacancy	Unreserved

The format of Certificate for Other Backward Classes is hereby modified as per format attached to this order to have a specific mention of the category of the Other Backward Class the certificate holder belongs to.

Government of West Bengal
Office of the Sub-Divisional Officer / District Magistrate

CERTIFICATE FOR OTHER BACKWARD CLASSES

Certificate No.

Date:

This is to certify that Shri / Shrimati / Kumari*
Son / Daughter* of Shri of Village /
Town in District / Division*
..... of the State / Union Territory* of West Bengal
belongs to the community which is recognised as a
Backward Class (Category*) by the Government of West Bengal, under :—

Photo

#

1. Notification No Date
2. Notification No Date
3. Notification No Date
4. Notification No Date
- Notification No Date

and by the Government of India for the State of West Bengal, under :—

#

1. Resolution No Date
- Notification No Date
2. Resolution No Date
- Notification No Date
3. Resolution No Date
- Notification No Date

* Please insert 'A' or 'B' as per Notification No. dated

Please delete the portion which is not applicable

Shri / Shrimati and / or / his / her family ordinarily*
reside(s) in Village / Town / District of in the State of West Bengal.

This is also to certify that he / she does not belong to the category of persons / sections (Creamy Layer) to whom reservation shall not apply as per provision contained in the Schedule mentioned in Order No. 347-TWT/EC. dated the 13th July, 1994 and subsequently modified vide Order No. 151S-BCW, dated the 20th May, 2009 of the Backward Classes Welfare Department or in column 3 of the Schedule to the Government of India, Department of Personnel and Training

Compendium

O.M. No. 36012/22/93-Estt (SCT) dated the 8th September, 1993, subsequently revised vide O.M. No. 36033/ 3/2004-Estt. (Res.) dated the 9th March, 2004 and O.M. No. 1-1/2008-U.I.A. dated the 13th October, 2008.

Date :

D.M./S.D.O.

Seal

This order shall come into force at once.

By order of the Governor.

SK. NURUL HAQUE,

Principal Secretary to the Government of West Bengal

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THESDAY, MAY 22, 2012

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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL
BACKWARD CLASSES WELFARE DEPARTMENT
WRITERS' BUILDINGS, Block-1, 2nd Floor
Visit Our Website: www.anagrasarkalyan.gov.in**

No. 1673-BCW/MR-209/11

Kolkata, the 11th May, 2012.

NOTIFICATION

WHEREAS “Backward Classes” has been defined in clause (a) of Section 2 of the West Bengal Commission for Backward Classes Act, 1993 (West Bengal Act I of 1993) (hereinafter referred to as the said Act), for the purposes of the said Act, to mean such backward classes of citizens other than the Scheduled Caste and the scheduled tribe, as may be specified by the State Government in the list;

AND WHEREAS “Backward Classes” have been defined in clause (c) of Section 2 of the said Act to mean lists prepared in the Government of the West Bengal from time to time for the purposes of making provision for the reservation of appointment, or posts in favour of backward classes of citizens which, in the opinion of that Government, are not adequately represented in the services under the Government of West Bengal and any local or other authority constituted under any State Act, corporations in which not less than 51% of the paid up Share Capital is held by the State Government universities, colleges affiliated to the universities, primary, secondary & higher secondary schools and also other institutions which are owned or aided by the State Government and also establishments in public sector.

Compendium

Now. THEREFORE in pursuance of the provisions of clause (a), read with clause (c) of Section 2 and sub-section (2) of section 9 of the said Act. and in continuation of Notification No: 6305-BCW. dt, September 21. 2010. the Governor is pleased hereby to specify, further, in the list placed below the Backward Classes for the purposes of the said Act. further, the Government of West Bengal has conducted a sample survey to ascertain the relative backwardness of the (lasses to be included in the list ol backward classes and the reports ol the said survey has duly been received. Accordingly in consideration of the report of the survey, and in continuation of Notification No. 6309-BCW. dt. September 24. 2010. the Governor is also pleased to t. atcgoiisc the specified classes into OBC Category-A and OBC Category-B as per details below:—

OBC CATEGORY-A		OBC CATEGORY -I	
Column I		Column II	
Sl.	Name of Cnmunit)	Sl.	Name of Community
01	Bhangi (Muslim)	01	Adaklai (Muslim)
02	Dhatri/Dai/Dhaity (Muslim)	02	Akunji Akan Akhan (Muslim)
03	(Gharami (Muslim)	03	Bag (Muslim)
Hi	Ghorkhan	04	Chaprashi (Muslim)
05	Goldar Goldcr (Muslim)	05	Churihar
06	Hal-ana (Muslim)	06	Daptari (Muslim)
07	Kayal (Muslim)	07	Dewan (Muslim)
08	Naiya (Muslim)	US	Dhahak (Muslim)
09	Shikari /Sikan (Muslim)	09	Gazi (Muslim)
		10	Khan (Muslim)
		11	Kolu Muslim (Shah. Sahaji. Sadhukhan. Mondal)
		12	Majhi
		13	Malita/Malitha' Malitya (Muslim)
		14	Mislri (Muslim)
		15	I' iiiiik (Muslim i
		16	Rattan (Muslim)
		17	I' urkait (Muslim)
		18	Sana (Muslim)
		19	Sareng (Muslim)
		20	Siirdai 1.Muslim)
		21	Sarkar (Muslimi
		22	Shah (fakir Shah Sha Sahaji)
		23	Tarafdar (Muslim)
		24	Gavara
		25	Mouli (Muslim)
		26	Scpai (Muslim)

By order of the Governor.

S. K. THAD&

Secretary to the Government of West Bengal

Government of West Bengal
Education Directorate
Bikash Bhavan, Bidhannagore, Kolkata - 700091

No. ED-1035/2013

Dated, Kolkata, the 24th October, 2013

From : Dr. Dipak Ranjan Mandal,

Director of Public Instruction, West Bengal.

To : The Principal of Government Colleges of West Bengal

Sub.: Filling of returns in terms of the West Bengal Scheduled Caste & Scheduled Tribe
(Reservation of Vacancies in Services & Posts) Rules. 1976

Dear Colleague,

The State Government is extremely keen to complete the process of filling the backlog in the recruitment of Scheduled Castes / Scheduled Tribes, through a special drive.

2. You are requested to send the return in respect of your office to this office at an early date.
3. Kindly ensure that the returns are sent without any further delay.

Yours faithfully,

Sd/- Dipak Ranjan Mandal

Director of Public Instruction, West Bengal.

Compendium

Government of West Bengal
Backward Classes Welfare Department
Administrative Buildings, DJ-4, Sector-II, Salt Lake, Kolkata-91
Website: www.anagrasarkalyan.gov.in/www.bcwdwb.gov.in

ORDER

No. 2770-BCW/MR-116/12, dated the 29th August, 2014.- WHEREAS it has been made to appear to the Governor that the West Bengal Commission for Backward Classes has recommended new 15 (fifteen) classes of people as Other Backward Classes and out of 15 (fifteen) classes, 9 (nine) communities have been identified as More Backward (Category A) and rest 6 (six) have been identified as Backward (Category B);

AND WHEREAS it has further been made to appear to the Governor that in both the Central List and the State List of Other Backward Classes, there are disparities between the two lists in respect of 24 (twenty-four) entries resulting in difficulty in providing benefit of reservation in jobs under the Central Government and the State Government to the prospective candidates;

NOW, THEREFORE, in exercise of the power conferred by section 16 of the West Bengal Backward Classes (Other than Scheduled Castes and Scheduled Tribes) (Reservation of Vacancies in Services and Posts) Act, 2012 (West Ben. Act XXXIX of 2012) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, with immediate effect, the following amendments in the Schedule I appended to the said Act:-

Amendments

In the said Act, in the Schedule I,-

- (1) in the column under the Heading “More Backward (Category A)”,-
 - (a) in serial 1, for the word “Abdal”, substitute the words “Abdal (Muslim)”;
 - (b) in serial 3, for the words “Basni/Bosni”, substitute the words “Basni/Bosni (Muslim)”;
 - (c) in serial 7, for the word “Bhatiyara”, substitute the words “Muslim Bhatiyara”;
 - (d) in serial 8, for the word “Chowduli”, substitute the words “Chowduli (Muslim)”;
 - (e) in serial 9, for the word “Chutor Mistri”, substitute the words “Muslim Chutor Mistri”;
 - (f) in serial 10, for the word “Dafadar”, substitute the words “Muslim Dafadar”;
 - (g) in serial 11, for the word “Dhukre”, substitute the words “Dhukre (Muslim)”;
 - (h) in serial 14, for the word “Gayen”, substitute the words “Gayen (Muslim)”;
 - (i) in serial 15, for the word “Ghosi”, substitute the words “Ghosi (Muslim)”;
 - (j) in serial 16, for the word “Hajjam”, substitute the words “Hajjam (Muslim)”;
 - (k) in serial 18, for the word “Jamadar”, substitute the words “Muslim Jamadar”;
 - (l) in serial 20, for the word “Kalander”, substitute the words “Muslim Kalander”;
 - (m) in serial 21, for the word “Kan”, substitute the words “Kan (Muslim)”;
 - (n) in serial 24, for the work “Laskar”, substitute the words “Muslim Laskar”;
 - (o) in serial 25, for the word “Mahaldar”, substitute the words “Mahaldar (Muslim)”;
 - (p) in serial 30, for the word “Molla”, substitute the words “Muslim Molla”;
 - (q) in serial 40, for the word “Nehariya”, substitute the words “Muslim Nehariya”;

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- (r) in serial 41, the word “Nikari”, substitute the words “Nikari (Muslim)”;
 - (s) in serial 43, for the word “Penchi”, substitute the words “Muslim Penchi”;
 - (t) in serial 44, for the word “Rajmistri”, substitute the words “Muslim Rajmistri”;
 - (u) in serial 46, for the word “Sardar”, substitute the words “Muslim Sardar”;
 - (v) in serial 49, for the word “Tutia”, substitute the words “Tutia (Muslim)”;
 - (w) after serial 65, insert the following serials: “66. Sekh/Seikh
 - 67. Bayen (Muslim)
 - 68. Bhuiya/Bhunya (Muslim)
 - 69. Borah/Bara (Muslim)
 - 70. Gorey (Muslim)
 - 71. Hati (Muslim)
 - 72. Jatuya (Muslim)
 - 73. Khondekar/Khonkar (Muslim)
 - 74. Pahar (Muslim)
 - 75. Raptan (Muslim)”
- (2) in the column under the Heading “Backward (Category B)”,-
- (a) in serial 16, for the words and brackets “Goala-Gope (Pallav Gope, Ballav Gope, Yadav Gope, Gope, Ahir and Yadav)”, substitute the following words and brackets:-
“Goala, Gope (Pallav Gope, Ballav Gope, Yadav Gope, Gope, Ahir and Yadav)”;
 - (b) in serial 48, for the word “Yogi-Nath”, substitute the words “Yogi,Nath”;
 - (c) in serial 49, for the word “Darji/Ostagar/Ildrishi”, substitute the words “Muslim Darji/Ostagar/Ildrishi”;
 - (d) in serial 63, for the words and brackets “Kolu Muslim (Shah, Sahaji, Sadhukhan, Mondal)”, substitute the following words and brackets:-
“63. Sadhukhan (Muslim)”;
 - (e) omit the entry in serial No.72;
 - (f) in serial 74, for the words and brackets “Shah (Fakir/Shah/Sha/Sahaji)”, substitute the following words and brackets:-
“74. Shah (Shah/Sahaji)”;
 - (g) after serial 78, insert the following serials:-
 - “79. Baradi (Muslim)
 - 80. Dalai (Muslim)
 - 81. Hoseni Goyala (Muslim)
 - 82. Khalashi (Muslim)
 - 83. Kichni (Muslim)
 - 84. Mukti/Mufti (Muslim)”.

By order of the Governor,
Pr.Secy.to the Govt, of West Bengal.

Compendium

Government of West Bengal
Backward Classes Welfare Department
Administrative Buildings, DJ-4, Bidhannagar
Sector-II, Kolkata-700091
Website: www.anagrasarkalyan.gov.in

No. SBCW-906/14

Date: 05-09-2014

Memorandum

Time and again the department has come across queries from different quarters as to the effective date for considering caste identification certificates of incumbents who has applied/ entered into a particular service in the unreserved category but on later date has procured the relevant certificate and has claimed the benefits of reservation in the same service.

Till date the department has responded to these references individually.

In order to sort out the point comprehensively following clarification is released after considering the pros and cons of the issue -

The caste status of an incumbent will be considered on and from the date on which he/she officially produces the caste identification certificate before the appointing authority when it has been procured on any date after his/her filing of application for any service or joining in the service.

This clarification cannot be treated as a gateway to revisit the settled issues.

This clarification only relates to caste identification certificates issued as per Sec 3 & Sec 4 read with Sec 5 of the West Bengal Scheduled Castes and Scheduled Tribes (Identification) Act 1994 and is applicable for all establishments under Sec 2(b) and (c) of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of vacancies in Services and Posts) Act, 1976.

The memorandum takes immediate effect.

Principal Secretary to the Govt, of West Bengal

Backward Classes Welfare Department

Administrative Buildings

DJ-4, Bidhannagar, Sector-II, Kolkata- 700 091

Website: www.anagrasarkalyan.ROv.in/www.bcwdwb.gov.in

No. - 4286 (454) BCW/ 6M-47/10

Date:- 10.12.2014

From : Atonu Chatterjee

Joint Commissioner, Reservation &
Ex-Officio Joint Secretary
Backward Classes Welfare Department

To: 1) District Magistrate _____ (all)
2) MD WBSCSTDFC, WBBCDFC
5) SDO _____ (all)
6) BDO _____ (all)

Sub: Doing away with Attestation and Affidavit-thereof. Ref- 1275/PAR (AR)/
O/3M-23/2014 dated 13/11/2014 issued by P&AR Department, (copy enclosed)

Sir,

I am directed to refer to the order of the P&AR Department as mentioned above and this is to intimate that in regard to all issues and works related to BCW Department, this department will accept self-attested documents save and except the following -

- 1) Attested photocopies/copies, by Group A/B officers, will be mandatory for proving the permanent residential status of applicants seeking SC/ST and OBC certificates.
- 2) Similarly copies/photocopies of documents relating to determination of Creamy Layer status of an applicant for OBC certificate needs to be attested by Gr-A/B officers.

End-as stated

Yours faithfully
Sd/- (Atonu Chatterjee)
Joint Commissioner Reservation
& Ex-Officio Joint Secretary

Compendium

Backward Classes Welfare Department

Administrative Buildings

DJ-4, Bidhannagar, Sector-II, Kolkata- 700 091

Website: www.anagrasarkalyan.RQv.in/www.bcwdwb.Rov.in

No. - BCW/6M-47/10

Date: -10.12.2014

From : Atonu Chatterjee

Joint Commissioner, Reservation &

Ex-Officio Joint Secretary

Backward Classes Welfare Department

To: 1) District Magistrate _____ (all)
2) MD WBSCSTDFC, WBTDCCL
5) SDO _____ (all)
6) BDO _____ (all)

Sub: Doing away with Attestation and Affidavit-thereof. Ref- 1275/PAR (AR)/O/3M-23/2014 dated 13/11/2014 issued by P&AR Department, (copy enclosed)

Sir,

I am directed to refer to the order of the P&AR Department as mentioned above and this is to intimate that in regard to all issues and works related to Tribal Development Department, this department will accept self-attested documents save and except the following -1) Attested photocopies/copies, by Group A/B officers, will be mandatory for proving the permanent residential status of applicants seeking ST certificate.

Encl-as stated

Yours faithfully

Sd/- (Atonu Chatterjee)

Joint Commissioner, Reservation
& Ex-Officio Joint Secretary

GOVERNMENT OF WEST BENGAL
Personnel & Administrative Reforms department
(Administrative Reforms Cell)
'NABANNA'
325, Sarat chatterjee Road
Howrah-711102

Memo No .1275 / PAR(AR) /O /3M-23/2014

dated 13th November, 2014

ORDER

The adoption of the provisions of “self- attestation” in lieu of “attestation by gazetted officers and others” and “self- declaration” in lieu of “affidavit” has been under consideration of the state government for some time.

2. After careful consideration, the Governor is pleased to order adoption of “self-attestation” and “self- declaration” in the following manner:

A. Relating to replacement of Attestation by Gazetted officers & Others:

Presently, applicants seeking admission in educational institutions . employment in government departments and certificates, licences, services etc from any Authority, are required to submit the copies of documents , credentials etc attested by the gazetted officers and others. Henceforth, attestation by gazetted officers and others shall be replaced by self- attestation in the following manner.

- i) The departments which have already identified the activities for which “Self- Attestation” shall be allowed in lieu of “Attestation by Gazetted Officers & others” ,as mentioned in Annexure-] . shall issue suitable administrative orders in this regard by 30th November, 2014 and arrange for wide and adequate publicity.
- ii) The departments shall modify their existing procedures &. forms incorporating therein the Self- Declaration Format . mentioned in Annexure-IV. within 30th November, 2014, so that the dispensation becomes fully operational positively within 1st December, 2014.

B. Relating to replacement of Affidavit :

Henceforth, “Affidavits” shall be replaced by “Self- Declarations” in the following manner.

- i) The departments which have already identified the activities for which ‘Affidavits’ may be replaced by 1 Self-Declaration’, mentioned in Annexure- 11 , shall issue suitable administrative orders in this regard by 30th November, 2014 and arrange for wide and adequate publicity.
- ii) The Departments shall modify their existing procedures &. forms incorporating therein the Self- Declaration Format, mentioned in Annexure-IV, within 30 November, 2014, so that the dispensation becomes fully operational positively within 1st December, 2014.

C. Relating to Replacement of ‘Affidavit’ and ‘Attestation by Gazetted Officers’ in respect of certain entitlements of the State Government employees :

In the existing system, state government employees are required to submit affidavits attested copies of documents for getting their entitlements e.g., GPF, Medical Benefits under W.B Health Scheme, Pension etc. Henceforth, ‘Affidavit’ and ‘Attestation’ by Gazetted Officers

Compendium

and others shall be substituted by Self Declaration and Self -Attestation respectively in respect of the entitlements mentioned in Annexure-III in the following manner.

- i) The Finance Department shall issue administrative orders in this regard by 30th November, 2014 and arrange for wide and adequate publicity.
- ii) The Finance Department shall modify their existing procedures & forms incorporating therein the Self- Declaration Format, mentioned in Annexure-IV, within 30th November, 2014, so that the dispensation becomes fully operational positively within 1st December, 2014.

D. The substitution of 'Affidavit' and "Attestation" by 'Self-Declaration' and 'Self-Attestation*' respectively, shall be a continuous process in public interest. The list of activities for such substitutions shall be periodically updated by the respective departments and submitted to the P& AR Department for prior approval by the Competent Authority.

E. The system of filing of Affidavit in Court Cases shall, however, continue until the relevant laws / rules in this regard are amended.

By order of the Governor.
Sd/-Sanjay Mitra,
Chief Secretary to the
Government of West Bengal

Enclosures: Annexure (I-IV)

Memo No 1275 /1/PAR(AR) 10 /3M-23/2014

dated 13th November. 2014

Copy forwarded for information and necessary action to:

1. The Secretary to the Government of India. Department of Administrative reforms, PG & Pensions, Sardar Patel Bhavan, Sansad Marg, New Delhi- 110001
2. The Additional Chief Secretary / Principal Secretary / Secretary, Backward Classes Welfare Department
3. The Chairman. West Bengal Public Service Commission,
4. The Chairman, West Bengal Staff Selection Commission
5. The Commissioner, Division
6. The District Magistrate, (All) District
7. The Sub- Divisional Officers (All) Sub-Division
8. The Block development Officers (All) Block
9. All Universities / Colleges (through the Principal Secretary, Higher Education Department) University / College
10. All Schools (through the Secretary. School Education Department)
..... School

Manoj Kumar Agarwal
Principal Secretary to the
Government of west Bengal

ANNEXURE-1

ILLUSTRATIVE LIST OF ACTIVITIES FOR WHICH SELF-ATTESTATION IS ALLOWED DISPENSING WITH ATTESTATION BY GAZETTED OFFICERS AND OTHERS

Sl. No.	Name of Services	Name of the Department
1	Documents required for admission of students in Primary. Secondary and Higher Secondary level.	School Education Department
2	Documents required for Migration Certificate in Secondary and Higher Secondary level.	School Education Department
3	Documents required for correction of Certificate/Mark Sheet/Admit Card at Secondary and Higher Secondary level.	School Education Department
4	Documents required for issuance of duplicate Certificate/Mark Sheet/Admit Card at Secondary and Higher Secondary level.	School Education Department
5	Documents required to be submitted with the application by candidates for competitive recruitment examination of teaching and non-teaching staff of schools conducted by West Bengal School Service Commission' West Bengal Board of Primary Education' District Primary' School Council.	School Education Department
6	Documents required for Educational Qualification. Birth Certificate. Death Certificate, Residential Proof and Identity proof at the time of appointment to the office of K.I.T	Urban Development Department
7	Documents required during transfer of Property, Land, Flat etc. of K.I.T e.g Identity Proof. Residential Proof. Death Certificate, Leal Heir Certificate. Succession Certificate	Urban Development Department
8	Documents required to be submitted with the application for jobs / engagement of workers /helpers in Anganwari Centres	Department of Women and Child Development& Social Welfare
9	Proof of address for application for new registration	Transport Department
10	Proof of address for application for change of address	Transport Department
11	Proof of address for application for Driving Licence	Transport Department
12	Copy of Pan Card (while applying for registration and transfer of ownership)	Transport Department
13	Copy of Trade Licence (while applying for trade certificates)	Transport Department
14	Copy of I T clearance certificate (while applying for trade certificates)	Transport Department
15	Copies of Title deed. Site Plan, Sanctioned building Plan, along with Form-A under WB Apartment Ownership Act, 1972	Housing department
16	Copies of Title deed along with Form-C under WB Apartment Ownership Act, 1972	Housing department
17	Copy of document on Ownership of the land for permission for timber-harvesting in non-forest areas.	Forest Department
18	Documents to be submitted with the application for issuance of Birth Certificate	Municipal Affairs Department
19	Documents to be submitted with the application for issuance of Death Certificate	Municipal Affairs Department
20	Documents to be submitted with the application for issuance of Cremation Certificate at Burning Ghat	Municipal Affairs Department
21	Documents to be submitted with the application for issuance of Trade Licence	Municipal Affairs Department
22	Documents to be submitted with the application for correction of records for Birth and Death	Municipal Affairs Department

Compendium

ANNEXURE-II

LIST OF ACTIVITIES FOR WHICH SELF-DECLARATION IS ALLOWED DISPENSING WITH THE REQUIREMENT OF AFFIDAVIT

S1. No.	Name of Services	Name of the Department
1	Issuance of duplicate Certificate/Marksheel/Admit Card at Secondary/ Higher Secondary level.	School Education Department
2	Submission on information regarding family income in case of Scholarship Schemes.	Minority Affairs & Madrasha Education Department
3	Submission of application praying for becoming a member of Apartment Owner's Association or a registered Institutional Body or Co-Operative Housing Society.	Urban Development Department
4	Submission of information on income to categorise the intending allottees of Apartments/Flats under HIG/MIG/LIG categories for KMDA & WBHB	Urban Development Department
5	Submission of information on possession of land , flat etc within Kolkata Metropolitan Area.	Urban Development Department
6	Notarised affidavit submitted to GM, DIG by the applicant for incentive.	Micro, Small, and Medium Enterprises & Textiles Department
7	Agreement bond submitted to GM, DIC by the applicant for disbursement of incentive under WBIS 2013.	Micro, Small, and Medium Enterprises & Textiles Department
8	Certificate from Bank /Financial Institution submitted to GM ,DIC by the applicant for interest subsidy on term loan , provided online bank Statement / Certificate are available	Micro, Small, and Medium Enterprises & Textiles Department
9	Certificate of the Chartered Accountant submitted to GM. DIC by the applicant for capital investment subsidy	Micro. Small, and Medium Enterprises & Textiles DEpartment
10	Notarised Affidavit in respect of SL.No.s 13 and 14 of Annexure-A of the application form for recognition as approved Tour Operator / Travel Agent	Tourism Department
11	Receiving documents from different organizations, clubs etc. while granting financial assistance to them.	Sports Department
12	Receiving applications from meritorious sports persons for inclusion of their names in the exempted category of 100 Point Roster of appointment.	Sports Department
13	Affidavit filed before an Executive Magistrate/ Judicial Magistrate for becoming member of Housing Co-operative societies	Co- operation Department
14	Granting N.O.C to the Complex Project.	Fire & Emergency Services
15	Granting permission for erection of temporary structures of large size	Do
16.	Affidavits in support of legal heirship in prayers for transfer of lease rights in respect of flats, plots of land.	Housing Department
17	Affidavits in support of eligibility criterion of not having any WBHB flat in earlier occasion	Housing Department
18	Application for duplicate registration certificate, tax token, driving licence and permit.	Housing Department
19	Application for Input Distribution scheme for Fishermen and farmers	Sunderban Affairs Department
20	Permission for conversion of wheal into Atta by Flour Mill/ Chakki Mill	Food & Supplies Department

ANNEXURE - III

LIST OF ACTIVITIES FOR WHICH SELF-ATTESTATION/ SELF DECLARATION
IS ALLOWED DISPENSING WITH ATTESTATION BY GAZETTED OFFICERS /
REQUIREMENT OF AFFIDAVIT

S I. No.	Name of Services	Name of the Department
1	Documents required for Refundable advance/Non Refundable advance/Final withdrawal from GPF	Finance Department
2	a) Documents relating to Legal heir(s) in case of family pension/Group Insurance/Death Gratuity / Leave encashment due to death of the employee in case nomination has not been done. b) Non-marriage certificate/Non-employment certificate for grant of family pension due to death of the employee.	Finance Department
3	a) Life Certificate for pensioners/Family pensioners to be submitted before Pension Disbursing Authority/Branch Manager of pension disbursing Bank. b) Certificate/Bond for drawal of pension arrears.	Finance Department
4	Documents required in case of loss of original vouchers in connection with reimbursement of admissible medical expenses.	Finance Department
5	Appointment on Compassionate ground: a) Information regarding monthly income from moveable/immoveable properties of the dependants. b) No-objection Certificate by other eligible dependants for appointment of one dependant. c) Undertaking by the applicant dependant as to maintenance of other family members.	Finance Department

Sd/-

(H.K.Dwivedi)

Principal Secretary. Finance Department.

Compendium
ANNEXURE-IV

Self-Declaration Format

Space for Photograph

I, Son / Daughter of Shri age years.
resident of in the District of, West Bengal,
do hereby declare that the information given above and in the enclosed documents is true to the
best of my knowledge and belief and nothing has been concealed therein. I am well aware of the
fact that if the information given by me is proved false / not true at any point of time, I will have
to face punishment as per any provision of Law for the time being in force as well as the benefit
availed of by me or the benefit accrued to me shall be summarily cancelled.

Date:

Signature of the Applicant:

Place :

Government of West Bengal
Backward Classes Welfare Department
Administrative Building, DJ-4, Sector II, Salt Lake, Kol-91
Website: www.anagrasarkalyan.gov.in

ORDER

No. 1117-BCW/5E-03/15, dated the 24th March, 2015.- WHEREAS the Governor has been pleased to bifurcate the Backward Classes Welfare Department into the Backward Classes Welfare Department and the Tribal Development Department.

AND WHEREAS the West Bengal Rules of Business relating to the Backward Classes Welfare Department and dealing with the matters concerning Scheduled Castes, Scheduled Tribes and Other Backward Classes have been separated and separate Rules of Business have been notified for the Backward Classes Welfare Department and the Tribal Development Department respectively.

AND WHEREAS at present the Backward Classes Welfare Directorate is looking after the matters of Scheduled Castes, Scheduled Tribes and Other Backward Classes under both the Backward Classes Welfare Department and the Tribal Development Department.

Now, therefore, the Governor is pleased to direct that for the purpose of looking after the matters relating to the Scheduled Tribes including community development schemes and monitoring work of the District officers at Directorate level, re-designation of the Officers and Inspectors under the Backward Classes Welfare Directorate shall be made in the following manner-

Sl.	Existing Designation	Changed Designation
1.	Commissioner, Backward Classes Welfare	Commissioner, Backward Classes Welfare and Tribal Development
2.	Joint Director, Backward Classes Welfare	Joint Director, Backward Classes Welfare and Tribal Development
3.	Project Officer(Hqr.), Backward Classes Welfare	Project Officer(Hqr.), Backward Classes Welfare and Tribal Development
4.	Deputy Director, Backward Classes Welfare	Deputy Director, Backward Classes Welfare and Tribal Development
5.	Assistant Director, Backward Classes Welfare	Assistant Director, Backward Classes Welfare and Tribal Development
6.	Special Officer (Industries), Backward Classes Welfare	Special Officer (Industries), Backward Classes Welfare and Tribal Development
7.	Inspector, Backward Classes Welfare	Inspector, Backward Classes Welfare and Tribal Development

This order is issued in concurrence with the Finance Department's U.O. No. Group-P2/2014-2015/2610 dated 18-03-2015.

By order of the Governor,

Pr. Secy, to the Govt, of West Bengal.

(b) WEST BENGAL COLLEGE SERVICE COMMISSION ACT.

**GOVERNMENT OF WEST BENGAL
LAW DEPARTMENT
Legislative**

NOTIFICATION

No. 480-L.—23rd February 1979. —The following Act of the West Bengal Legislature, having been assented to by the President, is hereby published for general information: -

West Bengal Act LXII of 1978

THE WEST BENGAL COLLEGE SERVICE COMMISSION ACT, 1978.

[Passed by the West Bengal Legislature.]

[Assent of the President was first published in the *Calcutta Gazette, Extraordinary*, of the 23rd February, 1979.]

An Act to provide for the constitution of a College Service Commission in West Bengal and for matters connected therewith or incidental thereto.

WHEREAS it is expedient to provide for the constitution of a College Service Commission in West Bengal and for matters connected therewith or incidental thereto;

It is hereby enacted in the Twenty-ninth Year of the Republic of India, by the Legislature of West Bengal, as follows: -

- Short title.** 1. This Act may be called the West Bengal College Service Commission Act, Short title. 1978.
2. In this Act, unless the context otherwise requires. —
- Definitions.** (a) “Chairman” means the Chairman of the Commission;
- (b) “Chancellor” means the Chancellor of a University;
- (c) “college” means a college or an institution affiliated to a University in accordance with the provisions of the Act constituting or establishing, as the case may be, such University or the Statutes made thereunder and includes a constituent college or a Government Sponsored College but does not include a Government College or a Medical College;
- (d) “Commission” means the West Bengal College Service Commission constituted under section 3;
- (e) “constituent college” means a college recognised as such by a University but does not include a Government College;

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- (f) “Government College” means a college maintained and managed by the State Government;
- (g) “Government Sponsored College” means a college declared by the State Government as such;
- (h) “Governor” means the Governor of the State of West Bengal;
- *(hh) “institution deemed to be a University” means an institution declared as such by the Central Government under section 3 of the University Grants Commission Act, 1956;
- (i) “Medical College” means a college in which instruction is provided primarily for courses of study leading to any degree, diploma or certificate of a University in medicine and which is recognised as such
- (j) under any enactment in force for the time being;
- (j) “member means a member of the Commission and includes the Chairman;
- (k) “notification” means a notification published in the *Official Gazette*;
- (l) “prescribed” means prescribed by rules made under this Act;
- (m) ”Principal” means the head of a college by whatever name called;
- (n) “regulations” means regulations made under section 17;
- (o) “Secretary” means the Secretary of the Commission;
- (p) “Teacher” means a Professor, Assistant Professor, Lecturer, Tutor, Demonstrator, Physical Instructor or any other person holding a teaching post of a college recognised by the University to which such college is affiliated and appointed as such by such college and includes its Principal and Vice-Principal;
- (q) “University” means any of the Universities constituted or established, as the case may be, under—
- (i) the Jadavpur University Act, 1955, West Ben. Act XXXIII of 1955.
- (ii) the Burdwan University Act, 1959, West Ben. Act XXIX of 1959.
- (iii) the Kalyani University Act, 1960, West Ben. Act XIII of 1960.
- (iv) the North Bengal University Act, West Ben. Act XXVII of 1961, 1961
- (v) the Rabindra Bharati Act, 1961, West Ben. Act XXIX of
- (vi) the Calcutta University Act, 1966, West Ben. Act 11 of 1966.
and
- (vii) the Bidhan Chandra Krishi Viswa West Ben. Act XLIX of 1974.
Vidyalyaya Act, 1974.

3 of 1956.

**Inserted by 1993 Amendment vide Notification No. 731-L, dated 20.04.1995.

Compendium

Appointment and terms and conditions of service of members

3. (1) The State Government shall, with effect from such date as it may, by notification, appoint, constitute a Commission by the name of the West Bengal College Service Commission consisting of *seven members of whom one shall be the Chairman.

(2) Of the members one shall be a person who, not being an educationist, occupies or has occupied, in the opinion of the State Government, a position of eminence in public life or in Judicial or Administrative Service and the others shall have teaching experience either as a Professor of a University or as a Principal for a period of not less than ten years, or as a teacher, other than Principal of a College, for a period of not less than fifteen years.

4. (1) The Chairman and other members shall be appointed by the State Government in consultation with the Chancellor of the Universities referred to in clause (q) of section 2. They shall be whole time members and shall hold office for a term of four years:

Provided that a person who has held office as Chairman or other member shall, on the expiration of his term of office, be eligible for further appointment as Chairman or other member:

Provided further that no person who has attained the age of sixty-two years shall be eligible to hold office in any capacity, whether as Chairman or other member.

(2) No person who has held office as Chairman or other member till his attaining the age of sixty-two years shall be eligible for any appointment in a University or a college except for appointment as Vice-Chancellor or Pro-Vice-Chancellor of a University.

(3) If the office of the Chairman or any other member becomes vacant by resignation or otherwise or if the Chairman is by reason of absence or for any other reason unable to perform the duties of his office, those duties shall, until some person appointed under sub-section (1) to the vacant office has entered on the duties thereof or, as the case may be, until the Chairman has resumed his duties, be performed by such one of the other members as the State Government may, in consultation with the Chancellor of the Universities referred to in clause (q) of section 2, appoint for the purpose.

(4) The Chairman or any other member may resign his office by writing under his hand addressed to the State Government, but he shall continue in office until his resignation is accepted by the State Government.

*Substituted by 1993 Amendment vide Notification No. 731-L, dated 20.04.1995.

**Substituted by 1993 Amendment vide Notification No. 731-L, dated 20.04.1995.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

**Special
Provision
for the first
Chairman.**

*(4A) Notwithstanding anything contained elsewhere in this Act, the State Government may, if it considers necessary so to do, reappoint the first Chairman to be the Chairman of the Commission till he attains the age of sixty-five years.

Explanation.—“First Chairman” shall mean the person who has held the office of the Chairman immediately after the constitution of the Commission. (5) The salary of the Chairman and other members shall be such as may be determined by the State Government and the other terms and conditions of service shall be such as may be prescribed.

**Removal of
member.**

5. The State Government may, after making inquiry in such manner as may be prescribed, remove the Chairman or any other member from his office on any of the following grounds, namely:--

- (a) misconduct involving moral turpitude,
- (b) insolvency, or
- (c) infirmity of body or mind.

**Staff of the
Commission.**

6. (1) The staff of the Commission shall consist of—

- (a) a Secretary who shall be appointed by the State Government, and
- (c) such other employees as the Commission may, with the previous approval of the State Government, appoint from time to time.

(2) The salary of the Secretary and other employees of the Commission shall be such as may be determined by the State Government.

(3) The other terms and conditions of service of the Secretary shall be such as may be prescribed and those of the other employees of the Commission shall be such as may be provided for by regulations.

**Functions
of the
Commission.**

7. (1) Notwithstanding anything contained in any other law for the time being in force or in any contract, custom or usage to the contrary, it shall be the duty of the Commission to select persons for appointment to the posts of Teachers of a college:

Provided that—

- (i) for selection of persons for appointment to the posts of Teachers other than Principal, the Commission shall be aided by two persons having special knowledge on the subject for which such selection is to be made, of whom one shall be a nominee of the University to which such college is affiliated and the other shall be a nominee of the Chancellor of such University,

*Inserted by 1980 Amendment vide Notification No. 3572-L, dated 27.09.1980.

Compendium

Manner of selection of persons and procedure for the conduct of business of the Commission.

Effect of recommendation of the Commission.

- (ii) for selection of person for appointment to the post of Principal, the Commission shall be aided by the Vice-Chancellor of the University to which such college is affiliated or his nominee and a nominee of the Chancellor of such University.
- (2) It shall also be the duty of the Commission to advise the Chancellor or the State Government on such matter as may be referred to it by either of them.
8. (1) The manner of selection of persons for appointment to the posts of Teachers of a college shall be such as may be provided for by regulations.
- (2) The procedure for the conduct of business of the Commission shall be such as may be provided for by regulations.
9. *(1) Notwithstanding anything contained in any other law for the time being in force or in any contract, custom or usage to the contrary, appointments to the posts of Teachers of a college shall be made on the recommendation of the Commission.
- **[(2) Notwithstanding anything contained in sub-section
- (a) any recommendation, made before the constitution of the Commission, by the Selection Committee referred to in the first proviso to section 3 of the West Bengal College Teachers (Security of Service) Act, 1975 for appointment to any post of Teacher of a college shall remain valid for a period of one year and six months from the date of such recommendation and appointment to such post shall be made on such recommendation;
- ***[(b) recommendation of the Commission shall not be necessary with respect to the appointment, on a part-time basis,-
- (i) to a post of Teacher of a college in the professional subject of law, accountancy, business organisation or secretarial practice, or
- (ii) to any vacancy for a period not exceeding six months in any other post of Teacher of a college occurring by reason of leave.
- (3) The method of, and the qualifications required for, appointment of a Teacher of a college under clause (b) of sub-section (2) shall be such as may be prescribed.

**West Ben. Act
XXXVI of**

*Re-numbered by 1980 Amendment vide Notification No. 3572-L, dated 27.09.1980.

** Inserted by 1980 Amendment vide Notification No. 3572-L, dated 27.09.1980.

*** Inserted by 1993 Amendment vide Notification No.731 -L, dated 20-04-1995

Commission to hold eligibility test of persons before selection for appointment to posts of Lecturer in Universities and Colleges.

*[9A. (1) Notwithstanding anything contained elsewhere in this Act or in any other law for the time being in force or in any contract, custom or usage to the contrary, it shall be the duty of the Commission to hold, in such manner as may be provided for by regulations, eligibility test at State level of persons, who are candidates for appointment to the posts of Lecturer in Arts, Sciences, Social Sciences, Commerce, Education, Physical Education, Foreign Languages, Law, Journalism and Mass Communication, or Music in any University or institution deemed to be a University or College or Government College, prior to the selection of such persons by any authority competent to make the selection for such appointment under any law for the time being in force. The standard of such eligibility test shall be at par with the standard of eligibility test at National level held by the University Grants Commission.

Explanation.—”University Grants Commission” shall mean the University Grants Commission established under section 4 of the University Grants Commission Act, 1956.

(2) Notwithstanding anything contained in any other law for the time being in force or in any contract, custom or usage to the contrary, selection of persons for appointment to the posts of Lecturer in Arts, Sciences, Social Sciences, Commerce, Education, Physical Education, Foreign Languages, Law, Journalism and Mass Communication, or Music in any University or institution deemed to be a University or College or Government College shall be made by the authority competent to make the selection for such appointment under any law for the time being in force from amongst the persons found eligible for such selection on the basis of the eligibility test as aforesaid.

(3) Notwithstanding anything to the contrary contained elsewhere in this Act, the provisions of this section shall apply in relation to any college not receiving any aid from the State government or any college established and administered by a minority, whether based on religion or language.

Protection of Teachers.

10. Notwithstanding anything contained elsewhere in this Act, the terms and conditions of service of Teachers of a college in the employment of such college immediately before the commencement of this Act shall not be varied to the disadvantage of such Teachers in so far as such terms and conditions relate to the appointment of such Teachers to the posts held by them immediately before the commencement of this Act.

*Inserted by 1993 Amendment vide Notification No. 731-L, dated 20.04.1995.

Compendium

- Power to call for records, etc.**
11. The Commission may call for any record, report of other information from *[any College, Government College, University or institution deemed to be a University] if, in its opinion, such record, report or other information is necessary for efficient discharge of its functions, and [the College or the Government College or the University or the institution deemed to be a University], as the case may be, shall furnish such record, report or other information to the Commission.
- Report of the Commission.**
12. It shall be the duty of the Commission to present annually to the Governor a report as to the work done by the Commission and on receipt of such report the Governor shall cause a copy thereof to be laid before the State Legislature.
- Members, etc. to be public servants.**
13. The Chairman and other members and persons appointed under this Act shall, while acting or purporting to act under this Act, be deemed to be public servants within the meaning of section 21 of the Indian Penal Code.
- Validation.**
14. The proceedings of the Commission shall not be invalidated by reason of any vacancy in the office of the Chairman or any other member.
- Act not to apply in relation to certain colleges.**
15. *[Subject to the provisions of section 9A, nothing contained in this Act] shall apply in relation to any college not receiving any aid from the State Government or any college established and administered by a minority, whether based on religion or language.
- Power to make rules.**
16. (1) The State Government may, by notification, make rules for carrying out the purposes of this Act.
- (2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—
- (a) the terms and conditions of service of the Chairman and other members of the Commission under sub-section (5) of section 4;
 - (b) the manner in which an inquiry is to be made for removal of the Chairman or any other member of the Commission under section 5;

45 of 1860.

*Substituted for the words “any college or University” by 1993 Amendment vide Notification No. 731-L, dated 20.04.1995.

**Substituted for the words “the college or the University” by 1993 Amendment vide Notification No. 731-L, dated 20.04.1995.

***Substituted for the words, “Nothing contained in this Act” by 1993 Amendment vide Notification No. 731-L, dated 20.04.1995.

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Power
to make
regulations.

- (c) the terms and conditions of service of the Secretary of the Commission under sub-section (3) of section 6;
- (d) any other matter which may be, or is required to be, prescribed.

17. (1) The Commission may, with the previous approval of the State Government, make regulations, not inconsistent with the provisions of this Act or the rules made there under, for discharging its function under this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such regulations may provide for all or any of the following matters, namely: -

the terms and conditions of service of the employees of the Commission under sub-section (3) of section 6;

the manner of selection of persons for appointment to the posts of Teachers of a college under sub-section (1) of section 8;

the procedure for the conduct of business of the Commission under subsection (2) of section 8;

the manner of holding eligibility test of persons, who are candidates for appointment to the posts of Lecturer in any University or institution deemed to be a University or College or Government College, prior to the selection of such persons by any authority competent to make the selection for such appointment under any law for the time being in force, under sub-section (1) of section 9A.

*Substituted for the words “any college or University” by 1993 Amendment vide Notification No. 731-L, dated 20.04.1995.

**Substituted for the words “the college or the University” by 1993 Amendment vide Notification No. 731-L, dated 20.04.1995.

***Substituted for the words, “Nothing contained in this Act” by 1993 Amendment vide Notification No. 731-L, dated 20.04.1995.

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PART III—Acts of the West Bengal Legislature

GOVERNMENT OF WEST BENGAL

LAW DEPARTMENT

Legislative

NOTIFICATION

No. 1461-L—20th July, 2000.—The following Act of the West Bengal Legislature, having been assented to by the Governor, is hereby published for general information :—

West Bengal Act XV of 2000

**THE WEST BENGAL UNIVERSITY OF TECHNOLOGY
ACT, 2000.**

[Passed by the West Bengal Legislature.]

[Assent of the Governor was first published in the *Calcutta Gazette, Extraordinary*, of the 20th July, 2000.]

An Act to establish and incorporate a technology university in West Bengal and to provide for matters connected therewith or incidental thereto.

Whereas it is necessary to promote the creation of centres of excellence in education and research in science, technology, engineering and management, particularly in emerging areas;

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And Whereas it is necessary to improve the quality of education being imparted by the existing engineering and technological colleges affiliated to various universities established under any Bengal or West Bengal Act for the time being in force;

And Whereas it is necessary to support the establishment of engineering and technological colleges and centres of study in basic and applied sciences, particularly in the multi-disciplinary areas;

And Whereas it is necessary to develop facilities for research in engineering and technology as well as basic and applied sciences;

And Whereas it is necessary to impart education and carry out research in management responsive to the global changes in technology and the need of West Bengal;

And Whereas it is expedient to establish a technology university in West Bengal

It is hereby enacted in the Fifty-first Year of the Republic of India, by the Legislature :

West Bengal, as follows:

Short title,
extent and
commence-
ment.

1. (1) This Act may be called the West Bengal University of Technology Act 2000.
- (2) It extends to the whole of West Bengal.
- (3) This section and section 24 shall come into force at once, and the remaining provisions of this Act shall come into force on such date or dates as the State Government may, by notification, appoint, and different dates may be appointed for different provisions of this Act.

Definition!

2. In this Act, unless the context otherwise requires,
 - (1) "Academic Council" means the Academic Council of the University;
 - (2) "academic year" means a period of twelve months commencing on the first day of July or such other period of twelve months, commencing on such date, as the Executive Council may specify;
 - (3) "affiliated institution" means a college or an institution affiliated to the University, and includes a college or an institution deemed to be an affiliated college or institution under this Act;
 - (4) "All India Council for Technical Education" means the All India Council for Technical Education established under the All India Council for Technical Education Act, 1987;
 - (5) "Chancellor" means the Chancellor of the University;
 - (6) "General Council" means the General Council of the University;
 - (7) "Department" means a department of studies of the University;

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- (8) “Director” means the Director of a School of Studies of the University;
- (9) “employee” means any person appointed by the University, and includes a Teacher or any other full-time member of the staff of the University;
- (10) “Executive Council” means the Executive Council of the University;
- (11) “Finance Committee” means the Finance Committee of the University;
- (12) “Minister” means the Minister-in-charge of the Higher Education Department of the State Government;
- (13) “non-teaching employee” means a non-teaching employee, other than an officer, not holding any teaching post (including part-time teaching post), appointed or recognised as such by the University;
- (14) “notification” means a notification published in the Official Gazette’;
- (15) “officer” means an officer of the University;
- (16) “prescribed” means prescribed by regulations made under this Act;
- (17) “Pro-Vice-Chancellor” means the Pro-Vice-Chancellor of the University;
- (18) “Registrar” means the Registrar of the University;
- (19) “regulations” means the regulations made under this Act;
- (20) “Schedule” means the Schedule appended to this Act;
- (21) “School of Studies” means a School of Studies-of the University;
- (22) “State Government” means the Government of West Bengal in the Higher Education Department;
- (23) “student” means a student of the University, and includes any person enrolled by the University for pursuing any course of study of the University;
- (24) “Teacher” means a Professor, Principal, Associate Professor, Reader, Assistant Professor, Lecturer or such other person, holding a teaching post or a part-time teaching post, appointed or recognized by the University or appointed by any affiliated institution;
- (25) “the University” means the West Bengal University of Technology constituted under this Act;
- (26) “University Grants Commission” means the University Grants Commission established under the University Grants Commission Act,

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(27) “Vice-Chancellor” means the Vice-Chancellor of the University.

Constitution of the University.

3. (1) with effect from such date as the State Government may, by notification, appoint, there shall be constituted a University by the name of the West Bengal University of Technology which shall consist of the Chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor, the Directors, the members of the General Council, the members of the Executive Council, and the members of the Academic Council and the Registrar.
- (2) The University shall be a body corporate by the name as aforesaid, having perpetual succession and a common seal, and shall sue and be sued by the name of the West Bengal University of Technology.
- (3) In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar and all processes in such suits and proceedings shall be issued to, and served on, the Registrar.
- (4) The headquarters of the University shall be located at such place within West Bengal as the State Government may, by notification, specify.

Objects of the University.

4. The objects of the University shall be—
- (1) to organize undergraduate courses of study in engineering and technology, especially in emerging areas;
- (2) to organize post-graduate programmes in basic and applied sciences, engineering, and technology and in such other branches of knowledge as the University may deem fit, specially with a view to producing scientists, technologists and managers of high calibre capable of contributing towards development of industries based on modern technology in collaboration with industries as well as national and international research laboratories and academic institutions;
- (3) to develop centres of excellence for higher studies and research in basic and applied sciences, engineering, technology and management education;
- (4) to accord affiliation, and to provide academic support and guidance, to institutions in science, engineering, technology and management within the jurisdiction of the University;
- (5) to create awareness in key areas of environmental science, conservation of energy and resource, information technology, and bio-technology;
- (6) to organize distance education programmes aiming at a virtual university;

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- (7) to organize continuing education programme for up-dating the knowledge and skills of in-service personnel;
- (8) to organize and offer consultancy services to industries and other organizations;
- (9) to undertake such other activities as may be necessary to fulfil the objects as aforesaid.

Powers
of the
University.

5. The University shall have the powers

- (1) to provide instruction and teaching leading to Bachelor, Master, and Doctoral degrees in engineering, technology, basic and applied sciences, and management, and in such other branches of knowledge as the University may deem fit;
- (2) to establish Departments, Schools or-Centres of advance study and research in different branches of knowledge;
- (3) to prescribe courses of study for Bachelor, Master, and Doctoral degrees in different branches of learning;
- (4) to accord affiliation to institutions in basic and applied sciences, engineering, technology, and management;
- (5) to hold examinations and publish results of such examinations for different courses of study and research in the manner prescribed;
- (6) to confer degrees and other academic distinctions or recognitions on persons who have pursued successfully the courses of study of the University or conducted research creditably in the manner to be prescribed;
- (7) to provide for the inspection of, or investigation into, the affairs of colleges or institutions affiliated to it and to exercise general supervision over them including monitoring of academic performances;
- (8) to prescribe the procedure of admission to different courses of study in the University and also in the affiliated institutions;
- (9) to sponsor and undertake research in all aspects of engineering and technology, management, and basic and applied sciences, and inter-disciplinary subjects relating thereto;
- (10) to confer honorary degrees or other distinctions in such manner as may be prescribed by regulations;
- (11) to institute professorships, readerships, lectureships and other teaching posts necessary for imparting instruction or for preparing educational material or conducting other academic activities, including providing guidance to the students, designing and delivering of courses, and evaluation of the work done by the students, and to appoint persons to such professorships, readerships,

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lectureships and other teaching posts, either on full-time or part-time basis or on contract;

- (12) to co-operate with other universities and institutions of higher learning and professional and industrial organizations for such purposes as the University considers necessary;
- (13) to institute and award fellowships, scholarships, and prizes and such other awards for recognition of merit as the University may deem fit;
- (14) to organize and conduct refresher courses, workshops, seminars and other programmes for teachers, evaluators, and other academic, administrative and technical staff of the University and other institutions and also for the members of the general public;
- (15) to recognize examinations or periods of study (whether in full or in part) at other universities, institutions or other places of higher learning as equivalent to examinations of. or periods of study in, the University, and to withdraw such recognition at any time;
- (16) to create administrative, ministerial and other necessary posts and to make appointments thereto, either on full-time or part-time basis or on contract;
- (17) to receive benefactions, donations, grants, subscriptions, or gifts for the purpose of the University, consistent with the objects for which the University is established;
- (18) to acquire, purchase, take on lease, or dispose of any property, movable or immovable, for the purpose of the University;
- (19) to draw and accept, to make and endorse, to discount and negotiate, Government of India and other promissory notes, bills of exchange., cheques or other negotiable instruments;
- (20) to execute conveyances, transfers, re-conveyances, mortgages, leases, licences, and agreements in respect of properties, movable or immovable including Government securities belonging to the University or to be acquired for the purpose of the University;
- (21) to enter into agreement with the Government of India, the State Government, the Governments of other States in India, the University Grants Commission, the All India Council for Technical Education, or other authorities, industries or professional organizations for receiving grants;
- (22) to enter into, carry out, vary, or cancel contracts;
- (23) to fix, demand, and receive such fees and other charges as may be decided by the Executive Council from time to time;

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- (24) to regulate the expenditure and manage the accounts of the University so as to make it self-financing as far as possible;
- (25) to control, and to enforce discipline among, the students and all categories of employees and to prescribe by regulations the conditions of service and the code of conduct of such employees;
- (26) to recognize any institution of higher learning or studies for such purposes as the University may determine and to withdraw such recognition;
- (27) to appoint, either on contract or otherwise, visiting Professors, Emeritus Professors, Consultants, fellows, scholars, and such other persons as may contribute to the advancement of the objects of the University;
- (28) to recognize persons working in other universities, institutions or organizations as teachers of the University on such terms and conditions as may be prescribed by regulations;
- (29) to make arrangements for the promotion of the general health and welfare of the employees;
- (30) to collaborate and interact with the West Bengal State Council of Higher Education constituted under the West Bengal State Council of Higher Education Act, 1994, as well as universities and educational or research institutions and authorities within the country and abroad, in such manner and for such purposes as the University may determine;
- (31) to do all such acts as may be necessary for, or incidental to, the exercise of all or any of the powers of the University and as may be conducive to the promotion of all or any of the objects of the University.

West Ben. Act
XXXVII of
1994.

Jurisdiction.

6. (1) Notwithstanding contained elsewhere in this Act or in any other law for the time being in force, with effect from such date as the State Government may, by notification, appoint in this behalf (hereinafter referred to in this section as the said date),—

- (a) all colleges and educational institutions imparting education in engineering, technology and management and affiliated to any other university in the State established under any law of the State of West Bengal
 - (i) shall be deemed to be affiliated to the University for such period and subject to such terms and conditions, if any, as may be imposed by any university to which such college or institution was affiliated before the said date, until the University issues directions otherwise, not inconsistent with the provisions of this Act or any other law for the time being in force, and

- (ii) shall cease to be affiliated to the University to which any such college or institution may have been affiliated before the said date;
- (b) any Principal, teacher, or other employee, or any member of the Governing Body, by whatever name called, or any student, of any such affiliated college or institution, holding, by virtue of his being such Principal, teacher, or other employee, or member or student, any office in or under any university or any of the authorities of such university to which such college or institution was affiliated before the said date, shall cease to hold such office and the vacancy so caused shall be deemed to be a casual vacancy for the purposes of the law of the State of West Bengal under which that university was established;
- (c) whenever the University issues directions in addition to the requirements stipulated in sub-clause (i) of clause (a), the affiliated institution shall be bound to comply with such terms and conditions as may be incorporated in the directions of the University within such reasonable time as may be prescribed by the University;
- (d) the University shall have power to alter or withdraw the affiliation deemed to have been granted under this section, if the affiliated institution does not comply with all the terms and conditions of such affiliation;
- (e) for the purpose of deemed affiliation under this sub-section, it shall be competent for the University to satisfy itself in such manner as it may decide, if an affiliated institution was validly affiliated to any university established under any Bengal or West Bengal Act before the said date.

(2) Notwithstanding anything contained in any other law for the time being in force, no college or institution providing courses of study or programmes of education, research or training in the field of engineering, technology or management and situated in West Bengal, but not admitted to the privileges of the University, shall be admitted to the privileges of any other university except with the prior approval of the State Government:

Provided that nothing in this sub-section shall, save as otherwise provided in this Act, apply to—

- (a) any constituent college, institution, Faculty or Department of any other university or of any institution for higher education deemed to be a university under section 3 of the University Grants Commission Act, 1956, directly managed, controlled and financed by such university or such institution for higher education deemed to be a university under section 3 of that Act, or

3 of 1956.

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- (b) any other college or institution affiliated to any other university mainly providing courses of study in subjects other than engineering, technology or management.

Explanation. For the avoidance of doubt it is hereby declared that the State Government shall decide whether a college or institution mainly provides courses of study in subjects other than engineering, technology or management.

Teaching
of the
University.

7. (1) All recognised teachings in connection with the degrees, diplomas and certificates of the University shall be conducted by the Teachers of the University or of any affiliated institution, as the case may be, under the general control of the General Council and immediate control of the Executive Council and the Academic Council.

(2) The courses of study, the curricula and the authorities responsible for organising such teaching shall be such as may be prescribed.

University
open to all
classes,
castes and
creeds.

8. The University shall be open to persons of either sex and of whatever race, creed, caste or class, and it shall not be lawful for the University to adopt or impose on any person any test whatsoever of religious belief or profession in order to entitle him to be appointed as a Teacher of the University or to hold any office therein or to be admitted as a student in the University, or to enjoy or exercise any privilege thereof.

Schools of
Studies.

9. There may be such number of Schools of Studies for the purpose of teaching and research as may be prescribed.

The
Chancellor.

10. (1) The Governor of the State of West Bengal shall, by virtue of his office, be the Chancellor of the University.

(2) The Chancellor shall exercise such powers as may be conferred on him by or under the provisions of this Act or as may be prescribed.

(3) Where power is conferred upon the Chancellor to make nominations to any authority or body of the University, the Chancellor shall, to the extent necessary, nominate persons to represent interests not otherwise adequately represented.

(4) Every proposal to confer any honorary degree shall be subject to confirmation by the Chancellor.

Inspection.

11. (1) The State Government shall have the right to cause an inspection, to be made by such person or persons as it may direct, of the University, its buildings, libraries and equipment, and of any institutions maintained by the University, and also of the examinations, teaching and other work conducted or done by the University, and to cause an inquiry to be made in like manner in respect of any matter connected with the administration and finances of the University.

(2) The State Government shall, in every case, give notice to the University of its intention to cause an inspection or inquiry to be made, and

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the University shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.

(3) The State Government may address the Vice-Chancellor with reference to the result of such inspection or inquiry, and the Vice-Chancellor shall communicate to the General Council the views of the State Government along with such advice as the State Government may offer on the action to be taken thereon.

(4) The General Council shall communicate through the Vice-Chancellor to the State Government such action, if any, as it proposes to take, or as has been taken, on the result of such inspection and inquiry.

Officers
of the
University.

12. The following shall be the officers of the University:

- (1) the Vice-Chancellor;
- (2) the Pro-Vice-Chancellor;
- (3) the Registrar;
- (4) the Director of a School of Studies;
- (5) the Finance Officer;
- (6) the Controller of Examinations;
- (7) such other persons as may be declared by regulations to be the officers of the University.

Authorities
of the
University.

13. The following shall be the authorities of the University:

- (1) the General Council;
- (2) the Executive Council;
- (3) the Advisory Body
- (4) the Academic Council;
- (5) the Finance Committee;
- (6) such other authorities as may be declared by regulations to be the authorities of the University.

Supreme
authority
of the
University.
Chief
executive
body of the
University.

14. The General Council shall be the supreme authority of the University.

15. (1) The Executive Council shall be the chief executive body of the University.

(2) The administration, management and control of the University and the income thereof shall vest in the Executive Council which shall control and administer the property and the funds of the University, subject to the general supervision of the General Council.

Advisory
body of the
University.

16. There shall be an advisory body of the University consisting of eminent academicians and experts to provide direction and guidance in the development of various academic programmes of the University.

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Principal academic body of the University.

17. The Academic Council shall be the principal academic body of the University and shall have, subject to the provisions of this Act and the regulations, the control of, and shall be responsible for, the maintenance of standards of learning, education instruction, evaluation and examinations within the University.

Finance Committee.

18. There shall be a Finance Committee, which shall take necessary action for proper management and control of the finance of the University, subject to the overall supervision of the Executive Council and the General Council.

Regulations.

19. (1) Subject to the provisions of this Act, the Executive Council shall have, in addition to all other powers vested in it, the power to make regulations to provide for the administration and management of the affairs of the University:

Provided that the Executive Council shall not make any regulation affecting the status, powers or constitution of any authority of the University until such authority has been given an opportunity of expressing an opinion in writing on the proposed regulation, and any opinion so expressed shall be considered by the Executive Council:

Provided further that except with the prior concurrence of the Academic Council, the Executive Council shall not make, amend or repeal any regulation affecting all or any of the following matters:

- (a) the constitution, powers and duties of the Academic Council;
- (b) the authorities responsible for organising teaching in connection with the University courses of study and related academic programmes;
- (c) the withdrawal of degrees, diplomas, certificates and other academic distinctions;
- (d) the establishment and abolition of Schools of Studies, Departments, halls and institutions as well as introduction or abolition of courses of study;
- (e) according affiliation to an institution who applies for such affiliation or withdrawal of affiliation of an institution;
- (f) the institution of fellowships, scholarships, studentships, exhibitions, medals and prizes;
- (g) conditions and modes of appointment of examiners, or conduct or standard of examinations, or any other course of study;
- (h) mode of enrolment or admission of students;
- (i) determination of equivalence of any degree, diploma, or certificate of other universities, or institutions for higher education deemed to be universities under section 3 of the University Grants Commission

3 of 1956.

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Act, 1956, or other institutes of national importance with the corresponding degree, diploma, or certificate of the University.

(2) The Academic Council shall have the power to propose regulations on all or any of the matters specified in clauses (a) to (i) of sub-section (1) and matters connected therewith or incidental thereto.

(3) Where the Executive Council has rejected any regulation proposed by the Academic Council, the Academic Council may appeal to the Chancellor, and the Chancellor may direct that the proposed regulation may be laid before the next meeting of the General Council for its consideration. The General Council shall send its recommendations to the Chancellor who may dispose of the matter suitably.

(4) All regulations made by the Executive Council shall be submitted, as soon as may be, to the Chancellor for approval, and shall come into force on and from such date as the Chancellor may direct, provided that the Chancellor may withhold assent to the regulations or remit the same to the Executive Council for reconsideration in the light of the observations, if any, made by him.

Appointment
of Review
Commission.

20. (1) The Chancellor may constitute a Review Commission to review the working of the University and to make recommendations.

(2) The Review Commission shall consist of not less than three eminent educationists to be appointed by the Chancellor in consultation with the State Government.

(3) The terms and conditions of appointment of the members of the Review Commission shall be such as the Chancellor may determine in consultation with the State Government.

(4) The Review Commission shall, after holding such enquiry as it deems fit, make its recommendations to the Chancellor.

(5) The Chancellor may take such action on the recommendations of the Review Commission as he deems fit.

Action not
invalidated
merely on
the ground
of defect in
constitution,
vacancy,
etc.

21. (1) Notwithstanding that the General Council, the Executive Council, the Academic Council or any other authority or body of the University is not duly constituted or there is a defect in its constitution or reconstitution at any time or there is a vacancy in the membership of any such authority or body, no act or proceedings of such authority or body shall be deemed to be invalid merely by reason of such General Council or Executive Council or Academic Council or such other authority or body being not duly constituted or any defect in the constitution or reconstitution thereof or the existence of a vacancy or vacancies among its members.

(2) No resolution of any authority or body of the University shall be deemed to be invalid merely by reason of any irregularity in the service of notice upon any member thereof, provided that the proceedings of such

Compendium

authority or body were not prejudicially affected by such irregularity.

Indemnity.

22. No suit, prosecution or other legal proceedings shall lie against, and no damages shall be claimed from, the University or the authorities of the University or the Vice-Chancellor or other officers or the Teachers or any other person in respect of anything which is in good faith done or purported to have been done in pursuance of this Act or the regulations.

Special provisions for students.

23. Notwithstanding anything contained in this Act or the regulations, and notwithstanding anything contained in any Bengal or West Bengal Act under which any other university in the State was established or the Statutes, the Ordinances or the Regulations of that university, any student of a college or institution which was affiliated to any such university before the date appointed by notification under sub-section (1) of section 6 shall be permitted to complete his or her course in preparation therefor, and such university shall make arrangement for

- (a) the instruction, teaching, training and holding of examination for such student in such manner and in accordance with the curricula of study in force in such university for such period as may be determined by such university in consultation with the University;
- (b) the conferment of the corresponding degree, diploma and other academic distinction of the University upon the qualified student on the results of such examination.

Rules.

24. The authorities of the University may make rules consistent with the provisions of this Act and the regulations for the conduct of their own business and that of the committees, if any, appointed by them.

Transitory provisions.

25. (1) The Governor of West Bengal shall, for the purposes of this section, be the Chancellor of the University, and shall exercise all the powers conferred on the Chancellor by or under this Act.

(2) Notwithstanding anything contained in this Act, the first Vice-Chancellor shall be appointed by the Chancellor in consultation with the Minister from a panel of not less than three persons recommended by a committee consisting of three members of whom one each shall be nominated by the Chancellor, the State Government and the University Grants Commission, the committee being convened by the Secretary to the Government of West Bengal in the Higher Education Department. The first Vice-Chancellor shall be appointed on such terms and conditions as the Chancellor may determine in consultation with the State Government. He shall hold office for such period as may be determined by the Chancellor from time to time and such period shall, in no case, exceed four years from the date on which he assumes office.

(3) The first Vice-Chancellor, in consultation with the State Government and after giving due regard to any suggestion given by that

Government, shall, with the assistance of a committee consisting of not less than six members nominated by that Government, cause the first regulations of the University to be made. The first regulations shall, after the Chancellor has approved the same in consultation with the Minister, come into force on such date as the Chancellor may appoint.

(4) The first regulations of the University shall remain in force until they are amended or until new regulations are made under the provisions of this Act.

(5) If a vacancy occurs in the office of the first Vice-Chancellor on or before the expiry of the period of his office by reason of death, resignation or otherwise, then, the Chancellor may appoint another person to be the first Vice-Chancellor for the purposes of this section in the manner and on the terms and conditions provided in sub-section (2) for any further period, not exceeding in aggregate the period of four years, which shall include the period served by the first Vice-Chancellor appointed under that sub-section.

(6) (a) There shall be an Advisory Committee to be constituted by the State Government of which the first Vice-Chancellor shall be the Chairman.

(b) The Advisory Committee shall consist of the following members:

(i) the first Vice-Chancellor — Chairman;

(ii) the Secretary, Higher Education Department, Government of West Bengal or his nominee; not below the rank of a Joint Secretary to the Government of West Bengal;

(iii) the Secretary, Finance Department, Government of West Bengal or his nominee, not below the rank of a Joint Secretary to the Government of West Bengal;

(iv) three heads of institutes of whom

(A) one shall be from an institute undertaking research in Science, Engineering and Technology,

(B) one shall be from an institute undertaking research in Management, and

(C) one shall be from an institute undertaking research in basic and applied sciences,

to be nominated by the Chancellor in consultation with the Minister;

(v) one Principal of an engineering college or college of technology, to be elected by such Principals of affiliated

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institutions from amongst themselves;

- (vi) three Teachers of Engineering, Technology and Management of whom two shall be Professor and one shall be a Teacher of the University, other than a Professor, elected by such Professors or Teachers other than the Professors, as the case may be, from amongst themselves;
- (vii) one person conversant with the administration of the University, nominated by the Chancellor in consultation with the Minister;
- (viii) the Registrar:

Provided that where a Pro-Vice-Chancellor has been appointed under the provisions of this Act, he shall be a member of the Advisory Committee.

- (c) The Registrar shall act as the Secretary of Advisory Committee.
- (d) All matters of the Advisory Committee shall be decided by a majority vote: Provided that if there is a tie of votes, the Chairman shall have a casting vote.
- (e) The functions of the Advisory Committee shall be to advise the Chairman of the Committee
 - (i) in drafting a plan for implementation of the programme of the University for the purpose of this Act;
 - (ii) in selecting sites of the University and making necessary arrangements for securing the accommodation, furniture and equipment and such other things as are deemed necessary;
 - (iii) in formulating the staff pattern (both teaching and non-teaching) of the University and in prescribing the qualifications for recruitment of such staff;
 - (iv) in preparing the programme of teaching and other activities of the University consisting of
 - (A) the introduction of degree and post-graduate courses,
 - (B) the preparation of syllabi of different courses of study,
 - (C) introduction of post-doctoral courses and undertaking of research activities,
 - (D) the preparation for granting affiliation to new colleges or institutions,

- (E) the preparation for conducting examinations,
- (F) the prescribing of the equivalence of examinations, degrees and diplomas of other universities and institutions and other allied and ancillary matters.
- (f) Notwithstanding anything contained in this Act or the regulations, the first Vice-Chancellor shall, in consultation with the Advisory Committee and with the previous approval of the Chancellor and subject to the availability of funds, discharge all or any of the functions of the University for the purpose of carrying out the provisions of this Act and the regulations, and, for that purpose, may exercise any powers or perform any duties, which by this Act or the regulations, are to be exercised or performed by any authority of the University until such authority comes into existence in accordance with the provisions of this Act or the regulations.

(7) The vacancy in the office of a member of the Advisory Committee, except *ex officio* members, occurring by reason of death, resignation or otherwise, shall be filled up in the manner as provided in this section.

(8) No act or proceedings of the Advisory Committee shall be invalid merely by reason of the existence of any vacancy in the office of its members.

(9) The State Government shall, by notification, appoint a date and on and from such date the General Council, the Executive Council, the Academic Council and other authorities of the University shall commence to perform their respective functions and the first regulations of the University made under sub-section (4) shall be deemed to be the first regulations of the University made under section 19.

(10) On and from the date appointed under sub-section (9), the provisions of this section shall stand repealed and, thereupon, the Advisory Committee shall stand dissolved, and the members thereof shall be deemed to have vacated their respective offices.

Savings.

26. Notwithstanding anything contained in the foregoing provisions of this Act, anything done or deemed to have been done or any action taken or deemed to have been taken or any appointment made under this Act prior to the date appointed under sub-section (9) of section 25 shall, unless it is otherwise provided in this Act, be deemed to have been validly done or taken or made under this Act.

Act to have overriding effect.

27. The provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in any other law for the time

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being in force or in any instrument having effect by virtue of any law other than this Act.

Composition, powers and functions of the authorities and committees of the University.

28. The authorities and the committees of the University and their composition, powers and functions and other matters relating to them, the appointment and the powers and functions of the officers of the University and other matters relating to them, and all other matters relating to the Finances, administration and management of affairs of the University shall, subject to the provisions of this Act, be as specified in the Schedule.

Power to amend Schedule.

29. (1) The General Council, on its own motion or on the suggestion of the Chancellor or the State Government, may, with the prior approval of the Chancellor and the State Government, amend the Schedule either prospectively or retrospectively. The Schedule so amended shall be published by notification in the *Official Gazette*.

(2) A copy of every notification made under sub-section (1) shall be laid before the State Legislature, as soon as may be, after it is made.

Removal of difficulties.

30. (1) If, by reason of any provision of this Act, any difficulty arises in giving effect to the provisions of section 25, the first Vice-Chancellor shall refer such difficulty to the State Government which may make such order or do such thing, not inconsistent with the provisions of that section, as appears to it to be necessary or expedient for removing the difficulty.

(2) If, on account of any lacuna or omission in the provisions of this Act, or for any other reason whatsoever, any difficulty arises as to the first constitution of any authority of the University under this Act, or otherwise, in giving effect to the provisions of this Act, the State Government may, as occasion may require, by order do anything which appears to it to be necessary for the purpose of removing the difficulty, notwithstanding anything to the contrary contained elsewhere in this Act or in any other law for the time being in force.

(3) Notwithstanding anything contained in sub-section (1) or sub-section (2), no order shall be made under this section after the expiry of a period of two years from the date on which this Act comes into force.

SCHEDULE

(See section 28)

1. Definition—In this Schedule, unless the context otherwise requires, “clause” means a clause of this Schedule.

2. General Council—(1) The General Council shall consist of the following members:—

- (a) the Chancellor—Chairman;
- (b) the Vice-Chancellor—Vice-Chairman;
- (c) the Chairman of the Advisory Council;

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- (d) the Secretary, Higher Education Department, Government of West Bengal, or his nominee not below the rank of a Joint Secretary to the Government of West Bengal;
- (e) The Secretary, Finance Department, Government of West Bengal, or his nominee not below the rank of a Joint Secretary to the Government of West Bengal;
- (f) the Pro-Vice-Chancellor;
- (g) the Directors;
- (h) three persons proficient in any subject or subjects relating to Science, Engineering, and Technology and Management, nominated by the Chancellor in consultation with the Vice-Chancellor, provided that no employee of the University shall be nominated for the purpose;
- (i) one person representing the industry, nominated by the State Government;
- (j) the Head of each of a scientific institute, a technology and engineering institute, and a management institute at the national level, nominated by the Chancellor in consultation with the State Government;
- (k) three Professors of the University, elected by such Professors from amongst themselves;
- (l) three Teachers of the University other than professors, elected by such Teachers from amongst themselves;
- (m) two Principals of any affiliated institutions, elected by the Principals of the affiliated institutions from amongst themselves;
- (n) three Teachers of any affiliated institution, elected by the Teachers of the affiliated institutions from amongst themselves;
- (o) one officer, elected by the officers from amongst themselves;
- (p) one non-teaching employee of the University, elected by such employees from amongst themselves;
- (q) one nominee of the University Grants Commission;
- (r) one nominee of the All India Council for Technical Education;
- (s) the Registrar.

(2) The Registrar shall act as the Secretary to the General Council.

(3) Subject to the provisions of this Act, the term of office of the members and the powers and functions of the General Council shall be such as may be prescribed.

(4) Where a member of the General Council becomes such member by reason of the office or appointment he holds (by election or otherwise) or is a nominated member, his membership shall terminate when he ceases

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to hold such office or appointment, as the case may be, or his nomination is withdrawn or cancelled.

(5) A member of the General Council shall cease to be a member if he resigns, or becomes of unsound mind, or becomes insolvent, or is convicted of a criminal offence involving moral turpitude, or if a member, other than the Vice-Chancellor, the Pro-Vice-Chancellor or any employee, accepts a full-time appointment under the University.

(6) A member of the General Council may resign his office by a letter addressed to the Chancellor, and such resignation shall take effect as soon as it is accepted by the Chancellor.

(7) Any vacancy in the General Council shall be filled in the prescribed manner and the person appointed, elected or nominated to fill the vacancy shall hold office for so long as the member in whose place he is appointed, elected or nominated, as the case may be, could have held office if the vacancy had not occurred.

3. The Executive Council. (1) The Executive Council shall consist of the following members;

- (a) the Vice-Chancellor/Chairman;
- (b) the Pro - Vice - Chancellor Vice - Chairman;
- (c) the Secretary, Higher Education Department, Government of West Bengal, or his nominee not below the rank of a Joint Secretary to the Government of West Bengal;
- (d) The Secretary, Finance Department, Government of West Bengal, or his nominee not below the rank of a Joint Secretary to the Government of West Bengal;
- (e) one of the Directors nominated by the Chancellor in consultation with the Vice-Chancellor;
- (f) three persons proficient in the subject relating to Science, Engineering, Technology or Management, nominated by the Chancellor in consultation with the Vice-Chancellor, provided that no employee of the University shall be nominated for the purpose;
- (g) one person representing the industry, nominated by the State Government;
- (h) the Head of any institute undertaking research in Science, Engineering, Technology or Management, nominated by the Chancellor in consultation with the State Government;
- (i) one Principal of an affiliated institution, elected by the Principals of the affiliated institutions from amongst themselves;
- (j) two Teachers of affiliated institutions, elected by such Teachers from amongst themselves;

- (k) two Professors of the University, elected by such Professors from amongst themselves;
 - (l) two Teachers of the University, other than Professors, elected by such Teachers from amongst themselves;
 - (m) one officer, elected by the officers from amongst themselves;
 - (n) one non-teaching employee of the University, elected by such employees from amongst themselves;
 - (o) one nominee from the University Grants Commission;
 - (p) one nominee of the All India Council for Technical Education;
 - (q) the Registrar.
- (2) The Registrar shall act as the Secretary to the Executive Council.
 - (3) Subject to the provisions of this Act, the terms of office of the members and the powers and functions of the Executive Council shall be such as may be prescribed.
 - (4) Where a member of the Executive Council becomes such member by reason of the office or appointment he holds by election or otherwise or is a nominated member, his membership shall terminate when he ceases to hold such office or appointment or, as the case may be, his nomination is withdrawn or cancelled.
 - (5) A member of the Executive Council shall cease to be a member if he resigns, or becomes of unsound mind, or becomes insolvent, or is convicted of a criminal offence involving moral turpitude, or if a member, other than the Vice-Chancellor, the Pro-Vice-Chancellor or any employee, accepts a full time appointment under the University.
 - (6) A member of the Executive Council may resign his office by a letter addressed to the Chancellor, and such resignation shall take effect as soon as it is accepted by the Chancellor.
 - (7) Any vacancy in the Executive Council shall be filled, either by appointment or election or nomination, as the case may be, of a person by the respective authority entitled to make the same and the person so appointed, elected or nominated shall hold office for so long as the member in whose place he is appointed, elected or nominated could have held office if the vacancy had not occurred.
 - (8) The Executive Council may, by resolution, delegate to the Vice-Chancellor or any authority (other than the General Council) or any committee, such of its powers as it may deem fit, subject to the condition that the action taken by the Vice-Chancellor or such authority or committee in the exercise of the powers so delegated shall be reported at the next meeting of the Executive Council.

4. The Academic Council—(1) The Academic Council shall consist

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of the following members:—

- (a) the Vice-Chancellor;
- (b) the Pro - Vice - Chancellor;
- (c) the Directors;
- (d) the Heads of the Departments of the University;
- (e) three persons, being experts in the subjects relating to Science, Engineering, and Technology and Management, nominated by the Chancellor in consultation with the Vice-Chancellor, provided that no employee of the University shall be nominated for the purpose;
- (f) two Principals of affiliated institutions, elected by such Principals from amongst themselves;
- (g) two Professors of the University, elected by such Professors from amongst themselves;
- (h) two Teachers of the University, other than Professors, elected by such Teachers from amongst themselves;
- (i) one Professor of an affiliated institution, elected by the Professors of such institutions from amongst themselves;
- (j) three Teachers, other than Professors, of an affiliated institution elected by such Teachers of affiliated institutions from amongst themselves:

Provided that not more than one Professor or a Teacher other than a Professor shall be elected from any institution.

- (2) The Academic Council may co-opt any person for any meeting of the Academic Council.
- (3) The Registrar shall be the Secretary to the Academic Council.
- (4) Subject to the provisions of this Act, the terms of office of the members, and the powers and functions, of the Academic Council shall be such as may be prescribed.

5. The Advisory Council—(1) The Advisory Council shall consist of the following members:—

- (a) a distinguished Scientist or Technologist, nominated by the Chancellor Chairman;
- (b) the Vice - Chancellor Vice - Chairman;
- (c) the Pro - Vice - Chancellor;
- (d) three persons expert in the subjects of study relating to Science, Engineering, Technology or Management, nominated by the Chancellor in consultation with the Chairman of the Advisory Council:

Provided that of the three persons to be nominated, at least one

shall belong to any organization outside West Bengal;

- (e) two persons representing the industry, nominated by the State Government;
- (f) Heads of two national research institutes undertaking academic activities in the field of Science, Engineering, Technology or Management, nominated by the Chancellor in consultation with the Minister;
- (g) the Secretary, Department of Science and Technology, Government of India, or his nominee;
- (h) the Director-General, Council of Scientific and Industrial Research, or his nominee;
- (i) the Scientific Advisor to the Ministry of Defence, Government of India, or his nominee;
- (j) the Secretary, Department of Bio-Technology, Government of India, or his nominee;
- (k) the Secretary, Department of Electronics (or Information Technology), Government of India, or his nominee;
- (1) the Chairman, Indian Science and Research Organization, or his nominee.
- (2) The Registrar shall act as the Secretary to the Advisory Council.
- (3) The Advisory Council may co-opt as many persons as it may consider necessary to be its members in a particular meeting.
- (4) Subject to the provisions of this Act, the term of office of the members, and the powers and functions, of the Advisory Council shall be such as may be prescribed.

6. The Finance Committee—(1) The Finance Committee shall consist of the following members:—

- (a) the Vice-Chancellor Chairman;
- (b) the Pro - Vice - Chancellor Vice - Chairman;
- (c) two persons of whom one shall be an expert in the management of finance, nominated by the Executive Council;
- (d) a nominee of the Government of West Bengal.
- (2) The Finance Officer shall be the Secretary to the Finance Committee.
- (3) The Chairman may ask any employee to attend any meeting of the Finance Committee to assist the Committee in its deliberation.
- (4) Subject to the provisions of this Act, the term of office of the members, and the powers and functions, of the Finance Committee shall be such as may be prescribed.

7. Selection Committee—(1) The Executive Council shall constitute

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a Selection Committee for making recommendations to the Executive Council for appointment to the posts of Teachers of the University.

- (2) The Selection Committee shall consist of the following members:
 - (a) the Vice-Chancellor, who shall be the Chairman of the Selection Committee;
 - (b) the Head of the Department concerned, if any, provided he holds a post not lower than the level of the post for which the selection is to be made;
 - (c) three experts, nominated by the Vice-Chancellor from amongst a panel of six names recommended by the Academic Council and approved by the Executive Council;
 - (d) an expert to be nominated by the Chancellor.
- (3) The Registrar shall be the convener of the Selection Committee.
- (4) If an endowment from a donor is accepted by the University for instituting a Chair, the donor may be co-opted as a member of the Selection Committee for the purpose of filling up of that Chair.
- (5) Three members of the Selection Committee, of whom one shall be an expert, shall form the quorum for a meeting of the Committee.

8. Manner of election to the authorities or bodies of the University—The manner of election of a member to any authority or body of the University shall be such as may be prescribed, provided that no part-time Teacher or officer or employee shall be entitled to stand for an election to such authority or body or to vote in such election.

9. The Vice-Chancellor—(1) The Vice-Chancellor shall be appointed by the Chancellor in consultation with the Minister from a panel of not less than three persons recommended by a committee consisting of three members, of whom two shall be nominated by the Executive Council and one shall be nominated by the State Government. The Registrar shall be the convener of the committee. No person, who is an employee or a member of any authority of the University, shall be nominated to be a member of the committee..

(2) (a) The Vice-Chancellor shall hold office for a term of four years or till he attains the age of sixty-five years, whichever is earlier, and shall be eligible for reappointment for another term of four years or till he attains the age of sixty-five years, whichever is earlier.

(b) The Chancellor may, notwithstanding the expiration of the term of the office of the Vice-Chancellor or his attaining the age of sixty-five years, allow him to continue in office till a successor assumes office, provided that he shall not continue as such for any period exceeding six months.

(3) The Vice-Chancellor shall be a whole-time officer of the University

and shall be paid from the University Fund such salary and allowances as the .Chancellor may decide.

(4) The Vice-Chancellor may resign his office by writing under his hand addressed to the Chancellor.

(5) If-

(a) the Vice-Chancellor is, by reasons of leave, illness or other cause, temporarily unable to exercise the powers and perform the duties of his office, or

(b) a vacancy occurs in the office of the Vice-Chancellor by reason of death, resignation or expiry of the term of his office or otherwise,

then, during the period of such temporary inability *of pending* the appointment of a Vice-Chancellor, as the case may be, the Pro-Vice-Chancellor shall exercise the powers and perform the duties of the Vice-Chancellor.

(6) The vacancy in the office of the Vice-Chancellor occurring by reason of death, resignation or expiry of the term of his office or otherwise shall be filled up by appointment of a Vice-Chancellor in accordance with the provisions of sub-clause (1) within a period of six months from the date of occurrence of the vacancy, and such period shall be held to include any period for which a Vice-Chancellor is allowed to continue in office under item (b) of sub-clause (2), or the Pro-Vice-Chancellor exercises the powers and perform the duties of the Vice-Chancellor under sub-clause (5).

10. Powers and duties of the Vice-Chancellor—(I) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall, by virtue of his office, be a member and the Chairman of the Executive Council and the Academic Council and shall also be the Chairman of any other authority or body of the University of which he may be a member except as otherwise provided in this Act or the regulations. He shall also be entitled to be present at and to address any meeting of any other authority or body of the University of which he may not be a member, but shall not be entitled to vote thereat.

(2) The Vice-Chancellor shall have the power to convene meetings of the Executive Council and of any other authority or body of the University.

(3) It shall be the duty of the Vice-Chancellor to ensure that the provisions of this Act, and the regulations are faithfully observed, and to take such action as may be necessary for this purpose.

(4) The Vice-Chancellor shall have the power to exercise general control and supervision over all other officers of the University and over all Teachers and other employees of the University and over all the affairs of the University.

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(5) The Vice-Chancellor shall exercise such other powers and discharge such other duties as may be delegated to him by any authority or body of the University or as may be prescribed.

(6) The Vice - Chancellor may take on behalf of the University such action as he may deem expedient in any matter which, in his opinion, is either urgent or of an emergent nature and shall report the same for confirmation at the next meeting to the authority or body which, in the ordinary course, would have dealt with the matter:

Provided that if the action taken by the Vice-Chancellor is not approved by the authority or body concerned, the matter shall immediately be referred to the Executive Council, if the authority or body concerned is other than the General Council or the Executive Council, or to the General Council if the authority is the Executive Council, or to the Chancellor, if the authority is the General Council. The decision of the Chancellor or the General Council or the Executive Council, as the case may be, shall be final.

(7) The Vice - Chancellor may, subject to the prior approval of the Executive Council, delegate any of his powers to any other officer subordinate to him.

11. The Pro - Vice - Chancellor— (1) The Pro-Vice-Chancellor shall be appointed by the Chancellor in consultation with the Minister and the Vice-Chancellor.

(2) (a) The Pro - Vice-Chancellor shall hold office for a term of four years or till he attains the age of sixty-five years, whichever is earlier, and shall be eligible for re-appointment for another term of four years or till he attains the age of sixty-five years, whichever is earlier.

(b) The Chancellor may, notwithstanding the expiration of the term of the office of the Pro-Vice-Chancellor or his attaining the age of sixty-five years, allow him to continue in office till a successor assumes office, provided that he shall not continue as such for any period exceeding six months.

(3) The Pro-Vice-Chancellor shall be a whole-time officer of the University and shall be paid from the University Fund such salary and allowances as the Chancellor may decide.

(4) The Pro-Vice-Chancellor may resign his office by writing under his hand addressed to the Chancellor through the Vice-Chancellor.

(5) **If—**

(a) the Pro-Vice-Chancellor is, by reason of leave, illness or other cause, temporarily unable to exercise the powers and perform the duties of his office, or

(b) a vacancy occurs in the office of the Pro-Vice-Chancellor by

reason of death, resignation or expiry of the term of his office or otherwise,

then, during the period of such temporary inability or pending the appointment of a Pro-Vice-Chancellor, as the case may be, the senior Director shall exercise the powers and perform the duties of the Pro-Vice-Chancellor.

(6) The vacancy in the office of the Pro-Vice-Chancellor occurring by reason of death, resignation or expiry of the term of his office or otherwise shall be filled up by appointment of a Pro-Vice-Chancellor in accordance with the provisions of sub-clause (1) within a period of six months from the date of occurrence of the vacancy, and such period shall be held to include any period for which a Pro-Vice-Chancellor is allowed to continue in office under item (b) of sub-clause (2) or the senior Director exercises the powers and performs the duties of the Pro-Vice-Chancellor under item (b) of sub-clause (5).

12. Powers and duties of the Pro-Vice-Chancellor—(1) The Pro-Vice-Chancellor shall be an administrative and academic officer of the University and shall, by virtue of his office, be a member of the General Council, the Executive Council and the Academic Council and shall also be the member of any other authority or body of the University. He shall also be entitled to be present at and to address any meeting of any other authority or body of the University of which he may not be a member, if the Vice-Chancellor considers it necessary but shall not be entitled to vote thereat.

(2) Subject to the general control of the Vice-Chancellor, the Pro-Vice-Chancellor shall exercise such powers and discharge such duties as may be delegated to him by any authority or body of the University or as may be prescribed.

13. Director.—Every Director shall be a Professor of the University and shall be appointed in such manner, and on such terms and conditions, as may be prescribed.

14. The Registrar, the Finance Officer, and the Controller of Examinations.—

The Registrar, the Finance Officer and the Controller of Examinations shall be appointed in such manner and on such emoluments and other conditions of service, and shall exercise such powers and perform such functions, as may be prescribed:

Provided that till such time as the Registrar, the Finance Officer, or the Controller of Examinations is not appointed by the University in the manner prescribed, the State Government shall have the power to recommend the name of a person for appointment as Registrar, or

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Finance Officer, or Controller of Examinations, as the case may be, and to specify the terms and conditions of such appointment, and the University shall appoint such person as the Registrar or the Finance Officer or the Controller of Examinations, as the case may be, on such terms and conditions.

15. **Other Officers**—The manner of appointment, and the emoluments, powers and duties, of other officers shall be such as may be prescribed.

16. **Fund of the University**—(1) The University shall have a fund to be called the University Fund to which shall be credited

- (a) its income including the fees and endowments;
- (b) contributions or grants which may be made by the Central Government or the State Government or the Government of any other State or the University Grants Commission or the All India Council for Technical Education on such conditions as it may impose;
- (c) any other contributions or grants or loans raised;
- (d) amount received from any other source.

(2) The amount in the University Fund shall be kept in a scheduled bank as defined in the Reserve Bank of India Act, 1934, or a corresponding new bank as defined in 2ot 1934. the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970, or the 5 of 1970. Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980, or may 40 of 1980. be invested in such securities authorised by the Indian Trusts Act, 1882, as may be decided by the Executive Council.

2 of 1934.

5 of 1970

40 of 1980.

2 of 1882.

Provided that no amount received from the Central Government or the State Government or the Government of any other State or the University Grants Commission or the All India Council for Technical Education shall be invested in the securities as aforesaid or diverted for other purposes without the prior approval of the Central Government or the State Government or the Government of any other State or the University Grants Commission or the All India Council for Technical Education, as the case may be.

(3) Whenever the University receives funds from any Government or the University Grants Commission or the All India Council for Technical Education or any other source, sponsoring a scheme to be executed by the University, then, notwithstanding anything contained in this Act or the regulations,

- (a) the fund so received shall be kept by the University separately from the University Fund and shall be utilised only for the purposes of such scheme; and
- (b) the staff required to execute such scheme shall be recruited

in accordance with the terms and conditions stipulated by such Government or then University Grants Commission or the All India Council for Technical Education or source, as the case may be, specially for such scheme.

17. Annual accounts and audit—(1) The annual accounts of the University shall be prepared under the directions of the Executive Council.

(2) The accounts of the University shall, at least once in a year, be audited by the auditors appointed by the Executive Council.

(3) The accounts, when audited/shall be published by the Executive Council, and a copy of the accounts together with the audit report shall be placed before the Executive Council and shall also be submitted to the State Government. The State Government may also require the University to get the annual accounts audited by such audit or as it may direct.

(4) The annual accounts shall be considered by the General Council at its annual meeting. The General Council may pass resolutions with reference thereto and communicate the same to the Executive Council. The Executive Council shall consider the suggestions made by the General Council and take such action thereon as it thinks fit. The Executive Council shall inform the General Council at its next meeting all actions taken by it or the reasons for not taking any action.

18. Financial estimates—(1) The Executive Council shall prepare, before such date as may be prescribed, the financial estimates for the ensuing financial year and place the same before the General Council.

(2) The Executive Council may, in the case where an expenditure in excess of the amount provided in the budget is to be incurred or in the case of urgency, for reasons to be recorded in writing, incur expenditure, subject to such conditions and restrictions as may be prescribed. Where no provision has been made in the budget in respect of such excess expenditure, a report shall be made to the General Council at its next meeting.

19. Annual report—(1) The Executive Council shall prepare the annual report containing such particulars as the General Council may specify, covering each financial year, and submit it to the General Council on or before such date as may be prescribed. The General Council may pass resolutions thereon and the Executive Council shall take action in accordance therewith. The action taken shall be intimated to the General Council.

(2) A copy of the annual report and a copy of the resolution of the General Council thereon shall be submitted to the State Government. The State Government shall lay the annual report and the resolution as aforesaid before the State Legislature as soon as may be after they are received.

20. Letter of appointment of employees—Every employee shall be appointed under a written contract and shall be provided with a letter of appointment containing the terms and conditions of his appointment.

21. Discipline—(1) The final authority responsible for maintenance of discipline among the students of the University shall be the Vice-Chancellor. His direction in that behalf shall be carried out by the officers and Heads of Departments, hostels and institutions.

(2) Notwithstanding anything contained in sub-clause (1), the punishment Of debarring a student from any examination subsequent to an earlier examination or rustication from the University or any hostel recognised by the University or any institution affiliated to the University shall, on the report of the Vice-Chancellor, be considered and imposed by the Executive Council:

Provided that no such punishment shall be imposed without giving the student concerned an opportunity of being heard.

22. Withdrawal of distinction, degree, diploma or privilege—(1) The General Council may, on the recommendation of the Executive Council and by a resolution passed by the majority of the total membership of the General Council and by a majority of not less than two-thirds of the members of the General Council present and voting at the meeting, withdraw any distinction, degree, diploma or privilege conferred on, or granted to, any person, if such person has been convicted by a court of law for an offence, which, in the opinion of the General Council, involves moral turpitude or if he has been found guilty of gross misconduct.

(2) No action under sub-clause (1) shall be taken against any person unless he has been given an opportunity of being heard.

(3) A copy of the resolution passed by the General Council shall immediately be sent to the person concerned.

(4) Any person aggrieved by a decision of the General Council under sub-clause (1) may appeal to the Chancellor within thirty days from the date of receipt of such resolution.

(5) The decision of the Chancellor, on such appeal shall be final.

23. Eligibility for admission of students—No student shall be eligible for admission to a course of study for a degree or diploma, unless he possesses such qualifications as may be prescribed.

24. Honorary degree—If not less than two-thirds of the members of the Academic Council recommends conferment of an honorary degree or academic distinction on any person on the ground that he is, in their opinion, by reason of eminent attainment and position, fit and proper to receive such honorary degree or academic distinction, the Academic Council may, by a resolution, decide that such honorary degree or academic distinction, as

the case may be, may be conferred on such person, subject to confirmation by the Chancellor.

25. Pension and provident fund—The pension and provident fund of, and any other terminal benefit to, the officers. Teachers and other employees of the University shall be such as may be decided by the University:

Provided that any provident fund instituted by the University for the benefit of its officers, Teachers and other employees shall be governed by the provisions of the Provident Funds Act, 1925, as if such fund were a Government Provident Fund, and 19 of 1925 the Executive Council shall have the power to make regulations, not inconsistent with the provisions of this Act, for the administration of the fund.

By order of the Governor,
Sd/- S. MAITRA,
Special Officer & ex officio
Jt. Secy, to the Govt, of West Bengal

Compendium
Government of West Bengal
Department of Higher Education
Bikash Bhavan, Salt Lake

No. 675-Edn(U)

Dated : 07.08.2000

NOTIFICATION

In exercise of the power conferred by sub-section (3) of section 1 of the West Bengal University of Technology Act, 2000 (West Bengal Act XV of 2000), the Governor is pleased hereby to appoint the 7th day of August, 2000, as the date on which the following sections of the said Act shall come into force :—

Sections

2,3,4,5,6,7,8,9,10,11,12,20,22,23,25,26,27,28,29 and 30.

By order of the Governor,

Sd/- H. Ghosh

Principal Secy, to the Govt, of West Bengal

No. 675/1 (5)-Edn(U)

Date, 07.08.2000.

Copy forwarded for information to the :-

- 1) Secretary to the Governor, West Bengal.
- 2) Directory of Public Instruction, West Bengal.
- 3) Director of Technical Education, West Bengal.
- 4) Chancellor Secretariat.
- 5) Guard File.

Sd/-

Officer-in-Special Duty &
Ex-officio Joint Secretary

No. 675/2(1)-Edn(U)

Date, 07.08.2000.

Copy forwarded to the Secretary, Commerce and Industries Department, Govt, of West Bengal with the request to publish the above Notification in the Official Gazette.

Sd/-

Officer-in-Special Duty
&
Ex-officio Joint Secretary

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HOUSING : A & E BRANCH
NEW SECTT. BUILDINGS (1st FLOOR)
1, K. S. ROY ROAD, KOLKATA-700 001**

No. 1633-H6/2R-120/96(Pt.)

Dated, Kolkata, the 29th December, 2003.

NOTIFICATION

With a view to preventing unauthorized retention of accommodation after retirement in Government R. H. Estate a notification was earlier issued vide No. 839-H6/2R-20/96 (Housing) dated July 3, 2000, wherein it was impressed upon all Head of Department, Directorate & Other D. D. Os to strictly adhere to the provisions of Rule 140 of W. B. S. (DCRB) Rules, 1971 and also to invariably seek clearance of the Licensing authority before finally drawing the gratuity amount for retiring employees living in R. H. Es.

The Hon'ble Apex Court in its judgment pronounced on August 7, 2001 (AIR 2001 Supreme Court 2433) held that disbursement of terminal benefits cannot be withheld on the ground of occupation of Government accommodation after retirement.

Pursuant to the aforesaid judgment the notification No. 839-H6/2R-20/96 (Housing) dated July 3, 2000 is hereby withdrawn with immediate effect.

This is however, without, prejudice to any other action that may be taken against retired Government employee for unauthorized occupation of Government accommodation after retirement.

Sd/- ASHOK GUPTA

Chief Secretary to the
Government of West Bengal.

Compendium
Revised
Government of West Bengal
DEVELOPMENT & PLANNING DEPARTMENT
Poura Bhavan, FD-415A, Sector - III
Bidhannagar, Kolkata - 700 106.

No.758 /DP/BEUP/IG-I/2006(Pt -I)/R

Dated, Kolkata the 4th June, 2008

From : Smt. Jaya Das Gupta,
Principal Secretary
to the Government of West Bengal.

- To :
1. Smt./Shri _____
Member, West Bengal Legislative Assembly.
 2. Sabhadhipati,
_____ Zilla Parishad/Siliguri Mahakuma Parishad
 3. District Magistrate,
_____ District.
 4. Principal Secretary,
Darjeeling Gorkha Autonomous Hill Council
 5. Principal Secretary/Secretary, Hill Affairs Department/Mu-nicipal Affairs Department.
 6. Principal Secretary, Panchayat & Rural Development Department
 7. Commissioner,
_____ Division.
 8. The Commissioner, Kolkata Municipal Corporation.
 9. Principal Secretary, Finance Department.
 10. Director of Treasury & Accounts, West Bengal.
 11. Secretary,
_____ Zilla Parishad/Siliguri Mahakuma Parishad.
 12. Accountant General, West Bengal (Audit-II)
 13. Private Secretary to MIC/MOS
_____ Department.
 14. Secretary, West Bengal Legislative Assembly.

Sub: Bidhayak Elaka Unnayan Prakalpa Guidelines-2008

Madam/Sir,

Bidhayak Elaka Unnayan Prakalpa was introduced during the financial year 2000-2001 to enable the Members of the Legislative Assembly to suggest and implement developmental schemes

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that are capital intensive in nature, based on locally felt needs in conformity with the overall planning of the districts or the Kolkata Municipal Corporation /Darjeeling Gorkha Autonomous Hill Council, so that durable assets are created in their respective constituencies.

A guideline had been issued earlier for implementation of the Scheme in August, 2005. In the meantime, various suggestions have been received from the Members of the Legislative Assembly, different implementing agencies, Zilla Parishads and other organizations. Hence, the BEUP Revised Guidelines (August, 2005) has been reviewed and Bidhayak Elaka Unnayan Prakalpa Guidelines, 2008 (BEUP, 2008) has been formulated.

The Bidhayak Elaka Unnayan Prakalpa Guidelines, 2008 (BEUP, 2008) will come into effect from the 1st of April, 2008.

Because of some typing errors in the G.O. No. 758 /DP/ BEUP/1G-1/2006 (Pt-I) dated 20.3.2008 , a modified G.O.No. 758 / DP/BEUP/1G-1/2006 (Pt-I) /R dated 4.6.2008 is enclosed for necessary action.

Yours faithfully,

Sd/-

Jaya Das Gupta

Principal Secretary to the
Government of West Bengal

**Bidhayak Elaka Unnayan Prakalpa Guidelines-2008
(BEUP, 2008)**

“Bidhayak Elaka Unnayan Prakalpa” (BEUP) was introduced by the Government of West Bengal in the financial year 2000-2001. Initially for every member of Legislative Assembly of the State a sum of Rs. 15 lakh was provided for that financial year. In the year 2001 -02 this amount was increased to Rs. 25 lakh per financial year. This amount was further enhanced to Rs. 40 Lakh from the financial year 2006-07.* This fund was to enable the MLAs to formulate developmental schemes for their constituencies as per the locally felt needs for creation of durable assets for community benefits and service support system in conformity with the comprehensive area development and socio economic developmental plans of the District/ Socio-economic Municipality/Corporation/DGAHC and in accordance with the guidelines formulated hereunder. This guideline shall be called Bidhayak Elaka Unnayan Prakalpa Guidelines, 2008 (BEUP-2008).

1. Prakalpa:

- 1.1 Each MLA is entitled to recommend schemes for Rs. 40 lakh for each financial year for his/her Constituency during the tenure of membership of the Legislative Assembly. The work under this Prakalpa shall be developmental in nature based on locally felt-needs. The emphasis should be on creation of durable assets. The funds may also be used for provision of service support facilities and community benefits for the socio economic benefit of the constituency. The MLA should recommend developmental schemes in conformity with the overall priorities fixed for the District / Municipality/ Corporation/DGAHC under the District Plan by the District Planning Committee or the respective committee. A list of suggested schemes is given at Annexure - I.
- 1.2 The MLAs may recommend construction of sheds etc. which are required by SHGs for income generation purposes.
- 1.3 Under this Prakalpa no fund should be recommended for expenditure like pay and allowances, purchase of vehicles, air-conditioners, other consumables, costly signboards etc. for Government or Panchayat or any office. The schemes should not be solely for the benefit of private institutions and individuals. A list of schemes that shall not be permissible under this Prakalpa is given at Annexure - II.

2. Recommendation of Schemes, sanction and execution thereof:

- 2.1 Each MLA shall recommend schemes as per his/her entitlement of funds under the Prakalpa during the term of the Assembly for each of the financial years as early as possible in accordance with the provisions laid down in the Guidelines. The processing of schemes (i.e. feasibility, preparation /vetting of the estimates, sanction with necessary approval) should be completed within 3 (three) months from the date of recommendation.

However, no MLA shall be entitled to recommend any scheme under this Prakalpa after notification of the next Assembly Election or after the date of his or her resignation or

* This amount has been enhanced to Rs 50 Lakh from the financial year 2008-09. The relevant order 118 F.S. dt 26.5.08 may be seen at Page 50.

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termination of the membership from that Legislative Assembly or after the dissolution of the term of that Assembly.

- 2.2 The MLAs will prepare the outline of the schemes as per Paras 1.1 to 1.3 of the guidelines for their constituencies keeping the developmental needs for the area in view. To ensure consistency with the overall District Plan and to avoid duplication, such schemes will be sent to the Secretary of the concerned District Planning Committee for consultation and sanction of the fund by the said Committee for areas outside the jurisdiction of Kolkata Municipal Corporation and DGAHC.
- 2.3 The Scheme considered under this Prakaalpa for recommendation should clearly indicate the nature of work, its location, information regarding the ownership of land, preferably with estimated cost subject to vetting by competent authority and beneficiaries to be covered. The land on which the scheme is proposed to be executed should be owned by the Government, Urban Local Bodies /Panchayats. In cases where a particular scheme is proposed to be executed on any private land, the owner of the land will have to issue a “No Objection” certificate in favour of the Sanctioning Authority.
- 2.4 For constituencies under Kolkata Municipal Corporation (KMC) area, the MLAs will have to send schemes to the Commissioner, Kolkata Municipal Corporation. For constituencies falling under the Darjeeling Gorkha Autonomous Hill Council (DGAHC) area the MLAs will recommend schemes and send them to the Principal Secretary, DGAHC.
- 2.5 The Commissioner, KMC/ Principal Secretary, DGAHC/DM, who are Sanctioning Authorities for the Prakaalpa within their respective jurisdiction will give administrative approval and sanction amounts against duly vetted estimates only. They will get the detailed schemes prepared on the basis of the recommendations received from the MLAs and duly vetted by the appropriate authority before according administrative approval and financial sanction for the schemes. The Sanctioning Authorities will send these sanctioned schemes to the respective executing agencies to be selected as per procedure outlined in para 2.8. A copy of the sanction order will be sent to the MLA concerned. Funds under this Prakaalpa will be placed with the concerned Sanctioning Authorities. They will sub-allot the fund placed with them by the Nodal Department to the executing agencies for execution of the schemes so sanctioned. The Sanctioning Authority will monitor and collect expenditure report and Utilisation Certificates from the executing agencies for the funds sanctioned by them and send a consolidated report to the concerned agencies and the Nodal Department.
- 2.6 In case a constituency falls in more than one district, placement of fund by Nodal Department and sanction of the schemes by Sanctioning Authority for the whole constituency area will be dealt with in the district in which major areas of the constituency falls. However, the executing agency for the area of the constituency falling under the other districts may be selected from those other districts.
- 2.7 A nominated MLA will also be entitled to recommend schemes for Rs. 40 lakh for execution in a particular financial year. He/ She will choose a particular area/areas anywhere in the state with prior intimation to the Nodal Department for execution of the schemes under his/her entitlement. The fund will be placed by the Nodal Department accordingly to the concerned Sanctioning Authorities. The preparation and financial sanction of the schemes

Compendium

recommended by the nominated MLA will be processed by the agencies of the concerned area as provided in the earlier paragraph.

- 2.8 The schemes under this Prakalpa will be executed by Panchayats, Urban Local Bodies, Govt. Departments, Govt. Corporations and Agencies under the Government. The particular executing agency may be selected in consultation with the concerned MLA. In special cases, the schemes may be executed by organizations other than those mentioned above provided the Sanctioning Authority is satisfied about the credentials of the said organizations. An agreement will have to be executed by such organizations with the Sanctioning Authority to the effect that the fund placed with them for execution of the scheme will be utilised for the purpose for which it is placed with them, failing which the said organizations will be bound to refund the amount to the Govt.
- 2.9 Procedure normally followed for execution of work by the State Government will be followed in the execution of schemes under this Prakalpa.
- 2.10 Beneficiary Committee would be appointed by the Sanctioning Authority in consultation with the MLA for supervision of a particular scheme. The Beneficiary Committee may consist of not more than three members one of whom may be nominated by the concerned MLA, if he/she so desires.
- 2.11 As a part of the inclusive growth MLA may take up Scheduled Caste/Scheduled Tribes/ Women/Children/Minorities related Scheme under BEUP which may also be indicated to the District Planning Committee/ Respective Authority.
- 2.12 If the work recommended by the former MLA is pending for sanction due to administrative reasons, it should be executed after sanction with intimation to the newly elected MLA of the respective constituency from the available fund.
- 2.13 If the work recommended by the former MLA is under execution, it should be completed. Schemes of the MLAs of the earlier Legislative Assembly sanctioned by the Sanctioning Authorities but not executed earlier shall be executed even if the previous MLA ceases to be a member. Beneficiary Committee appointed for the supervision of the particular scheme shall continue to function with an additional member nominated by the new MLA.
- 2.14 If a scheme sanctioned earlier is executed partly, the unfinished work shall be completed, depending on the nature of the scheme and the scope of utility of the scheme out of the unspent balance, if any, of the former MLA. If no unspent fund is available, such fund shall be made available from the entitlement of the new MLA in consultation with him.
- 2.15 Schemes once sanctioned should be executed. If, however, a scheme sanctioned earlier cannot be executed due to serious technical flaws and administrative difficulties, the scheme may be revised by the Sanctioning Authority in consultation with the new MLA.
- 2.16 When a new MLA is elected on being vacated by a previous MLA due to termination, resignation etc., the new MLA will not change any scheme already recommended by the earlier MLA and sanctioned by the Sanctioning Authority before the new MLA had assumed office.
- 2.17 If any scheme recommended by any MLA is not feasible partly or fully for execution for whatever reasons, the MLA will be approached for modification or change of the same

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scheme and the MLA will consider for recommendation of the modification or change of the scheme. When there is a change of membership of the Legislative Assembly for the same constituency and the MLA who originally recommended a scheme is not available for consultation for such change of the scheme for reasons of termination of the membership, the newly elected MLA will be entitled to recommend a new scheme in place of the one recommended by the former MLA.

3. Prescribed Authorities:

3.1 Nodal Department : At the State Level, Development & Planning Department is the Administrative Department for this Prakalpa in respect of the release of funds, formulation of guidelines, monitoring of performance and evaluation of schemes executed.

3.2 Sanctioning Authority: The designated Sanctioning Authorities for schemes recommended by the MLAs shall be as follows:

(a) District Planning Committee for Districts except Darjeeling Gorkha Autonomous Hill Council areas.

(b) Commissioner, KMC for Kolkata Municipal Corporation areas.

(c) Principal Secretary, DGAHC for Darjeeling Gorkha Autonomous Hill Council areas.

3.3 Drawing & Disbursing Authority: The designated Drawing & Disbursing Authority for release of funds against sanctioned schemes shall be as follows:

(a) District Magistrate for Districts except DGAHC areas.

(b) Commissioner, KMC for Kolkata Municipal Corporation areas.

(c) Principal Secretary, DGAHC for Darjeeling Gorkha Autonomous Hill Council areas.

3.4 Executing Agency : The schemes under this Prakalpa will be executed by Panchayats, Urban Local Bodies, Govt. Departments, Govt. Corporations and Agencies under the Government. The particular executing agency may be selected in consultation with the concerned MLA. In special cases, the schemes may be executed by organizations other than those mentioned above provided the Sanctioning Authority is satisfied about the credentials of the said organizations.

4. Entitlement of Fund:

4.1 Each Member of a newly constituted Assembly shall be entitled to the full amount as admissible for each financial year under this Prakalpa as per the Provisions of the Guidelines for the full term of the Assembly.

4.2 When the tenure of the MLA begins within the first half of the financial year or ends in the 2nd half of the financial year then the said MLA shall be entitled to the full amount for that financial year. When the tenure of the MLA starts within the second half of the financial year, the MLA shall be entitled to 50 per cent of the annual entitlement for that particular financial year. Again, when the tenure of the MLA ends in the first half of the financial year, the said MLA shall be entitled to recommend schemes for 50 per cent of the annual entitlement for that financial year and when the tenure ends in the second half of the financial year, the said MLA will be entitled to recommend schemes for the full annual entitlement.

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- 4.3 If any person ceases to be a MLA due to resignation, termination or otherwise the new MLA of the Constituency will be entitled to the balance amount of that fund remained unsanctioned prior to the start of the tenure of the new MLA for the remaining period of the Assembly.
- 4.4 If, during the term of an Assembly any MLA is unable to recommend Schemes for the amount of his/her entitlement of fund or part thereof during his/her tenure of membership of that Assembly for reasons beyond his control as per the provisions of the Guidelines, the MLA elected subsequently for the balance period of the term of that Assembly shall be entitled to recommend schemes for such amount in addition to the funds which he/she shall normally be entitled to recommend during his/her tenure of membership of that Assembly.
- 4.5 However, no MLA shall be entitled to recommend any schemes under this Prakaalpa after notification of the next Assembly Election or after the date of his or her resignation or termination of the membership from that Legislative Assembly or after the dissolution of the term of that Assembly. The funds that are covered by recommended schemes may be utilized for implementation of those recommended schemes during the term of the next Assembly. But if any fund under the Prakaalpa for a term of the Assembly still remains unutilized for not being covered by recommended schemes at the time of the dissolution of the Assembly, in that case, such amount shall stand lapsed and such unutilised funds that are not covered by recommended schemes should be deposited under the appropriate Head of Account by way of Treasury Challan with intimation to the Nodal Department. The unutilized funds not covered by recommended schemes should be deposited with the Treasury within 6(six) months or the next 31st March from the date of dissolution of the Assembly, whichever is later. A copy of the Treasury Challan should be sent to the Nodal Department.

5. Release of Funds:

- 5.1 The Nodal Department will release 50% of the annual entitlement of the MLAs for the financial year as 1st instalment. The 2nd instalment i.e. 50% of the remaining annual entitlement will be released after receipt of Utilisation Certificate for not less than 50% of the total fund released for the concerned constituency up to that time including fund for that financial year. For the subsequent years release of any instalment of fund will be subject to receipt of Utilisation Certificates for not less than 50% of the total funds released for the concerned constituency up to that time.
- 5.2 The funds provided under this Prakaalpa for each Assembly Constituency for each financial year as per guidelines shall be carried over to the next financial year if unutilized for not being covered by recommended scheme but within the term of that Assembly. Funds released in a particular financial year, if unutilized for not being covered by recommended schemes, can be carried forward to the subsequent financial year without detracting from the allocation of Rs. 40 lakh per financial year per Constituency. However, release of funds shall be made with reference to the actual progress achieved in expenditure and execution of works. For example, if out of Rs. 40 lakh allotted for a Constituency in a financial year, Rs. 25 lakh is spent, the balance of Rs. 15 lakh can be carried over to the next financial year when this amount, together with fresh allocation of Rs. 40 lakh (total Rs. 55 lakh)

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would be the entitlement of the financial year and could be spent. Release of fund by the Nodal Department for any constituency will be in accordance with the provisions of the Guidelines. However, if any fund remains unutilised for not being covered by recommended schemes at the time of dissolution of the Assembly, such amount shall stand lapsed.

- 5.3 In case, any MLA is not willing to utilize the fund for his/her constituency, he/she will intimate this in writing to the Nodal Department and the Nodal Department, in that case, will not release fund for his/her constituency. If already such fund has been placed, it will be withdrawn by the Nodal Department.
- 5.4 The Development & Planning Department will release fund to the Commissioner, K.M.C./ Principal Secretary, DGAHC/D.M. as the case may be.
- 5.5 For the Assembly Constituencies falling mainly under Kolkata Municipal Corporation area, the funds will be placed with the Commissioner, K.M.C. For constituencies falling under DGHAC areas, the fund will be placed with the Principal Secretary, DGAHC. For Constituencies falling under areas other than DGAHC areas of Darjeeling District, the fund will be placed with the respective District Magistrate. The Commissioner, KMC/ Principal Secretary, DGAHC/ District Magistrate will maintain MLA-wise and constituency-wise separate accounts of fund and intimate the concerned MLAs and the Sanctioning Authorities when funds are credited to and debited from these accounts.
- 5.6 Fund released by the Nodal Department under the Prakashpa will be credited to the Personal Ledger Account of the concerned Commissioner, KMC / Principal Secretary, DGAHC / District Magistrate. The Sanctioning Authority will maintain MLA-wise separate accounts in suitable subsidiary ledgers for this fund.

6. Monitoring & Reporting:

- 6.1 For effective implementation of the work taken up under this Prakashpa the Sanctioning Authorities will arrange regular monitoring meeting at least once a month with the executing agencies and the MLAs or their representatives. Regular field visits should also be undertaken to ensure quality of the work. The MLAs or their representatives should be associated with such visits whenever possible.
- 6.2 The Sanctioning Authorities shall send quarterly and annual reports of expenditure under the Prakashpa scheme-wise and constituency-wise to the Nodal Department in the prescribed proforma given at Annexure -III. A copy shall be endorsed to the MLA. Utilization Certificate in the prescribed proforma (Annexure - IV) shall be sent to the Nodal Department in duplicate by the Sanctioning Authority.
- 6.3 Review meetings on BEUP should be held once a month at Block Level for discussions on sanctions received, implementation of schemes and their completion and submission of Utilization Certificates, in addition to the meetings at the District Level. The Review Meetings should be held with the stakeholders who are directly involved in the implementation of this Prakashpa. The date of meeting should be communicated to the MLAs at least 7 to 10 days in advance so that the MLAs are able to attend such meetings. The Sub-Divisional Officers should preferably chair these meetings to oversee the progress of implementation of the scheme. The DPLOs will attend the Block Level Meetings. The implementing agencies

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must (a) submit the vetted estimates, once a scheme is sanctioned, early (b) submit the UCs, once the scheme is completed, expeditiously. The District Magistrates, Divisional Commissioners and Development & Planning Deptt. should be apprised of the outcome of the Review Meetings.

- 6.4 Regular review & monitoring of the performance under the Prakaalpa in the districts will be conducted by the concerned sanctioning authority every month (except for the month when quarterly Review Committee meets) in which the concerned MLAs/their representatives and Executing Agencies should be requested to remain present. Detailed report of such meetings shall invariably be sent to the Nodal Department.
- 6.5 For review of the time-bound performance and implementation of the schemes under the Prakaalpa, each District/KMC/DGAHC should set up a "Review Committee" that shall meet at least once in a quarter to assess the position of funds available, recommendations received, its processing for sanction, implementation/execution, realization of UCs for completed schemes etc. Problems in execution, if any, should also be deliberated by the Committee for redressal/remedy. The scheme-wise assessment/detailed report of such meeting shall invariably be sent to the Nodal Department. The District Magistrate shall chair the Committee. DPLO shall be the Member Secretary. The concerned ADM shall be a Member. In respect of KMC and DGAHC, the Commissioner, KMC/ Principal Secretary, DGAHC shall chair the Committee. The Officer in-charge of the Prakaalpa shall be the Member Secretary and the concerned Joint Commissioner/Joint Secretary or Deputy Secretary shall be a Member. MLAs/their representatives and representatives of the Executing Agencies should be present at the review meeting as permanent invitees.

7. Maintenance of records:

- 7.1 Sanctioning Authority shall maintain MLA-wise and financial year-wise accounts relating to each term of Assembly regarding the release of funds, recommendation of schemes, sanctions and completion thereof. The prescribed proformas are given at Annexure V & VI. The Accounts for each term of Assembly should be closed within 6 months or the next 31st March, whichever is later, from the date of dissolution of the Assembly and the amount unutilized for not being covered by recommended schemes should be deposited with the Treasury under the appropriate Head of Account.
- 7.2 Sanctioning Authority should maintain register MLA-wise, year-wise pertaining to each term of Assembly regarding the recommended schemes i.e., date of recommendation, nature of work, site, sector, estimated amount, date of sanction, date of commencement of work, date of completion of work, actual expenditure and date of submission of Utilization Certificate and Audit Certificate. Reasons for non-completion of projects or revisions in estimate or any change in sanctioned scheme should be recorded in the "Remarks" column of the register for sanction of funds under the Prakaalpa for SC/ST areas on SC/ST beneficiaries or Women or Children component schemes or SHGs or Minorities.
- 7.3 Minutes of all Review Meetings and Committee meetings held for monitoring of the performance of the schemes undertaken in the district or K.MC/DGAHC area should be duly recorded in a register at the respective office of review. Copies of the minutes of such Review Meetings should be sent to the Nodal Department positively for records.

7.4 Records should be maintained in respect of all inspections conducted from time to time.

8. Ownership & Maintenance of Assets :

The ownership of the durable assets created should preferably lie with the Local Body (Urban/Rural) or the head of the educational institution. As owners, the Local Body/Institute should ensure proper operation, maintenance and management of the durable assets by the users as applicable, on behalf of the Government.

9. Audit :

This Prakalpa shall be subject to the Financial Rules and audit scrutiny as per norms of the Government.

10. Date of Effect:

This guideline shall be effective from the 1st of April, 2008. However, this guideline shall not affect any action already taken in accordance with BEUP Revised Guidelines (August, 2005) if, found contrary to BEUP, 2008.

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Annexure -1

Illustrative but not exhaustive list of schemes that can be taken under BEUP.

- I. Agriculture and Allied Activities:
 - 1.1 Construction / extension of infrastructure facility for agriculture market not covered under any scheme of Govt, or Local Body.
 - 1.2 Construction / extension of infrastructure facility for veterinary aid centres, artificial insemination centres & breeding centres managed by Government or Local Bodies not covered under any scheme.
 - 1.3 Construction/extension of infrastructure facility for fishery in community pond or pond of Govt. / Local Bodies with approval of the concerned authority not covered under any scheme.
- II. Irrigation & Flood Control:
 - 2.1 Construction / extension of minor irrigation system not covered under any scheme.
 - 2.2 Water harvesting structure for irrigation purpose not covered under any scheme.
 - 2.3 Construction / extension of drainage system / culvert in water logging or flood prone areas not covered under any scheme.
- III. Energy:
 - 3.1 Purchase and installation for use of Solar Energy / Solar Lighting from WBREDA in remote areas not already covered under any scheme.
 - 3.2 Electrification of Rural / Urban Roads not covered under any scheme.
 - 3.3 Bio-gas plants for community lighting through WBREDA for household purpose not covered under any scheme.
 - 3.4 Electrification of uncovered pockets/areas in urban or rural area not covered under any scheme/project of the Power Deptt.
- IV. Transport:
 - 4.1 Construction of part roads, approach roads, link roads etc. in villages, lanes / by lanes in towns / cities & emergency repairs thereof not covered under any scheme.
 - 4.2 Construction of Culverts / Bridges on the roads or emergency repairs not covered under any scheme.
 - 4.3 Construction of footpaths and foot bridges specially in rural areas not covered under any scheme.
 - 4.4 Any works required to improve/extend the benefit of the schemes/projects at 4.1, 4.2 & 4.3 that could not be undertaken due to paucity of funds and not covered in the original cost estimate.

V. Social Services:

A. Education:

- 5.1 Extension, extra classrooms or repair of building for Schools, Hostels, Laboratories belonging to Government or Local Bodies or Government aided / Government sponsored Institutions not covered under any scheme.
- 5.2 Construction, extension, repair of provision for drinking water, toilet with water supply and kitchen of Government /Govt, aided / Government sponsored schools and its hostels, Govt. Social Welfare Homes or those of Local Bodies not covered under any scheme.
- 5.3 Arrangement for lighting of Saksharata Kendras / Adult Education center not covered under any scheme.
- 5.4 Electronic Projects like computers to High School / College where computer study has been introduced.
- 5.5 Arrangement for solar lighting in Schools/ Educational Institutions/ Govt. Social Welfare Homes where electric light cannot be provided.
- 5.6 Extension of infrastructure for public libraries & community reading rooms to encourage literacy programmes specially adult literacy not covered under any scheme.

B. Water Supply and Sanitation:

- 5.7 Sinking of tube-well / arsenic free tube-well where necessary for providing drinking water to the people in Villages, Towns or Cities not covered under any scheme.
- 5.8 Provision for toilets, sanitation, water supply for educational institutions not covered under any scheme.
- 5.9 Provision for toilets, sanitation, water supply for Anganwadi centres or sub-centres not covered under any scheme.
- 5.10 Provision for toilets, sanitation, water supply for visiting patients and patient party in Health Centres/Clinics/Hospitals etc. of Govt, or Local Bodies.
- 5.11 Construction of Pay and use toilet facilities with water supply at bus stands/market places not covered by any scheme provided, such facilities will be managed and maintained by Local Bodies.
- 5.12 Arrangements for toilet, sanitation, water supply for readers of Public-Libraries or community reading room as necessary, not covered under any scheme, provided such facilities will be managed and maintained by the concerned Authorities.

C. Housing:

- 5.13 Construction / extension of Rescue shelters for the old or handicapped or flood affected people on Government land or land of the local body not covered under any scheme. The implementing agency must have the technical proficiency.

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D. Tourism Sector :

5.14 Repair / renovation, of Rural Tourism Centre; arrangement for toilet & drinking water supply as necessary not covered under any scheme.

E. Social Welfare:

5.15 Purchase of motorboats for Flood & Cyclone affected areas or riverine areas by Local Bodies specially Gram Panchayat of riverine areas.

5.16 Rest shed with toilets, drinking water facility at Bus stands or regulated marked area not covered under any scheme.

5.17 Construction of cultural centres/community halls for backward classes/ minorities &/or in backward areas for community benefit.

5.18 Infrastructure creation required by SHGs for their income generating schemes.

5.19 Purchase of ambulance through local bodies, such as PRIs, Municipalities and Municipal Corporations.

**Illustrative but not exhaustive list of
works NOT PERMISSIBLE under BEUP**

1. Construction of any office buildings, residential buildings & other buildings other than those permitted in Annexure - I.
2. Works belonging to commercial organizations, private institutions or institutions, associations/unions or professionals etc.
3. Repair and maintenance works or any type for restoration/ upgradation of any durable asset other than those mentioned in Annexure-I and also Govt, schools, Govt, sponsored /aided schools, Govt. Hospitals, Health Centres, ICDS Centres, Angwanwadi Centres, SSKs, Govt, or Govt, sponsored Libraries.
4. Electronic gadget like computers etc. for Clubs/Institutions and others except Govt./Govt. sponsored/Govt. aided school where computer study has been introduced as a subject.
5. Purchase of inventory/stock of any type not in line with the suggested works at Annexure I and the provisions of the Guidelines.
6. Acquisition of land and buildings or any compensation for land and buildings acquired.
7. Assets for individual benefit.
8. Grants & loans to any organization or local bodies.
9. Places for religious worship.
10. Memorials or Memorial Buildings.

BIDHAYAK ELAKA UNNAYAN PRAKALPA

PROGRESS REPORT FOR THE DISTRICT _____/DGAHC/KMC AREA

Compendium

FOR THE QUARTER ENDING

Sl. No.	No. & Name of Assembly Constituency	Name of M.L.A.	Total Fund received from Nodal Deptt upto the quarter (since inception)	Schemes recommended by M.L.A., (cumulative)		Schemes sanctioned (cumulative)		Schemes for which Fund released by ZP/ DGAHC/ DUDA/ SUDA		Schemes completed		Schemes started but not completed		Schemes sanctioned but not started		Total expenditure upto the end of the quarter	Balance of Fund (4-11)	No. & dt. of monitoring meeting during the quarter	No. of field visits during the quarter	Remarks
				No.	Amnt	No.	Amnt	No.	Amnt	No.	Amnt	No.	Amnt	No.	Amnt					
1	2	3	4	5A	5B	6A	6B	7A	7B	8A	8B	9A	9B	10A	10B	11	12	13	14	15

Bidhayak Elaka Unnayan Prakalpa (BEUP)

Utilization Certificate

Certified that an amount of Rs. _____ (Rupees _____) only as detailed below from the Government of West Bengal, Development and Planning Department is received in respect of Shri/Smt. _____ (name of the MLA) of _____ Assembly Constituency for execution of schemes recommended by the concerned Hon'ble MLA and sanctioned by the Authority concerned for implementation under Bidhayak Elaka Unnayan Prakalpa (BEUP):

(Rs. in Lakh)

Govt. Order No. & date	Financial Year	Sanctioned Amount	Amount as per UC
(1)	(2)	(3)	(4)
Total Fund			

Out of the total fund of Rs. _____ (Rupees _____) only a cumulative amount of Rs. _____ (Rupees. _____) only has been actually spent and utilized for implementation of the scheme sanctioned and a sum of Rs. (Rupees _____) only has remained unutilized up to _____ (date) which will be utilized shortly.

Certified that I have satisfied myself that the conditions on which the grants-in-aids was sanctioned have been duly fulfilled/are being fulfilled and that the money was actually spent for the purpose for which it was sanctioned.

I have exercised the following checks to ensure that utilization of fund as per the sanctioned conditions:

1. Fund Cash Book
2. Allotment Register
3. Cheque Issue Register
4. Utilization Certificate from Executive Agency collected.
5. Joint field inspection by the undersigned/representative

(Sanctioning Authority)

**Bidhayak Elaka Unnayan Prakalpa (BEUP)
MLA-wise & Scheme-wise Register**

1. Name of the Member of Legislative Assembly :
2. Assembly Constituency & No. :
3. Assembly Term & Period :
4. Nodal Authority :
5. Name of the Project/Scheme with Work Reference No. :
6. Date of recommendation :
7. Priority, if indicated :
8. Sector :
9. Location :
10. Beneficiaries :
11. Estimated cost of the Project :
12. Date of Sanction :
13. Year of Allotment :
14. Allocation of fund :
(Reallocation/Diversion to be indicated)
15. Project period :
16. Name of Implementing/Executing Agency :
17. Date of Commencement of work :
18. Completed Project
 - i) Date of completion of work :
 - ii) Date of submission of UC :
 - iii) Actual Expenditure/Utilized fund :
19. Ongoing Project
 - i) Expected date of completion :
 - ii) Percentage of work completed & expected date of completion :
 - iii) Funds Released :
 - iv) Funds utilized :
20. Remarks :
(for incomplete/delayed projects/reasons thereof)

Bidhayak Elaka Unnayan Prakaalpa (BEUP)

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Fund Allocation and Utilization Register

Assembly Term _____ Period _____

Financial Year	Instalment No. and date of release	Amount released	No. of Schemes sanctioned	Amount	No. of Schemes completed	Amount	Balance available	UC submitted	(Rs. in lakh)	
									Percentage (%) of U.C	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	

Compendium

**Government of West Bengal
Development and Planning Department
Poura Bhavan, FD-415A, Sector-III,
Bidhannagar, Kolkata-700 106**

No. 118-FS(295)/DP/BEUP/1M-1/2001

Dated. Kolkata. the 26th May. 2008.

From: Shri Goutam Ghosh, IAS
Joint Secretary to the
Government of West Bengal

To : Shri/Smt _____ M.L.A., Vill _____
P.O _____ Dist. _____

Sub : Enhancement of Bidhayak Elaka Unnayan Prakalpa (BEUP) Fund.

Sir,

I am directed to say that under Bidhayak Elaka Unnayan Prakalpa (BEUP) the entitlement of fund has been raised from Rs. 40 lakh to Rs. 50 lakh from the year 2008-2009. This would be incorporated in the revised guidelines to be issued shortly.

2. This order issues with concurrence of Finance (Budget) Department (Group- 'N') vide their U.O. No. 0137 dated 25.04.2008.

Yours faithfully,
Sd/- (Shri Goutam Ghosh)
Joint Secretary to the
Government of West Bengal

No. 118-FS(295)/1/(115VDP/BEUP/1M-1/2001

Copy forwarded for information and necessary action to the :-

1. Accountant General (Audit-I), West Bengal, Treasury Buildings, Kolkata-700 001.
2. Accountant General (Audit-II), West Bengal, C.G.O. Complex, MSO Buildings.
5th Floor, DF Block, Salt Lake, Kolkata-700 061.
3. Sabhadhipati, Coochbehar / Jalpaiguri / Malda / Murshidabad / Nadia / North 24-Pgs. / South 24-Pgs. / Howrah / Hooghly / Paschim Medinipur / Purba Medinipur / Purulia / Bankura / Burdwan / Birbhum / Uttar Dinajpur / Dakshin Dinajpur / Darjeeling Zilla Parishad & Chairperson, District Planning Committee of the Districts.
4. District Magistrate & Secretary, Coochbehar / Jalpaiguri / Malda / Murshidabad / Nadia / North 24-Pgs / South 24-Pgs. / Howrah / Hooghly / Paschim Medinipur / Purba Medinipur / Purulia / Bankura / Burdwan / Birbhum / Uttar Dinajpur / Dakshin Dinajpur / Darjeeling Zilla Parishad & Chairperson, District Planning Committee of the Districts / S.M.P. (Siliguri).

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

5. Secretary, Coochbehar / Jalpaiguri / Malda / Murshidabad / Nadia / North 24-Pgs. / South 24-Pgs. / Howrah / Hooghly / Paschim Medinipur / Purba Medinipur / Purulia / Bankura / Burdwan / Birbhum / Uttar Dinajpur / Dakshin Dinajpur / Darjeeling Zilla Parishad & Chairperson, District Plan-ning Committee of the Districts / S.M.P. (Siliguri).
6. Commissioner, Kolkata Municipal Corporation.
7. Commissioner, _____ Division.
8. Secretary, Municipal Affairs Department, Writers' Buildings, Kolkata -700 001.
9. Principal Secretary, Finance Department, Writers' Buildings, Kolkata -700 001.
10. Principal Secretary, DGAHC, Darjeeling.
11. Secretary, Hill Affairs Department, Writers' Buildings, Kolkata - 700 001.
12. Treasury Officer, Coochbehar / Jalpaiguri / Malda / Murshidabad / Nadia / North 24-Pgs. / South 24-Pgs. / Howrah / Hooghly / Paschim Medinipur / Purba Medinipur / Purulia / Bankura / Burdwan / Birbhum / Uttar Dinajpur / Dakshin Dinajpur / Durjeeling Zilla Parishad & Chairperson, District Planning Committee of the Districts / S.M.P.(Siliguri).
13. Treasury Officer, Bidhannagar Treasury, Jalsampad Bhavan, Salt Lake, Kolkata.
14. Principal Secretary, Panchayat & Rural Development Department.
15. Director and Chief Executive, State Urban Development Agency, ILGUS Bhavan, Salt Lake.
16. Director of Treasury Accounts, West Bengal.
17. Finance (Budget) Department.
18. Private Secretary to Minister-in-Charge, Development and Planning Department. / Finance Minister.
19. Budget Cell of this Department.
20. B.E.U.P. Cell of this Department.

Kolkata,

Sd/- (Goutam Ghosh)
**Joint Secretary to the
Govt, of West Bengal**

Compendium

**Government of West Bengal
Development and Planning Department
Poura Bhavan, FD-415A, Sector-III,
Bidhannagar, Kolkata-700 106**

No. I635(800)/DP/BEUP/IC-3/2007/(Pt-1)

Dated, Kolkata, the 23th July, 2008

From : Shri Goutam Ghosh, IAS

Joint Secretary to the
Government of West Bengal

- To :
1. The Principal Secretary,
Darjeeling Gorkha Autonomous Hill Council.
 2. The Commissioner,
Kolkata Municipal Corporation,
5. S.N. Banerjee Road. Kolkata - 700 013.
 3. The Commissioner,
_____ Division.
 4. The District Magistrate,

 5. The Executive Officer,
Siliguri Mahakuma Parishad.
 6. The District Planning Officer,

 7. The Sub-Divisional Officer,

 8. The Block Development Officer,

 9. Shri/Smt _____ MLA
Vill _____ P.O _____
PS _____ Dist _____

Sub : Clarification on some items relating to BEUP guidelines 2008.

Sir.

In continuation to this Office Memo No. 758/DP/BEUP/IG-1/2006 (Pt-1)/R dated 04.06.08, clarification on certain issues relating to BEUP, as agreed to by Finance (Budget) Department Group 'N' vide their U.O. No. 0629 is enclosed herewith for favour of your information & necessary action.

Sd/- (Goutam Ghosh)
Joint Secretary to the
Government of West Bengal

Enclo : As stated.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

No. 1635(800)/1/DP/BEUP/IC-3/2007(Pt-1)

Copy to PA to Principal Secretary of this Department.

Kolkata,
The 23th July. 2008.

Sd/- (Goutam Ghosh)
Joint Secretary to the
Government of West Bengal

Clarification proposed by Development & Planning Department and agreed
by Finance (Budget) Department vide their U.Q. No. Q629. Group - 'N'-

1. Conditions of purchasing Text Book under BEUP: Text books cannot be given indi-vidually to students of Govt/Govt. aided/Govt. sponsored schools. However, Text books may be purchased for the libraries of those schools through which the books may similarly be purchased for Govt, libraries.
2. Infrastructure for SHG: Infrastructure for Self Help Groups, having bank accounts (Govt, schemes) may be constructed for income generation schemes provided the in-come generation schemes are approved and the infrastructure is required for meeting critical gaps as for example, construction of sheds, for piggery, goatry etc. However movable assets can not be purchased.
3. When the sanctioning authorities select NGOs/organizations as implementing agen-cies as special cases, it should be ensured that the NGOs are reputed in their locality, must not be ninning for profit, must be registered, and must have worked in the wel-fare activity area at least for 3 years (This is as per MPLADs guidelines).
The NGOs/organizations will be in charge of the maintenance and management of the assets created under BEUP fund. Ownership of assets will lie with the respective PRIs/ULBs on behalf of the Government.
4. Currently in the MPLAD schemes, each MP is entitled to a fund of Rs. 2 crores per annum and a limit of Rs. 25 lakhs has been imposed for projects implemented by NGOs/organization. Similarly, an MLA who is now entitled Rs. 50 lakhs per year may recommends schemes upto Rs. 6.5 lakhs only where a NGO/organization will be the implementing agency.
5. Renovation and repair works of heritage and archaeological monuments and build-ing may be allowed under BEUP. provided it is permitted by Archaeological Survey of India (This is permitted under MPLAD scheme).
6. Fixed (immovable) sports equipment and fixed multigym equipment may be al-lowed under the BEUP.

Compendium

Government of West Bengal
Development & Planning Department
Poura Bhavan, FD-415A, Sector-III,
Bidhannagar, Kolkata-700 106

No. 1973(450)/DP/BEUP/1G-1/2008

Dated, Kolkata, the 1st September, 2008

From : Shri Kalyani Sarkar, I.A.S.
Special Secretary to the
Government of West Bengal

To : 1. The Divisional Commissioner,

2. The Commissioner, Kolkata Municipal Corporation

3. The District Magistrate,

4. The Sub-Divisional Officer,

5. The Block Development Officer,

Sub: Purchase of Dead Body Carrier Van

Sir,

A clarification had been sought by the Kolkata Municipal Corporation regarding in purchase of "Dead body Carrier Van" under BEUP vide letter No. BEUPL/036/08-09 dated 19.05.2008.

In this connection it is clarified that in keeping up with spirit of para 1.1 of BEUP Guidelines, 2008, in which it has been stated that the funds may also be used for provision of service support facilities and community benefits for the Socio-economic benefit of the constituency, there could not be any objection to the proposal for "Dead body Carrier Van" to be taken up under BEUP.

This issues with concurrence of Finance Department, Gr. N vide their U.O. No. 0872 dated 08.08.2008.

Yours faithfully
Sd/- (Kalyani Sarkar)
Special Secretary to the
Government of West Bengal

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

No. 1973(450)/1 (300)/DP/BF1 IP/1 G-1 /2008

Copy forwarded for information to the :

1. Shri/Smt _____ M.L.A. Vill _____

P.O _____ Dist _____

2. District Planning Officer,

Kolkata

The 1st September, 2008

Sd/- (Kalyani Sarkar)

Special Secretary to the
Government of West Bengal

Compendium

Government of West Bengal
Development & Planning Department
Poura Bhavan, FD-415A, Sector-III,
Bidhannagar, Kolkata-700 106

No. 2177(450)/DP/BEUP/1G-1/2008

Dated, Kolkata, the 23rd September, 2008

From : Shri Kalyani Sarkar, I.A.S.
Special Secretary to the
Government of West Bengal

To : 1. The Divisional Commissioner,

-
2. The Commissioner, Kolkata Municipal Corporation
 3. The District Magistrate.

4. The Sub-Divisional Officer,

5. The Block Development Officer,

Sub: Purchase of Drinking Water Tanker

Sir.

A clarification had been sought by the Kolkata Municipal Corporation regarding purchase of “Drinking Water Tanker” under BEUP.

In this connection it is clarified that in keeping up with spirit of para I.I of BEUP Guidelines, 2008, in which it has been stated that the funds may also be used for provision of service support facilities and community benefits for the Socio-economic benefit of the constituency, there could not be any objection to the proposal for “Drinking Water Tanker” to be taken up under BEUP.

This issues with concurrence of Finance Department, Gr. N vide their U.O. No. 1186 dated 18.09.2008.

Yours faithfully
Sd/-

Special Secretary to the
Government of West Bengal

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

No. 2177(450) 1(300) DP/BEUP/IG-I/200X

Copy forwarded for information to the :

1. Shri/Smt _____ M.L.A. Vill _____
P.O _____ Dist _____
2. District Planning Officer,

Kolkata
The 23rd September, 2008

Sd/- (Kalyani Sarkar)
Special Secretary to the
Government of West Bengal

Compendium

GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
ESTABLISHMENT BRANCH
B1KASH BHAVAN. SALT LAKE. KOLKATA-9

No: 209(3)-HE(Estt.)/IOM-04/10

Dated Kol, the 12th Feb.,2010

From : Shri KK Bhaumik

Joint Secretary to the Government of West Bengal

- To: 1. Director of Public Instruction, West Bengal
2. Director of Technical Education, West Bengal.
3. Joint Secretary. Social Education Branch.

Subject: Appointment of Public Information Officer and Appellate Authority in different Colleges affiliated under different Universities of the State end in NoD-Govt. Organisations.

Sir,

1 am directed to state that as per Clause (h) of Section 2 of the Right to information Act. 2005 a "Public Authority" is any authority or body or institution of self government established or constituted by or under the constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or under made by Ihc Central Government or a Slate Government The bodies owned, controlled or substantially financed by the Central Government or State Government and non-government organisations substantially financed by the Central Government or a State Government also fall within die definition of Public Authority. The financing of the body or the NGO by the Government may be direct or indirect.

Subsection (I) of Section 5 of the RTI Act, 2005 provides that every public authority shah designate as many officers as the 'Central Public Information Officers' or 'State Public Information Officers*', as tfe case may be, in all administrative units or offices under it as may be necessary.

Sub-Section (8) of Section 7 of the RTI Act, 2005 provides that where a request for information is rejected, the PIO shall, inter-alia, communicate the particulars of Appellate Authority to the person making the request. Thus, the applicant is informed about the particulars of Appellate Authority when a request for information is rejected but there may be cases where the PIO does not reject die application, but the applicant does not receive a decision within the time as specified in the Act or he is aggrieved by the decis ion of the PTO. In such a case the applicant may like to exercise his right to appeal. But in absence of the particulars of Appellate Authority, the applicant may face difficulty in making the appeal. All the public authorities Should therefore designate the 'Appellate Authorities' and publish their particulars atongwith the particulars of the Public Information Officers.

So it is clear from the above provisions of the Act that every Government College and Colleges substantially financed (including sponsored' colleges) are Public Authority and all such Colleges are, therefore, required to appoint 'State Public Information Officer' and 'Appellate Authority". The bodies owned, controlled and substantially financed by the Government and Non-Government

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

organisations substantially financed by die Govt, arc also Public Authorities and required to appoint ‘State Public Information Officers and ‘Appellate Authorities’.

In the circumstances slated above, I am directed to request you to kindly issue necessary instructions to the relevant Colleges and Non-Government organisations under your respective jurisdiction to appoint State Public Information Officers and Appellate Authorities at die earliest ‘Situ “Safb “ule names, ‘designations and phone Nos. of those officers so designated lo the Establishment Branch of this Department immediately.

Yours faithfully.
Sd/- (K.K. Bhaumik)
Joint Secretary

No. 64 - *Admn.*

Copy forwarded to the Principal/Officer-in-Charge/Teacner-in-Charge _____

for information and necessary action in appointing Public Information Officer and Appellate Authority in respect of his/her College/Mahavidyalaya with an intimation to the DPI, WB regarding the name (s) of the Public Information Officer and Appellate Authority at the earliest.

Sd/-
S. K. Pandit
For Director of Public Instruction, West Bengal

Compendium
Education Directorate
Government of West Bengal
Bikash Bhavan, Salt Lake, Kolkata-700091

Memo No: 91-Admn.

Date: 10/03/10

To
The Principal/Officer-in-Charge

From:
Director of Public Instruction
Education Directorate
Government of West Bengal
Bikash Bhavan, Salt Lake
Kolkata-700091

Sub: Submission of claim for Part-Time Teachers as per G.O. No. 146 Edn(CS) dated 27/02/09 to this directorate on or before 19/03/10.

Sir/Madam

The undersigned is directed to circulate the information that many of the colleges have not sent claims for remuneration of their part-time teachers till date. As the current financial year is now drawing to a close very soon, we would appreciate if you expeditiously submit your claim in terms of G.O. No. 146 Edn(CS) dated 27/02/09 to this directorate on or before 19/03/10.

Sd/-
For Director of Public Instruction

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Bimal Julka, IAS
Director General (DOC)
Tel: 91-11-23092881
Fax: 91-11-23094048
E-mail: dgcurrency mol@nic in



Government of India
Ministry of Finance
Department of Economic Affairs
New Delhi - 110001

D.O. No.3/13/07-CY.II

Dated:26.7.2010

Dear Shiir Ardhendu Sen,

I would like to Inform you that the Government has approved the symbol for the Indian Rupee as depicted below.

₹

2. In view of the above, I shall be grateful if you could kindly propagate and popularize the use of the symbol for the Indian Rupee In place of any symbol presently in use within your State/ UT and to progressively discourage the use of regional language symbol for Indian Rupee, if any, so that a single symbol ultimately comes into use throughout the country.

With regards,

Yours sincerely,
Sd/-
(Bimal Julka)

Shri Ardhendu Sen, IAS,
Chief Secretary,
Government of West Bengal,
Kolkata.

Compendium

**Government of West Bengal
Education Directorate, UGC Section,
Bikash Bhavan, 9th Floor, Kolkata - 91**

No. ED-564/2010

Dated, Kolkata, 19th August, 2010

From : The Director of Public Instruction
West Bengal

To : The Principal / Teacher-in-Charge.

_____ College/Mahavidyalaya

Sub.:List of enclosures/documents required for the disposal of cases related to non-govt. aided colleges

Sir/Madam,

Please find enclosed herewith a case-specific list of enclosures for the settlement of cases (mentioned below) pertaining to your College.

The papers, as specified against the cases, should be submitted as per (the instruction provided below, failing to which may lead to delayed disposal at this end.

Papers related to the case;? which have not been covered herein should be submitted as per prevailing practices, such that the facts / figures / data etc may be verified / justified from the documents submitted.

If it is found that the papers as specified below/submitted by the college authority are insufficient to establish truth/cross-verify the facts/figures/data, other papers as per requirement may be called for.

Enclosure: as stated above

Sd/-

for Director of Public Instruction, West Bengal

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

List of Enclosures

At least follow the cases related to non-1

1. In case of Ap₁n₁..^jj.f_Aj.n.».lrifnct and Flirdlon .bT.i>v iif ITachent/l.Itimlraiiis >H Hie testimonial

! *in,,ia_ic^^ .r.,nm7..an. w.c: s^ ofK«nT?.i.k c iic^Oicrc. kcp-rttle pi6|u\$ forMclvlneth.ib.m iiiusi be rtftaM ebntt.lt.lrtg the entlosores * indicated bckw and it should be fled together wltli n durable thread j.uuV n single fonviirdinc ictlct 3. The yntfert should h_p «i .n.Hk .tl:bi:the iPiiVe segiicju-c lis II nm.enr ixLiw. miotbic ehtio.tir* mimlier fmjc l^clto-., Ji,ijc_2 rtcTHthCf^gWIMtto thft enclMbr*, AIUtANC.'ICI) VI^U'riCAI/I/V. 4. A cl.eek list (list bfcn-lo * “ k M**” below) SiSS appended :ii ihVi.,> oleach m,,)i S| All ridlumciuu regnhlthu. the fixatU* ot>y of PrlpcJnjil should Ik sip.MC(Uiul fonvnr:d;d|bydlU'lc;idc.il.6:iMtrt<x-opicsol'ainhc tcMimomujs- should be obtained preferably on

A) Approval of Appqintment and Fixation

1)	Statement of proposed pay mentioning name of the incumbent, designation, department. <iaic 01 num. date or joining, Hasic Pay, Scale of Pay, date of next increment (ONI) etc.	<input type="checkbox"/>
2)	Post Creation 00 (complete)	<input type="checkbox"/>
3)	Pay fixation memo of the previous incumbent indicating his/licr name	<input type="checkbox"/>
4)	'Requisition letter sent to (he West Bengal College Service Commission(WBCSC) in the prescribed format	<input type="checkbox"/>
5)	'Complete Register of Appointment (duly, filled in all respect) and duly authenticated by West Bengal nCW Department, clearly indicating the Roster Point No. against which such appointment has been made.	<input type="checkbox"/>
6)	'WUCSC's advertisement	<input type="checkbox"/>
7)	'WIICSC's Recommendation Letter to the candidate	<input type="checkbox"/>
8)	'WIICSC's Recommendation Letter to the College	<input type="checkbox"/>
9)	Bio-data of the candidate forwarded by WUCSC	<input type="checkbox"/>
10)	G.U. resolution giving appointment to the iccoinmnded candidate (Gil tcsoliilioo by circulation will not be accepted)	<input type="checkbox"/>
11)	Appointment Offer letter to the prescnl>cd formal (inattiouiig name of the ptrst and department identical to one in the WBCSC's recommendation Idler)	<input type="checkbox"/>
12)	Prayer lor extension of joining time per toil, in case a candidate fails to join within the slipulaled lime due to some unavoidable circumstances along with Gil. resolution ami Permission Letter extending the joining time	<input type="checkbox"/>
13)	Joining Report mentioning the dale and lime of joining (with a caption • “Allowed to join on nl/iti endorsed by the competent authority)	<input type="checkbox"/>
14)	OB resolution approving the joining	<input type="checkbox"/>
15)	Non-employment declaration	<input type="checkbox"/>
16)	Part-lime declaration in proper formal and as piccribed by the affiliating university	<input type="checkbox"/>
17)	Declaration proforma-I & II, regarding verification ol testimonials (issued by this Directorate on 28.3.05), duly filled in, signed and scaled	<input type="checkbox"/>
18)	Declaration regarding maintenance of 100 Point Roster m die presented formal	<input type="checkbox"/>

Compendium

19)	NET/SET Certificate	<input type="checkbox"/>
20)	Degree /Provisional certificate of M. Phil / Ph.D., if applicable	<input type="checkbox"/>
21)	Certificate of Admittance to Ph.D.. if applicable	<input type="checkbox"/>
22)	Certificate front the Guide/University concerned showing subject/title of thcsis/atea of research, in case the same is not mentioned in the Degree ot admittance certificate	<input type="checkbox"/>
23)	Copies of academic certificates and mark sheets	<input type="checkbox"/>
24)	Age proof certificate	<input type="checkbox"/>
25)	Caste Certificate/Physical Disability certificate, ifapplicable	<input type="checkbox"/>
26)	List of existing teaching posi(s) including vacant, if any, mentioning cause and date of occurrence of vacancy	<input type="checkbox"/>
27)	Release Certificate from the previous employer mentioning (he date mid time of joining and relcas(for serving teachers)	<input type="checkbox"/>
28)	Last pay certificate (LPC) from the previous institute, mentioning last basic pay, scale of pHy, DNI etc (for serving teachers). LPQin case of teachers having experience in schools must be countersigned by DI of Schools	<input type="checkbox"/>
29)	All previous pay fixation memos (for serving teachers)	<input type="checkbox"/>
30)	GH resolution recommending pay protection (for serving teachers)	<input type="checkbox"/>
	‘ Not required In case of colleges nfmlnurlty slattn. Intend the mllimlmg papers arc In he snbinllied:	<input type="checkbox"/>
4) (i)	G.B. resolution regarding formation or Selection Committee, as pci extant Government rules, mentioning ihc name and designation or lite nicmheis 1 (ii) Advertisement in leading duties, at least CMC in llcugali or local lunnagc and the H hci in lillglisg having wide circulation & a list of candidate* who applied in response lo lhc advertisement	<input type="checkbox"/>
5)	Documentary proof regarding dispatch of call letters lo the eligible candidates	<input type="checkbox"/>
6)	Attendance sheet of the candidates who iippcnrtd before the selection committee Absent should be clearly recorded against the names of the candidates who did not turn up,	<input type="checkbox"/>
7)	(i) Assessor-wise assessment sheet / Score sheet, bearing the names of all the candidates who appeared before the selection committee, duly signed by him (ii) Consolidated / Average Score sheet, dearly indicating the tank of the examinees (al least 1”, 2*1 am 3rd), duly signed by all the assessors bearing their official designation and seal 8) Rcpport/Rccommndntion of the Selection Committee, in detail along with a panel of at least three candidates duly signed by all lite members bearing (heir official designation and seal	<input type="checkbox"/> <input type="checkbox"/>
9)	(i) GD resolution accepting the recommendation of SC and giving appointment lo the empanelled Candidate (ii) Bio-daln of lhc candidate	<input type="checkbox"/>

B) For placement/promotion of teachers/Librarians (Sr.Scalc/SG/Reader): -

1)	Statement of proposed pay mentioning name of (he incumbent, designation, djatc ot joining. MSIC pay before promotion as on the date of placement, proposed basic pay. scale of pay. date of next increment (DNI) etc.	<input type="checkbox"/>
2)	Performance Appraisal Report (containing Part A. B & C) in the prescribed format duly Tilled in, scaJcd and signed with date by the Screening members (at least by Principal or Tenchr-in-Charge, Subject Expert and DPl’s Nominee)	<input type="checkbox"/>
3)	Score Sheet or 50 Nos. duly filled in. scaled, signed will* date by the Screening members (at least by Principal or Tcachcr-in-Charge, Subject Expert and DPl’s Nominee)	<input type="checkbox"/>
4)	A month-wise statement of different leaves enjoyed (during the assessment period) like EL. CL, ML, DL. PDL etc. number of days the college was open, number of days the teacher attended the college, number of classes allotted and number of classes taken	<input type="checkbox"/>

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

5)	Refresher Course Certificate (RC) in relevant subject and of stipulated duration .	<input type="checkbox"/>
6)	Orientation Programme Certificate (OP) of stipulated duration	<input type="checkbox"/>
7)	Degree/Provision: certificate of M. Phil / Ph.D.. if applicable	<input type="checkbox"/>
8)	Certificate of Admittance to Ph.D., if applicable	<input type="checkbox"/>
9)	Certificate from the Guide/University concerned showing subject/title of thesis/area of research, in case the same is not mentioned in the Degree or admittance certificate	<input type="checkbox"/>
10)	All pay fixation memos since date of first joining	
11)	Whether the incumbent has enjoyed any leave without pay. if so details thereof along with GB resolution.	<input type="checkbox"/>

[For Senior Scale - I RC and 1 OP (Either for Ph.D. Degree holders) for SG/Rcadr - 2 RCs (should be acquired after placement in Sr. Scale). However copies of nil the OPs/RCs obtained should be submitted for placement In Sr. Scal/S.C/Reader]

C) Approval of Appointment and fixation of pay of Principal :

(All papers should be signed and forwarded by the GD President)

1)	Statement of proposed pay mentioning name of the incumbent, designation, date of birth, date of joining, proposed basic pay, scale of pay, date of next increment (DNI) etc.	<input type="checkbox"/>
2)	Post Creation GO (in complete)/ Pay Fixation memo of the previous incumbent indicating his/her name	<input type="checkbox"/>
3)	WBCSC's Recommendation Letter to the candidate	<input type="checkbox"/>
4)	WBCSC's Recommendation Letter to the College	<input type="checkbox"/>
5)	Bio-data of the candidate forwarded by WBCSC	<input type="checkbox"/>
6)	G.B. resolution giving appointment to the recommended candidate (GB resolution by circulation will not be accepted)	<input type="checkbox"/>
7)	Appointment Offer letter in the prescribed format	<input type="checkbox"/>
8)	Prayer for extension of joining time period, in case a candidate fails to join within the stipulated time due to some unavoidable circumstances along with G.B. resolution and Permission Letter extending the joining time	<input type="checkbox"/>
9)	Joining Report mentioning the date and time - of joining (with a caption - "Allowed to join on at/in endorsed by the President/competent authority)	<input type="checkbox"/>
10)	GB resolution approving the joining	<input type="checkbox"/>
11)	Experience Certificate from OB mentioning the length of service in each college/institute	<input type="checkbox"/>
12)	Copies of academic certificates and mark sheets	<input type="checkbox"/>
13)	Degree /Provisional certificate of Ph.D. Or Equivalent published work	<input type="checkbox"/>
14)	Certificate of Admittance to Ph.D.. if applicable	<input type="checkbox"/>
15)	Certificate from the Guide/University concerned showing subject/title of thesis/area of research, in case the same is not mentioned in the Degree or admittance certificate	<input type="checkbox"/>
16)	Age proof certificate	<input type="checkbox"/>
17)	Declaration proforma-I & II. regarding verification of testimonials (issued by this Directorate on 28.3.05), duly filled in, signed and sealed	<input type="checkbox"/>
18)	Release Certificate from the previous employer mentioning whether on lien or not	<input type="checkbox"/>
19)	Last pay certificate (LIC) from the previous institute, mentioning Inst basic pay, scale of pay DNI etc	<input type="checkbox"/>
20)	All previous pay fixation memos	<input type="checkbox"/>
21)	GB resolution recommending pay protection, if applicable	<input type="checkbox"/>

Compendium

D) Approval of appointment mid fixation of pay of Non-teaching Employee Direct Recruitment to Group B/C/D posts).

1)	Statement of proposed pay mentioning name of the incumbent, designation, date of birth, date of joining proposed basic pay scale of pay, date of next increment (DNI) etc.	<input type="checkbox"/>
2)	G.B. resolution stating the date and reason of occurrence of vacancy mentioning the name of the incumbent	<input type="checkbox"/>
3)	Complete Register of Appointment (ROA) (duly filled in nil respect) and duly authenticated by West Bengal ACW Department, clearly indicating the Roster Point No. against which such appointment has been made. Separate ROA is to be maintained for each multi-ended post in consultation with the controlling Department.	<input type="checkbox"/>
4)	Govt. Order granting permission for filling up the vacant post	<input type="checkbox"/>
5)	Pay Fixation memo of the previous incumbent (preferably, the 1 page, last page and the page containing the name of the previous incumbent) indicating, his/her name	<input type="checkbox"/>
6)	G.B. resolution regarding formation of Selection Committee (SC) mentioning the name and designation of the members	<input type="checkbox"/>
7)	Requisition letter sent to the Employment Exchange (EE) in the prescribed format (duly filled in following the recruitment rules as prescribed in the post filling up permission) for sponsoring names of candidates	<input type="checkbox"/>
8)	List of candidates sponsored by the EE	<input type="checkbox"/>
9)	Notice served on the college notice board and other public places	<input type="checkbox"/>
10)	List of candidates applied in response to (9) above	<input type="checkbox"/>
11)	Advertisement in leading dailies, at least one in Bengali or local language and the other in English, having wide circulation	<input type="checkbox"/>
12)	List of candidates applied in response to (11) above	<input type="checkbox"/>
13)	G.B. resolution regarding determination of date of interview etc. and issuance of call letters to the eligible candidates	<input type="checkbox"/>
14)	Call letter(s) issued to the selected candidate(s)	<input type="checkbox"/>
15)	Documentary proof (Postal Documents) regarding dispatch of call letters to the eligible candidates	<input type="checkbox"/>
16)	Attendance sheet of the candidates who appeared before the selection committee. Absent should be clearly recorded against the names of the candidates who did not turn up.	<input type="checkbox"/>
17)	Assessor-wise (Individual) assessment sheet / Score sheet, bearing the names of all the candidates who appeared before the selection committee, duly signed by him	<input type="checkbox"/>
18)	Consolidated / Average Score sheet, clearly indicating the rank of the examinees (at least 1 st , 2 nd and 3 rd), duly signed by all the assessors bearing their official designation and seal.	<input type="checkbox"/>
19)	Report/Recommendation of the Selection Committee, in detail along with a panel of at least three candidates duly signed by all the members bearing their official designation and seal.	<input type="checkbox"/>
20)	GB resolution accepting the recommendation of SC and giving appointment to the empanelled candidate	<input type="checkbox"/>
21)	Appointment offer letter clearly mentioning the name of post as indicated in the post filling up permission	<input type="checkbox"/>
22)	Joining Report mentioning the date and time of joining (with a caption - "Allowed to join on at/in", endorsed by the President/competent authority) GB resolution approving the joining	<input type="checkbox"/> <input type="checkbox"/>
24)	Non-employment declaration from the candidate	<input type="checkbox"/>
25)	Declaration proforma-I (with relevant changes), regarding verification of testimonials (issued by this Directorate on 28.3.05), duly filled in, signed and sealed	<input type="checkbox"/>

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

26)	Copies of academic certificates and mark sheets	<input type="checkbox"/>
27)	Age proof certificate (if school leaving certificate / Transfer Certificate is submitted as age proof certificate, it should contain the name & address of institution, registration number, phone number etc.)	<input type="checkbox"/>
28)	Caste Certificate/Physical Disability certificate, if applicable 1	<input type="checkbox"/>
29)	All pay fixation memos and last pay certificate (LPC). mentioning last basic pay, scale of pay, DNI etc. (for candidates where G.O. No. 924Bnd(CS) dated 26.11.2007 applies)	<input type="checkbox"/>
30)	Declaration regarding maintenance of 100 Point Roster in the prescribed format	<input type="checkbox"/>

(Note. 1. papers as indicated under serial nos. 11 and 12 should not be submitted where the recruitment policy does not involve G.O. No. 585Edn (CS) dated 09.9.2008 and does not permit paper advertisement. 2. In case no suitable candidate is found it should be brought to the notice of the DPI WB for fresh permission)

1)	Statement of proposed pay mentioning name of the incumbent, designation, date of birth, date of joining proposed basic pay, scale of pay, date of next increment (DNI) etc	<input type="checkbox"/>
2)	G.D. resolution stating the date and reason of occurrence of vacancy mentioning the name of the ex-incumbent	<input type="checkbox"/>
3)	Declaration regarding the number of posts existing in the college, including vacant, if any. For multi-cadre posts, ROA as indicated under D(3) above is to be submitted.	<input type="checkbox"/>
4)	Pay Fixation memo of the previous incumbent (preferably, the 1 page, last page and the page containing the name of the previous incumbent) indicating his/her name	<input type="checkbox"/>
5)	Govt. Order granting permission for filling up the vacant post	<input type="checkbox"/>
6)	G.B. resolution regarding formation of Selection Committee (SC) mentioning the name and designation of the members	<input type="checkbox"/>
7)	Notice served on the college notice board / Internal Notice duly signed by all the eligible candidates	<input type="checkbox"/>
8)	List of candidates applied in response to (7) above	<input type="checkbox"/>
9)	No objection / Unwillingness certificate from those eligible employees who did not apply	<input type="checkbox"/>
10)	Attendance sheet of the candidates who appeared before the selection committee. Absent should be clearly recorded against the names of the candidates who did not turn up.	<input type="checkbox"/>
11)	Assessor-wise assessment sheet / Score sheet, bearing the names of all the candidates who appeared before the selection committee, duly signed by him	<input type="checkbox"/>
12)	Consolidated / Average Score sheet, clearly indicating the rank of the examinees (at least 1, 2 and 3rd) duly signed by all the assessors bearing their official designation and seal.	<input type="checkbox"/>
13)	Report/Recommendation of the Selection Committee, in detail along with a panel of candidates duly signed by all the members bearing their official designation and seal.	<input type="checkbox"/>
14)	OD resolution accepting the recommendation of SC and giving appointment to the empanelled candidate	<input type="checkbox"/>
15)	Appointment offer letter clearly mentioning the name of post as indicated in the post filling up permission	<input type="checkbox"/>
16)	Joining Report mentioning the date and time of joining (with a caption - "Allowed to join on at/in", endorsed by the President/competent authority)	<input type="checkbox"/>
17)	GI3 resolution approving the joining	<input type="checkbox"/>
18)	Copies of academic certificates and mark sheets	<input type="checkbox"/>
19)	Caste Certificate/Physical Disability certificate, if applicable	<input type="checkbox"/>
20)	All pay fixation memos and last pay certificate (LPC), mentioning Inst basic pay, scale of pay, DNI etc.	<input type="checkbox"/>
21)	Option for promotional fixation (in the revised scale of pay/ ROPA-2009) (preferably, amixture - C of GO No. 277Edn(CS) dated 21.3.2009)	<input type="checkbox"/>

Compendium

(Note: 1. In case **no** suitable candidate is found, it should be brought **to** the notice of the DPI, WF3 for fresh permission. For the purpose, Post filling GO and papers under serials E(11,12,13) and GO resolution in duplicate arc to be submitted)

F) For **Placement (CAS) of Non-teaching Employees:**

1)	Statement of proposed pay showing name and designation of the incumbent, date of joining, date of completion of 7/10/20 yrs service, basic pay, scale of pay, date of next increment (DNI) before placement and proposed pay, [scale of pay, DNI etc. after placement ¹	<input type="checkbox"/>
2)	GD resolution (in the prescribed format) mentioning name, designation, date of joining, date of completion of 7/10/20 years of continuous and satisfactory service, date of effect, scale of pay etc.	<input type="checkbox"/>
3)	Certificate from the college authority stating whether s/he enjoyed any leave without pay (LWP) on any occasion and if so, whether his/her DNI had been derated for such LWP or not.	<input type="checkbox"/>
4)	All pay fixation memos since date of joining	<input type="checkbox"/>
5)	Option for promotional fixation (in the revised scale of pay, ROPA-2009) (preferably, annexure - C of GO No. 277Edn(CS) dated 21.3.2009)	<input type="checkbox"/>
1)	Date and reason of occurrence of vacancy	<input type="checkbox"/>
2)	Pay fixation memo of the last incumbent indicating his/her name	<input type="checkbox"/>
3)	G. B. resolution	<input type="checkbox"/>
4)	Complete Register of Appointment (ROA) (duly filled in all respect)	<input type="checkbox"/>
5)	Non-leaching staff pattern in terms of G.O. 831Edn (CS) dated 31.10.1995 and circular number 1901(500) C dated 30.11.1995 along with copies of pay fixation memos and post creation GOs in support of the existing posts.	<input type="checkbox"/>

H) Permission for filling up the vacant Non-teaching post (to be submitted in duplicate sets **Y**.)

G) For employment of the dependent In dli:-In-harnfis case ((to be submitted in duplicate sets)):

1)	Labour Department's profonna. as presented in circular no. 567(100)Cmp dated 18.11.1997. duly filled in all respect	<input type="checkbox"/>
2)	Enquiry committee's report regarding the financial condition of the family	<input type="checkbox"/>
3)	GD resolution'	<input type="checkbox"/>
4)	Death certificate and last pay fixation memo of the deceased employee	<input type="checkbox"/>
5)	Age proof certificate and academic qualifications of the applicant	<input type="checkbox"/>
6)	Non-leaching staff pattern in terms of G.O. 831 Edit (CS) dated 31.10.1995 and circular number 1901(500) C dated 30.11.1995 along with copies of pay fixation memos and post creation GOs in support of the existing posts.	<input type="checkbox"/>
7)	Whether there is any other such case at present in the college, if so relevant papers as above arc to be submitted	<input type="checkbox"/>
8)	Death-cum-retirement benefit like death gratuity, pension, leave encashment. Provident Fund and Insurance, if any along with supporting documents.	<input type="checkbox"/>
9)	Monthly gross salary / LPC of the deceased prior to date of death	<input type="checkbox"/>

1)	Proposed non-teaching staff pattern in the prescribed format	<input type="checkbox"/>
2)	The statement of the existing non-teaching posts including vacant, if any, showing therein column-wise/Department-wise names of the incumbents, date of joining, post creation GO., pay & scale, of pay, date of birth/qualification, Directorate's memo approving the appointment/confirmation of service of the incumbents concerned	<input type="checkbox"/>
3)	Average roll strength of last three academic years supported by audit report	

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

4)	Average roll strength of each laboratory based subject (General & Honours separately) supported by audit report	<input type="checkbox"/>
5)	Number of books in college library supported by audit report	<input type="checkbox"/>
6)	Area of Garden	<input type="checkbox"/>
7)	No. of Generator/Pump/Gas Plant owned by the college and its uses in detail	<input type="checkbox"/>
8)	Whether college has any bus service of its own, at present. If so, its registration number and others details	<input type="checkbox"/>
9)	Whether college has any Tent at Calcutta Maidan. If so, state in details with full particulars	<input type="checkbox"/>
10)	No. of college buildings & its annex	<input type="checkbox"/>
11)	No. of girls, common room in case of co-education college	<input type="checkbox"/>
12)	Whether college has any Gymnasium. If so, give details thereof	<input type="checkbox"/>
13)	Whether college has any NCC sub-unit. If so, give details thereof	<input type="checkbox"/>
14)	Copies of pay fixation memos (approval memo & latest memo) and post creation GOs in support of the statement as furnished above under si. No. (2)	<input type="checkbox"/>
15)	Latest pay claim submitted to the PPS/DREO	<input type="checkbox"/>
16)	Was any Govt. Order, issued by ME Department/Directorate, regarding Adjustment / abolition / renaming of non-teaching post(s) etc? If so, whether such adjustments / abolitions / renaming etc. had been done in accordance with the Govt. Order concerned. Necessary details along with GB resolution in this regard should be enclosed:	<input type="checkbox"/>

I) Rationalisation of Non-teaching staff pattern vide CO. NO. 831Edn(CS) dated 31.12.1995, No. 8Edn(CS) ni 7nnq anH rlrclnr no. 190KS001C dated 30.11.1995 (to be submitted in duplicate sets) :

J) Claim for full I IRA (for serving councls residing apart from each oilier at a distance of about 200 km or morcHtwo separate sets to be submitted):

1)	G B resolution for grant of full HRA clearly mentioning the date of effect of staying separately	<input type="checkbox"/>
2)	All pay fixation memos of the claimant since joining *	<input type="checkbox"/>
3)	Service certificate of the spouse of the claimant from his/her employercrincntioning date of effect and location of posting	<input type="checkbox"/>
4)	Comparative statement (month-wise) of House Rent Allowance drawn by the couple supported by documentary proof	<input type="checkbox"/>
5)	Details of house rent etc. paid supported byrcnl slip/documentary evidence	<input type="checkbox"/>
6)	Distance certificate from the competent authority	<input type="checkbox"/>
7)	Marriage registration certificate / Affidavit	<input type="checkbox"/>

K) Deferment of Date of Next Increment (DM) (in duplicate):-

1)	G.B. rc3olution(s) granting leave without pny (LWP) mentioning (he cause.	<input type="checkbox"/>
2)	All pay fixation memos since date of joining the service	<input type="checkbox"/>
3)	Joining report &, acceptance by the G.B. after enjoying LWP	<input type="checkbox"/>
4)	G.B. resolution deferring DNI.	<input type="checkbox"/>
5)	Other ilileti piturn	<input type="checkbox"/>

L) Conversion of teaching posts (In dunlicntc):-

1)	A detailed weekly work load of the departments concerned (in the prescribed format)	<input type="checkbox"/>
2)	Class routine (highlighting* the concerned closscs(thcory) concerned)	<input type="checkbox"/>

Compendium

3) A list of existing sanctioned teaching posts of the departments concerned, including vacant, if any, mentioning the name of the incumbent, department, date of joining, band-pay, AGP date of retirement/resignation. Pay fixation memo no. & date approving the appointment. Post creation GO no. & date etc.	<input type="checkbox"/>
4) Pay fixation memos and post creation GOs with respect to (3) above	<input type="checkbox"/>
5) Affiliation letter and inspectors' report of the same required	<input type="checkbox"/>

List of Enclosures

DECLARATION IN THE FORM OF UNDERTAKING TO BE MADE BY THE CONCERNED INCUMBENT

PROFORMA DECLARATION - I

I, _____ do hereby declare that all the Certificates / Mark-Sheets and other **relevant** documents submitted by me, are true and original.

If, at any time, it is found (documents as stated above) false / fake and tampered or otherwise invalid, my appointment shall be liable to be terminated from the very date of my joining to the post.

I also hereby declare that I shall be liable to refund the entire amount of money, received by me, as pay and allowances, and other financial benefits; if any, received by me as a sequel to this appointment.

The college authority and the State Govt, will be at liberty to take such action or actions in which they deem fit and proper in the event my credentials are found false and fake.

Interested

1. President / Principal
 2. Bursar of the College
- Or
any Senior Member
of the Governing Body
from Teaching Category

Signature of the Candidate

DECLARATION TO BE FURNISHED BY THE PRINCIPAL/TEACHER-IN-CHARGE OF THE COLLEGE- IN CASE OF A LECTURER AND BY THE PRESIDENT, GOVERNING BODY OF THE COLLEGE. IN CASE OF PRINCIPAL

PROFORMA DECLARATION - II

I do hereby declare that I have personally verified the ORIGINAL MARK-SHEETS & CERTIFICATES of Shri/Smt _____ duly recommended by the West Bengal College Service Commission, in terms of Memo No. _____ dated _____ for (the post of Principal / Lecturer in _____)

I do certify that the Certificates / Mark-Sheets submitted by the candidate appear to be original and true and have been issued by the competent authorities. And, Shri/Smt _____ is eligible to join as Principal / Lecturer in _____ of the College, as per existing rules.

Signature of President/Principal

Compendium
**GOVT OF WEST BENGAL
EDUCATION DIRECTORATE
BIKASH BHAVAN
KOLKATA**

No: ED-521PTT/2011

Date-14/02/2011

To all the Principals and TICs of the Govt.-aided colleges in the state

**Reg: Submission of claims of the existing Part-time teachers(PTTS) for the period
01.04.2011 to 31.12.2011 of the Govt-aided colleges**

Kindly submit claim proposal of Part-time teachers for the above-mentioned period with the following **documents** to the **Education Directorate** within. **28.02.2012 positively.**

Documents required-

- 1. Attested copy of the Approval order for 2010-11,**
- 2. Disbursement certificate of the previous grants received,**
- 3. A copy of the acquittance roll duly attested by the principal,**
- 4. 10-Point certificate,**
- 5. Filled in format of the claim from April 2011 to December 2011. (Format as submitted earlier)**
- 6. Non-Drawal certificate.**

Sd/-A.Roy Chowdhury(Mitra)& A.Das
For DP1,W.B

Government of West Bengal
Finance Department
Audit Branch

No. 4849-F(Y)

Kolkata, the 27th May 2011

MEMORANDUM

Sub:- Payment of salary of teaching and non-teaching employees of Non-Government Aided Educational institutions.

In partial modification of Finance Department's Memorandum No. 4599-F(Y), dated 24-05-2011 the undersigned is directed to state that Pay and Accounts Office/Treasuries shall release Salary cheques referred to therein on the 28th of the month or the preceding working day of the month to which the claim relates to until farther orders.

Sd/- c. Bhattacharyya

O.S.D. & E.O. Special secretary
to the Government of West Bengal
Finance Department

No. 4849/K 150)-F(Y)

Kolkata, the 27th Nay 2011

Copy forwarded for information & necessary action to the :-

01. The Secretary, School Education Department.
02. The Secretary, Minority Affairs and Madrasah Education Department.
03. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I 81/2/2, Phears Lane, Kolkata-12.
04. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II P-1, Hyde Lane, Jahar Buildings, Kolkata-7 3.
05. The Assistant General Manager (PAD) Reserve Bank of India.
06. The Assistant General Manager (GAD), state Bank of India, Samriddhi Bhavan, strand Road, Kolkata-1.
07. The Assistant General Manager, (F.S.L.O.) State Bank of India, Samriddhi Bhavan, strand Road, Kolkata-1.
08. The Accounts Officer, public Accounts Department, Reserve Bank of India, Kolkata-1,
09. The Treasury Officer, _____
_____ Treasury.
10. The District Inspector of School (primary Education) ...
11. The District inspector of school (Secondary Education)
12. The Director of Public instruction, West Bengal, Bikash Bhavan, Salt Lake, Kolkata-91.

Compendium

13. The Director of Primary Education, West Bengal, Bikash Bhavan, Salt Lake, Kolkata-91.
14. The Director of Secondary Education, West Bengal, Bikash Bhavan, Salt Lake, Kolkata-91.
15. The Director of. Madrasah Education, West Bengal.
16. The Director of Treasuries and Accounts, West Bengal New India Assurance Buildings, 4, Lyons Range (2nd & 3rd Floor), Kolkata-1.
17. Finance Department, Group- 'B'.
18. The District Magistrate _____

19. Website of Finance Department.

Sd/-
O.S.D. & Ex-Officio Special
Secretary to the Government of West Bengal
Finance Department.

Government of West Bengal
Finance Department
Audit Branch

No. 6605-F(P)

Kolkata, the 29th June, 2011.

MEMORANDUM

As per provisions of rule 10 of WBS (ROPA) Rules, 2009 w.e.f. 2005 there is a uniform date of increment and such date is the 1st day of July of every year in respect of the State Government employees. In case of the employees completing 6(six) months and above in the revised pay structure as on 1st July of a year are eligible to be granted the increment. In terms of this provision of rules the state Government employees who are not able to join posts in a particular grade on account of promotion appointment on the 1st day of January of a particular year due to the said date falling on Saturday (where Saturday is holiday), Sunday or any gazetted holiday are granted their increment on the 1st day of July of the next year.

2. In the above context the undersigned is directed to state that if a state Government employee is to join post in a particular grade on promotion appointment on 1st January of a year happens to be Saturday (where Saturday is holiday), Sunday or any gazetted holiday actually joins on the 1st working day of the year will be treated to have completed 6 (six) months' service on the 1st day of July of that year for the purpose of granting him increment on that day.

3. Necessary amendment in the WBS(ROPA) Rules, 2009 will be done in due course.

sd/- S. K. Chattopadhyay

O. S. D. & E.O. Special secretary
to the Government of West Bengal
Finance Department.

Compendium

No. 6605/1(500)-F(P).

Kolkata, the 29th June, 2011.

copy forwarded for information and necessary action to :-

1. The pr. Accountant General(A&E), / West Bengal/ Treasury Buildings, Kolkata -700 001.
2. The principal Accountant: General (Audit), West Bengal, Treasury Buildings, Kolkata -700 001
3. The Pay & Accounts Officer, Kolkata Pay & Accounts offica-I 81/2/2/ phears Lane, Kolkata - 700012.
4. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1/ New C.I.T. Road, Kolkata -700 073.
5. The Accounts Officer, West Bengal secretariat, writers' Buildings, Kolkata -700 001.
6. The Accounts Officer/ West Bengal Secretariat, Bikash Bhawan, Salt Lake, Kolkata -700 091.
7. The Sub-Divisional officer, _____

6. The District Magistrate/Judge, _____

- 9, The Treasury officer, _____

10. The _____
_____ Deptt/Dte.
11. The Commissioner, _____

12. The Principal, Industrial Training Institute, _____

13. The Superintendent of Police, _____

14. The Superintending Engineer/Ex. Engineer, _____

Sd/-

Assistant secretary to the
Government of West Bengal
Finance Department

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Government of West Bengal
Education Directorate
Bikash Bhavan, Salt Lake - 700 091

Memo No : 238-Admn

Date 08/07/2011

Sub: Filling up of Proforma for information on staff and students

To

The Principal/Teacher-in-charge

Sir,

The undersigned is directed to request you to fill up the attached Proforma and send it to this Directorate at the earliest.

Sd/-

For Director of Public Instruction
West Bengal

Compendium
PROFORMA

GENERAL INFORMATION:

1. Name of the Institution : _____
2. Postal address of the Institution : _____
(i) P.S. _____ (ii) District _____
(ii) Pin _____
3. (i) Phone No. _____ (ii) Fax No. _____ (iii) e mail ID _____
4. (i) Principal/TIC's Phone No. (Res) _____ (ii) Principal/TIC's e mail ID _____
(iii) Principal/TIC's Cellular Phone No. _____
5. Year of inception of the institution _____
6. INFORMATION ON SUBJECTS TAUGHT AT UG LEVEL:

Stream	Honours subjects	General subjects
B.A.		
B. Sc		
B. Com		
Others (if any, please specify)		

7. COURSES TAUGHT AT PG LEVEL:

Stream	Subjects
MA.	
M. Sc	
M. Com	

8. NO. OF STUDENTS AT UG & PG LEVEL:

Courses by level of Education		ENROLMENT			Number of students included in Cols 2 to 4 belonging to:						
					Scheduled Castes			Schedule Tribes			
(1)		Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	
		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
	B.A. (Pass)	I year									
		II year									
		III year									
	B.A. (Hons)	I year									
		II year									
		III year									
	B. Sc. (Pass)	I year									
		II year									
		III year									
	B. Sc (Hons)	I year									
		II year									
		III year									
	B. Com. (Pass)	I year									
		II year									
		IE year									
B. Com (Hons)	I year										
	II year										
	III year										
Total (A)											
B. Post Graduate	M.A.	I year									
		II year									
	M. Sc	I year									
		II year									
	M. Com	I year									
II year											
Total (B)											

9 INFORMATION ON TEACHING STAFF :

Subject	No. of post sanctioned/ created since inception	No. of personal post(s)	No. of whole time teacher in position	No. of authorized contractual whole time teacher posts	No. of actual contractual whole time teacher in position	No. of authorized part time teacher post (s)	No. of actual part time teacher in position

10. INFORMATION ON NON TEACHING STAFF

(I) Year of rationalization of non-teaching staff pattern-one last _____

(Copy of G.O. to be attached)

Name of post	Sanctioning G.O. with No. & date	No. of sanctioned post	No. of non-teaching staff in position	No. of vacant post of non-teaching staff	No. of excess post, if any	Remarks

Compendium
Government of West Bengal
Education Directorate
Bikash Bhavan, Salt Lake, Kolkata-700 091

NOTICE

No.ED-247/2011

Dated 18th July, 2011

**From: Director of Public Instruction, W.B. &
Ex-officio Secretary, Higher Edn. Department**

To: The Principal/ Teacher-in-Charge

It has come to the notice of the undersigned that the authorities of many Govt. Aided Colleges are often making inordinate delay in submitting duly completed pension papers of their employees (i.e. teachers & equivalent and non-teaching staff), to the Pension Cell of this Directorate. As a result the Govt, has been facing litigations and is often penalized for payment of interest on gratuity for the period of delay for which there is no delay caused on the part of State Authorities.

It is now therefore, brought to the notice of the authorities all Govt. Aided Colleges that henceforth they would be held responsible in the event of any litigation and consequences thereof arising out of such delayed submission of pension papers and thereby for deferred payment of pensionary benefit, before the Hon'ble Court of Law.

Sd/-
Director of Public Instruction.W.B.
& E.O. Secy., Higher Edn. Deptt

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Government of West Bengal
Finance Department
Audit Branch

No.9125-F(Y)

Kolkata, the 22nd September,2011.

MEMORANDUM

In continuation of Memorandum No.8846-F(Y) dated 12.09.2011 the undersigned is directed to state that it has come to the notice of the Government that in some of the establishments a good number of Govt. employees could not furnish bank particulars to their respective Drawing & Disbursing Officers of they could not be able to open Zero balance account with the banks due to heavy rush.

After careful consideration the Governor is pleased to allow payment of salary in cash of State Govt. employees who fail to furnish bank particulars to respective Drawing & Disbursing Officer upto salary month of November, 2011 or till the DDOs complete the process of payment of salary through West Bengal Government's e payment of salary scheme for such employees whichever is earlier.

Sd/- C. M. Bachhawat

Principal Secretary to the
Government of West Bengal,
Finance Department.

No.9125/1(500)-F(Y)

Kolkata, the 22nd September, 2011.

Copy forwarded for information & necessary action to the :-

1. The Accountant General(A&E), West Bengal Treasury Buildings, Kolkata -700 001.
2. Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata -700 001.
3. The Addl, Chief Secretary/principal secretary/secretary.
_____Deptt.
4. Director of Treasuries & Accounts, west Bengal, 4, Lyons Range Kolkata-700001.
5. The District Magistrate, _____
6. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata.-700012.
7. Pay & Account officer, Kolkata Pay & Accounts Office- II, P-1, Hyde Lane, Kolkata-700073.
8. The Treasury Office, _____

Compendium

9. The Account Officer, West Bengal Secretariat, writers' Buildings, Kolkata-700U01.
 10. The Accounts Officer, West Bengal Secretariat, Bikash Bhavan, Salt Lake, Kolkata- 700091.
 - 11
-
-

Sd/-
OSD & Ex. Officio Secretary to the
Government of West Bengal,
Finance Department.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Government of West Bengal
Education Directorate
Bikash Bhavan,
Salt Lake City Kolkata 700091.

Memo No. ED-429 /2011

Dated 23.09.2011

Sub: Relaxation of Duration of Examinations for Physically Challenged Persons Ref:
Notification No. 746-SW dated 28.02.2011

To

The Principal/Officer-in-Charge

All Under-graduate and Post-graduate Colleges of West Bengal

Sir/Madam,

The undersigned is directed to bring to your notice that as per the above mentioned Notification, the following needs to be implemented with immediate effect.

Physically challenged persons are to be provided with a grant of 20 minutes extra-time per hour on pro-rata basis for written/entrance Test in academic examinations. Visually challenged person is also required to be provided with the help of a Scribe below qualified than him/her, if he/she desires.

Kindly treat the matter as extremely urgent.

Sd/- M. Das
For Director of Public Instruction
West Bengal

Compendium
Education Directorate
Government of West Bengal
Bikash Bhavan, Salt Lake, Kolkata-7 00091

Memo No: 417-PTT

Date: 28/09/2011

To

The Principal/Teacher-in-Charge

From:

Director of Public Instruction
Education Directorate
Government of West Bengal
Bikash Bhavan, Salt Lake
Kolkata-700091

Sub: Submission of papers for approval of Part-Time Teachers for the academic session 2011-12 as per G.O. No.751 Edn(CS) dated 21/09/2010 to this directorate on or before 30/11/2011.

The undersigned is directed to circulate the information that the college authority have to submit the **papers for approval of Part-Time Teachers for the academic session 2011-12 as per G.O. No.751 Edn(CS) dated 21/09/2010 to this directorate on or before 30/11/2011 positively** in the prescribed format enclosed herewith.

Sd/-

For Director of Public Instruction

Enclosure

Sub.: Approval of Part-time teachers(PTTs) for Govt, aided colleges in the State for the Academic Session 2011-12.

In continuation of Department's G.O. No. 751-Edn (CS) dated 21.09.2010 the undersigned is directed to say that the following guidelines have to be followed by the college authorities for engagement of part-time teachers (PTTs) of the State Aided Non-Government Colleges..

- 1. The college authority will submit the particulars as per Format-I, II & III (enclosed) in the first phase to get candidate-wise approval for PTTs from the Department.**
- 2. On receipt of fixation memo(s) from the Education Directorate the college authority will submit the actual claim to the Directorate.**

The college authority should submit

- The required information in the form of **hard copy** (paper documents) as well as **soft copy (CD)** as per enclosed Format (I-III) (in **Excel 2003 format only**). All the documents should be submitted to this Directorate (**One Set at Receiving Section and one set at the Room No. 824**) within **30/11/2011(Strictly)**.
- Photo copy of the G.O. of approval of the PTTs for the academic session 2010-11 attested by the Principal/Teacher-in-charge of the concerned college.
- In case of any rectification in the G.O. previously issued for the academic session 2010-11, the college authority may apply herewith with proper supporting documents.

Compendium

Format-I

Subject-wise vacancy position(to be submitted in a consolidate form) (for approval of PTTs)

Name of the College:

Year of Estd.:

Address:

District:

Ph. No.:

Mobile No. of the Principal/ Teacher-in-charge:

Email:

Fax No.:

Subject Taught	Gen./ Hons. /PG	Whether self-Financed or not	Admissible whole-time teaching posts following •4/5/6/7 norms.	Sanctioned whole time teaching Posts mentioning G.O./Memo No. and date.	No. of existing Whole time Teachers	No. of existing Contractual Whole time Teachers	Excess teaching posts, if any, following 4/5/6/7 norms.	No. Of Sanctioned vacant whole time teaching posts	Total no. of serving part time Teachers	No. of superannuated Teachers, if any, reserving as part time teaching assignment.	No.s of Resigned PTTs()
1	2	3	4	5	6	7	8	(5-7)	9	10	11
Total											

Principal/ Officer-in-charge

* i) 7 for Science subject at Hons. Level, ii) 6 for Commerce at Hons. Level, iii) 5 for Beng., Eng., Math., Geogr. at Hons, level, iv) 4 for other subjects at Hons. Level.

**Enclose Supporting Documents

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Format-II

Sl. No.	Name of the Part-time Teacher	Department	Approved G.O. No. for the academic session 2010-11	Qualification	% of Marks in PG	Any other higher qualifications (M.Phil / Ph.D./NET/SET etc.»	Date of Birth	Date of initial engagement in the present college**	Date of initial re-engagement (if any)	Tenure of assignment in the present College(calculated on the basis of actual period served) as on 31/03/2011	Proposed amount of remuneration per month as per G.O. 751 Edn(CS) dt 21/09/2010
1	2	3	4	5	6	7	8	9	10	11	12

Principal/ Officer-in-charge

** Supporting Documents attested by the College Authority should be furnished as per para 4.1 & II of G.O. 751 Edn(CS) dt 21/10/2010.

Compendium

Format-III

(For approval of PTTs)

DECLARATION FROM PART-TIME TEACHER

1. I, _____, hereby declare that I am not engaged in any other assignment including Contractual Whole Time/ Para teacher etc. elsewhere and at present I have been serving at

_____ college as a part time teacher
from _____

The declaration made above by me is true. If my declaration is found to be false my engagement as a part time teacher may be cancelled by the college authority.

Date: _____

Place: _____

Signature of Part-Time Teacher

Signature & Seal

Principal/Teacher-in-charge
(the college from which proposal forwarded)

**Government of West Bengal
Education Directorate
Bikash Bhavan, Salt Lake City
Kolkata 700091.**

Memo No. ED- 503/2011

Dated 08.11.2011

**Sub: Prevention of Violation of Rules, Regulations relating to conducting Examinations.
checking of answer-scripts etc.**

Ref: Memo No. 798(14)-Edn(UVIU(C) -53/11 dated 13.10.2011

To

The Princinal/Teacher-in-Charge

All Under-graduate and Post-graduate Colleges of West Bengal

Sir/Madam,

The undersigned is directed to bring to your notice that as per the above mentioned memorandum, violation of Rules, Regulations relating to conducting Examinations, checking of answer-scripts needs to be prevented with immediate effect.

You are instructed to conduct meeting with all teachers and concerned non-teaching employees to appraise them about the system adopted by the affiliating University and corresponding statutes, regulations and ordinances which should be complied with.

Kindly treat the matter as extremely urgent.

Sd/-

Director of Public Instruction Education, West Bengal
& Ex-Officio Secretary, Govt, of West Bengal

Compendium
Education Directorate
Government of West Bengal
Bikash Bhavan, Salt Lake, Kolkata-700091

Memo No: 490/PTT

Date: 08/12/2011

To

The Principal/Teacher-in-Charge of All Government Aided Colleges

From:

Director of Public Instruction
Education Directorate
Government of West Bengal
Bikash Bhavan, Salt Lake
Kolkata-700091

Sub: Extension of the last date for submission of papers for renewal of Part-Time Teachers for the academic session 2011-12 (as per G.O. No.751 Edn(CS) dated 21/09/2010) to this Directorate

The undersigned is directed to circulate the information that the college authority has been given an extension for the submission of **papers for renewal of the existing Part-Time Teachers for the academic session 2011-2012 (already approved by the H.E Dept for the academic session 2010-2011) as per G.O. No.751 Edn(CS) dated 21/09/2010, to this Directorate. The last date for submitting the documents is 20/12/2011, positively in the prescribed format.**

Sd/-

A.Roy Chowdhury(Mitra)
For DPI (W.B)

Government of West Bengal
Education Directorate, Bikash Bhavan
Salt Lake, Kolkata - 91

No. ED -633/2012

Dated: 2nd January 2012

Form:

Director of Public Instruction

& Ex. Officio Secretary to the Department of Higher Education,
Govt, of West Bengal

To

The Principal/ Teacher-In-Charge

All Government/ Government Aided General Degree Colleges of the State.

Subject: Subjectwise (Honours & General) Intak Capacity of students in 1st Year B.A/B.Sc/B. Com and M.A/M.Sc/M.Com classes in the academic session 2011-12

Sir/Madam

With reference to the subject captioned above, you are requested to submit the required data as per format given below via Fax-(033-23340069) / email- [dreo.presidency\(a\)gmail.com](mailto:dreo.presidency@gmail.com) /hard copy to the office of the undersigned within a stipulated period 7 days from the date of issuance of this letter.

This may be treated as most urgent.

Name of the College :												
Block:												
District:												
Session :2011-12												
INTAKE CAPACITY IN 1st YEAR												
B.A.		B.SC		B.Com		M.A		M.SC		M.Com		Total
Subjects	Intake Capacity	Subjects	Intake Capacity	Subjects	Intake Capacity	Subjects	Intake Capacity	Subjects	Intake Capacity	Subjects	Intake Capacity	

Thanking you

Sd/-

Director of Public Instruction, WB

Compendium

**Department of Personnel & Administrative Reforms,
General Cell
Writers' Buildings, 2nd Floor, 'E' Block, Kolkata - 700001**

No. 180-PAR (Genl)

Dated, Kolkata, the 30th January, 2012

MEMORANDUM

**Sub: Re-employment of Government servants beyond the age of
superannuation-issue of instructions regarding.**

The procedure to be followed for processing the reemployment proposals of Government servants was circulated vide No. 1-C.C.(R.)/11 dt. 3/8/2011. Several meetings of Screening Committee have taken place since then and a large number of cases have been examined by the Committee. The Screening Committee, while considering these reemployment proposals, has been facing serious difficulties, as complete details required for proper examination of such proposals are not available in files, in most of the cases. It has become very difficult for the Screening Committee to examine the proposals on merit, based on information available in departmental files.

2. It has, therefore been decided to devise a standard format for submitting reemployment proposals of Government servants beyond the age of superannuation by the concerned Department. The specific format for submitting the proposal is enclosed as Annexure-I with this memorandum.
3. The following general guidelines may be observed by the Departments while submitting proposals for re-employment of Government Servants:
 - (i) The reemployment should not be proposed as a matter of routine. It should only be proposed for specific areas and purposes, for which the expertise is not available within the Government.
 - (ii) The reemployment should not be proposed merely on the ground that there is shortage of officers. In such cases, the Department concerned should first examine whether the same, work can be done by redistribution of work among the existing officers.
 - (iii) No reemployment in service should be considered on the ground that a suitable successor is not available, unless it is established that action to select a successor has been taken well in advance but the selection could not be finalised in time for justifiable reasons.
 - (iv) In all cases of reemployment, the ACRs, Dossiers and Personal Files of the officers should be carefully scrutinised by the concerned Department. The departmental Secretary should also certify the integrity of the officers in all the cases where they propose to grant reemployment in service. The Integrity Certificate should be on the following lines:

“Having scrutinized in character roll and personal file of Shri/Smt./Kum. _____
_____ and having taken into account all other relevant available information, I
certify that he/she has a good reputation for integrity and honesty.”

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Government of West Bengal
School Education Department
Establishment Branch
Bikash Bhavan, Salt Lake, Kolkata-700091.

No. 270(24)-SE (Estt.J/IOM-22/1

dated, the 21st February, 2012

From : Shri A. Mukherjee,

Registrar to the Govt, of West Bengal.

- To :
1. The Director of School Education, West Bengal, Bikash Bhavan, 7th floor, Salt Lake, Kolkata-700 091.
 2. The Director of Accounts, West Bengal, Bikash Bhavan, 2nd floor, Salt Lake, Kolkata-700 091.
 3. The Secretary, West Bengal Board of Primary Education, DK-7/1, A.P.C. Bhaban. Salt Lake, Kolkata-700 091.
 4. The Secretary, West Bengal Board of Secondary Education, 77/2, Park Street, Kolkata - 700 016.
 5. The Secretary, West Bengal Council of Higher Secondary Education, 9/2, Block-DJ, Sector-II, Vidyasagar Bhavan, Salt Lake, Kolkata-91.
 6. The Secretary, Central School Service Commission, EEII & 11/1, Acharya Sadan. Salt Lake, Kolkata-700 091.
 7. The State Project Director, Paschim Banga Sarva Shiksha Mission, Bikash Bhavan, 2nd floor, Salt Lake, Kolkata-700 091.
 8. The Director, SCERT, 25/3, Ballygunge Circular Road, Kolkata - 700 019.
 9. The President, West Bengal Council of Rabindra Open Schooling, Bikash Bhavan, 2nd floor, Salt Lake, Kolkata-700 091.
 10. The Chairman, Dr. B.R. Ambedkar Sports School, Banipur, 24-Pgs.(N).
 11. Senior P.S. to the Secretary, School Education Department.
 12. Personal Assistant to the Joint Secretary, School Education Department.
 13. Private Secretary to the Minister-in-Charge, School Education Deptt.
 14. Personal Assistant to the Deputy Secretary, School Education Deptt.
 15. Assistant Secretary _____ Branch, School Education Department.
 16. Registrar, School Education Department.
 17. Section Officer _____ Branch, School Education Department.
 18. Senior Typist Supervisor, School Education Department.
 19. Nodal Officer, School Education Department.

Sir,

I am directed to send herewith a copy of Memorandum No. 180-PAR (Gcul.) dated 30.1.2012 received from the P&AR Department, regarding “*Re-employment of Govt, servants beyond the age of superannuation - issue of instructions regarding*” for information and taking necessary action.

Enclo : As stated.

Yours faithfully,
Sd/- (A. Mukherjee)

Registrar.

Compendium

Government of West Bengal
Department of Higher Education, Science & Technology
And Biotechnology
College Sponsored Branch
BikashBhavan. SaltLake. Kolkata - 700 091

No. 758 - Edn (CS)/10M-95/14

Dated, Kolkata the 3rd July, 2018

NOTIFICATION

Sub : Online admissions for the Academic Session 2018-19 to all IT, & PC, Courses

In continuation of the Notification No. 612-Edn(CS)/10M-95/14 dated 01.06.2018, I am directed to reiterate that the admission process in colleges should be completed on-line without any physical contact / presence of prospective students. On-line admission process should be done based on merit and prospective students should not be called for counseling or verification of documents during the process of admission. Clarifications, if any, may be sought through online process or e-mail or telecommunication but without requiring the physical presence of the applicants on the campus of the colleges. The payment of fees should also be done only through e-payment/ designated banks and not at the colleges. The verification process should be done, if required, only when the students report at the commencement of the classes in due course.

This has the approval of the competent authority.

Sd/-

Dy. Secretary to the Govt, of West Bengal

No. 758/1(21) -Edn(CS)/10M-95/14

Dated, Kolkata the 3rd July. 2018

Copy forwarded for taking necessary action to the :-

- 1) D.P.I. W.B., Bikash Bhawan, Kolkata-700091 ; — **With request to send copy to each Govt. /Govt, aided college for taking necessary action.**
- 2) Vice-Chancellor of University of Calcutta, College Street, Senate House, Kolkata- 700073 ;
- 3) Vice-Chancellor of Jadavpur University, Jadavpur, Kolkata- 700032 ;
- 4) Vice-Chancellor of University of Burdwan. Rajbati. Burdwan, Pin-713104;
- 5) Vice-Chancellor of University of Kalyani. Nadia. Pin-741235 ;
- 6) Vice-Chancellor of Rabindra Bharati University, 56A, B.T. Road, Kolkata- 700050 ;
- 7) Vice-Chancellor of University' of North Bengal. Raja Rammohanpur. North Bengal, Darjeeling. Pin-734013 ;
- 8) Vice-Chancellor of Vidyasagar University, P.O.- Vidyasagar, Paschim Medinipur, Pin- 721102;
- 9) Vice-Chancellor of West Bengal State University, Barasat. Berunanpukuria, Malikapur, North 24 Pgs. Kolkata- 700126 ;
- 10) Vice-Chancellor of Gour Banga University, Malda college Campus, N.H.34, Mokdumpur. Malda. Pin- 732103
- 11) Vice-Chancellor of Presidency University, 86/1, College Street. Kolkata- 700073;

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- 12) Vice-Chancellor of Sidhu Kanho Birsha University, Purulia Campus, J.K. College, Purulia, Pin-723101 ;
- 13) Vice-Chancellor of Kazi Nazrul University, Old ADDA Office Building, Asansol, Burdwan, Pin-713304 ;
- 14) Vice-Chancellor of Cooch Behar Panchanan Banna University, Cooch Behar college, Cooch Behar:
- 15) Vice-Chancellor of Diamond Harbour Women's University, C/o, Fakir Chand College. South 24 Pgs, Pin-743331 :
- 16) Vice-Chancellor of Bankura University, Bhagabandh. Bankura, Puabagan, Pin-722146 ;
- 17) Vice-Chancellor of Raigunj University. College Para, Raigunj, Utter Dinajpur, Pin-733134 ;
- 18) Spl. Secretary, Appointment Branch, H.E. S&T and Bt Department, Bikash Bhavvan. Kolkata-91:
- 19) Spl. Secretary, IT Cell, H.E, S&T and Bt Department, Bikash Bhawan. Kolkata-91:- **He is requested for uploading a copy in this Department's website :**
- 20) P.S. to M.I.C, H.E, S&T and Bt Department. Bikash Bhawan. Kolkata-91
- 21) P.A. to Principal Secretary, H.E, S&T and Bt Department. Bikash Bhawan. Kolkata-91;

Sd/-

Dy. Secretary to the Govt, of West Bengal

Compendium

Government of West Bengal
Finance Department
Audit Branch

No. 1069-F(Y).

Kolkata, the 3rd February, 2012.

NOTIFICATION

Sub: Implementation of the New Pension Scheme for members of the All-India Services joining on or after 01/01/2004 and borne on West Bengal Cadre.

The Department of Personnel and Training (DoPT), Government of India Vide letter No. 25014/14/2001-AIS(II) DoPT, GOI, dated: 08.09.2009 has issued the detailed guidelines for the implementation of **New Pension Scheme for members of the All India Services including those joining in the State Cadre on or after 01.01.2004.**

The pension of the members of the All India Services appointed on or after 1.1.2004 is regulated by the new Defined Contribution Pension Scheme (known as the New Pension Scheme) notified by the Ministry of Finance (Department of Economic Affairs) Government of India vide their O.M. No. 5/7/2003- ECB 2 PR dated 22.12.2003. On introduction of the New Pension Scheme, the All India Service (Death Cum retirement Benefit) Rules, 1958 and the All India Service (Provident Fund) Rules, 1955 were amended on 7.02.2004 & 17th May 2004 respectively. Under the amended Rules, benefits of the old Defined Benefit Pension Scheme and of GPF are not available to the members of the service appointed on or after 1.1.2004. .

As per guidelines of the New Pension Scheme (NPS) all State Governments would be required to designate a State Nodal Officer (SNO) at the State capital for all NPS related activities. District Treasury Officer (DTO)/Treasury Officer (TO) would be entrusted the responsibility of deducting the amount of employee's subscription from the salary of the AIS subscriber and would forward the same consolidatedly to the State Nodal Officer. The salary bills and the bills for Government contribution will be passed by TOs after exercising the checks prescribed under financial rules and Treasury Manual for subsequent transfer to the Trustee Bank by the SNO.

It is now required to bring the members of the All India Services (AIS) i.e. the Indian Administrative Service, the Indian Police Service and the Indian Forest Service, borne on West Bengal cadre and who have joined the All India Service on or after 01.01.2004 under the ambit of the New Pension Scheme. For this purpose it is necessary to detail the procedure of operationalising the NPS for the All India Service Officers borne on the State of West Bengal, and define the roles and responsibilities of various stakeholders in the New Pension Scheme.

Considering the above stated guidelines of Govt, of India , the Governor is pleased to prescribe the following procedures for the implementation of the 'New Pension Scheme' [NPS] of the Government of India applicable for the All India Service [AIS] Officers borne on West Bengal Cadre on or after 01.01.2004.

- 1. Applicability of the New Pension Scheme as announced by the Government of India for new entrants to the All India Services borne on West Bengal cadre:**

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- a) New Pension Scheme [NPS] shall be mandatory for all new recruits of the All India Services [AIS], who have joined on or after 01.01.2004 and have been borne on West Bengal cadre.
- b) The New Pension Scheme will work on a defined contribution basis and will have two tiers - Tier I and II. Contribution to Tier I will be mandatory for all members of All India Services joining the All India Service on or after 1/1/2004, whereas Tier II will be optional and at the discretion of members of All India Service.
- c) On amendment of the All India Service (Death cum Retirement Benefit) Rules, 1958 and the All India Service (Provident Fund) Rules, 1955, the benefits of the Defined Benefit Pension and General Provident Fund shall not be available to the new recruits. The AIS Officer who is covered under NPS but so far contributed to General Provident Fund/or any other fund or account, his entire contribution to the General Provident Fund Accounts/ or any other fund or account shall be refunded to him by the concerned DDO in consultation with the DTA and Office of the Pr. A.G.(A&E) WB and that amount may be deposited by the concerned AIS Officer for payment of backlog contribution to the NPS.
- d) The deductions towards Group Insurance will, however, continue to be made from the salary of new members of the AIS joining the service on or after 01/01/2004
- e) In Tier-I the members of All India Service will make a monthly contribution of 10% of the Basic Pay (which means Band Pay and Grade Pay) and Dearness Allowance (Dearness Pay if applicable), which will be deducted from his/her salary every month by the concerned Drawing & Disbursing Officer towards pension. The monthly contribution shall be rounded off to the next rupee. This would be matched by the State Government through monthly contribution in the same quantum.
- f) The Tier-I contributions and investment returns thereon shall be deposited in a non-withdrawable Pension Tier-I Account.
- g) In addition to the above Pension account, each officer may also have a Voluntary Tier-II withdrawable account at his/her option. Government shall make no contribution into this account. However, the officer shall be free to withdraw part or the entire money from Tier-II account any time. This withdrawable account shall not constitute pension investment and would attract no special tax treatment. No amount shall be deducted from the salary on account of contribution to Tier-II; the Officer concerned shall make own arrangement for contribution to Tier-II.
- h) The officers under the New Pension Scheme shall normally exit at the age of superannuation [60 years] from the Tier-I account. At exit, the officer shall be mandatorily required to invest 40% of pension wealth to purchase an annuity from an IRDA regulated Life Insurance Company. The annuity shall provide for pension for the life time of the officer and his/her dependent parents & his/her spouse. The officer shall receive a lump sum of the remaining pension wealth which he/she would be free to utilize. In the case of officers who leave the scheme before attaining the age of superannuation, the mandatory annuitisation shall be 80% of the pension wealth.
- i) The State Service Officers appointed to the IAS/IPS/IFS by way of promotion/selection, who are already covered under the old pension scheme will continue to be governed by the old pension scheme.

Compendium

- j) The effective date for operationalisation of the New Pension Scheme (NPS) shall be from the 1st day of January 2004.
- k) The rules and regulations for the management of NPS, implemented for the All India Service Officers of West Bengal cadre, will entirely be governed as per the directions of the Government of India from time to time.
- l) The Government of West Bengal has entered into agreements with the National Securities Depository Limited (NSDL) for operationalisation of NPS for the All India Service officers. The pension funds of members of the All India Service would be managed by pension fund managers nominated by the Pension Fund Regulatory Development Authority (PFRDA) and the records would be maintained by a Central Record Keeping Agency, the National Security Depository Limited (NSDL). The Government of West Bengal has entered into an agreement with the NPS Trust (PFRDA).

2. Procedure for drawing of Salary Bill of AIS Officers covered under NPS:

- a) The concerned Drawing & Disbursing Officers [DDO], where the IAS or IPS or IFS Officers covered under NPS is posted, shall draw their salary bill as usual. **The salary of the officers covered under NPS only shall be drawn in separate bill.** The Net Salary amount of the concerned AIS Officers covered under NPS shall be paid to their respective Bank Accounts as per the e-Payment of Salary Scheme of the State Government.
- b) The Government Contribution under NPS shall also be drawn by the concerned DDO, so mentioned at para 2(a) above. The Government contribution shall be drawn in the Transfer-Credit Bill Form [T.R. Form No.43] as per procedure laid down in 13(c) of this order. The Government contribution can be drawn in anticipation of allotment. The DDO shall submit the Salary Bill and the Bill for Government's matching Contribution under NPS at a time.
- c) The salary bills of Indian Forest Service Officers covered under NPS shall be drawn from the Treasury/Pay & Accounts Office. For this purpose new DDO(s) linked with concerned Treasuries/Pay & Accounts Offices shall be created by the concerned Administrative Department i.e. Forest Department after observing the necessary formalities and procedures as prescribed at para 4.018 and para 4.019 of the West Bengal Treasury Rules, 2005. The Forest Department shall take up the matter with the appropriate authorities including o/o the Pr. Accountant General (AcVE) WB for declaration of new DDOs to draw the salary bill of the IFS Officers.
- d) The relevant provisions of the West Bengal Treasury Rules, 2005, which are not in consistent with the provisions as mentioned at para 2(c) above shall be amended in due course.

3. State Nodal officer (SNO) for NPS:

The Director of Treasuries & Accounts, West Bengal [DTA] has been designated as the State Nodal Officer [SNO] responsible for the overall implementation of the NPS for the All India Service Officers, vide this Department's Memorandum No.1120-F (Pen) dated 15.12.2009.

4. Setting up of the NPS Implementation Cell or NPS Cell by the SNO (DTA):

A Cell (NPS Cell), headed by a Joint Director of Treasuries & Accounts, shall be formed under the Directorate of Treasuries & Accounts for the implementation of the New Pension

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Scheme under the overall control and supervision of the State Nodal Officer i.e. Director of Treasuries & Accounts. This NPS Cell shall implement the NPS for the AIS Officers too along with its present functions.

5. Registration with NSDL:

- a. Director of Treasuries & Accounts (DTA), as State Nodal Officer (SNO), shall apply for registration with NSDL which is the Central Record keeping Agency (CRA) for NPS by submitting duly filled Registration Form prescribed by the CRA as Annexure N1.
- b. The concerned Treasury Officers/Pay & Accounts Officers (TO/PAO) shall apply through DTA, the State Nodal Officer, for registration with NSDL, by submitting duly filled Registration Form prescribed by the CRA as Annexure N2.
- c. The concerned Drawing and Disbursing Officers (DDO) shall apply for registration with NSDL through the linked TO/PAO and the DTA, after due verification of their Forms by the concerned controlling authority of the Office. The DDO shall apply in Registration Form prescribed by the CRA as Annexure N3.
- d. The AIS officers covered under NPS shall apply for registration with NSDL through the DDO, TO/PAO and DTA, after due verification of their Forms by the concerned Cadre Controlling Departments. The AIS officers shall apply in Registration Form **Application for Allotment of Permanent Retirement Account Number' [PRAN]** prescribed by the CRA as Annexure SI.
- e. NSDL will allot unique NPS Registration Numbers to the DDOs, TOs/PAOs, DTA and Permanent Retirement Account Number (PRAN) to the All India Service officers (subscribers for NPS). The unique NPS Registration Numbers and PRANs shall be recorded by the DDOs. These unique NPS Registration Numbers and PRANs should be mentioned in every NPS schedule submitted to the Treasury or the NPS Cell.

6. Contributions to be made to the NPS:

- a. The monthly contribution of the officer and the matching State Government contribution to Tier-I account would be as indicated at Para 1(e).
- b. The contributions through salary deductions shall become due from the salary of the month, following the month in which the Government servant has joined the service. No recovery shall be made for the month of joining.
- c. The mode of remitting contributions to the Trustee Bank (Bank of India) and uploading information to the CRA (NSDL) shall be a centralized one, wherein the DTA-NPS Cell shall be the nodal office. They shall upload details to the CRA and deposit the contributions of the officers and the Government to the Trustee Bank (Bank of India).

7. Payment of Current Contribution:

- a. The current contributions to the NPS for All India Service officers shall commence from the salary month February 2012, payable in March 2012, on completion of the registration of the eligible officers with the CRA [NSDL]. In case the registration is delayed beyond February 2012, the regular contributions shall commence from the month, in which registration with the CRA is completed.

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- b. The details of the current contribution by the officers in Tier-I and the matching contribution by the Government in Tier-I will be provided in the NPS Schedule-I & NPS Schedule-II and attached to the salary bill and Government Contribution Bill respectively by the DDO.

8. Payment of Officer Backlog Contribution:

- a. Since NPS is applicable for all AIS officers, who have joined on or after 01.01.2004, and current contributions are being commenced from the Salary month February 2012 or later on, there is a backlog of contributions from the month as per para 6 (b) above till the month prior to the commencement of the current contributions. This backlog is both for the officer's contribution and the Government contribution.
 - b. The officer can remit his/her backlog contribution either in one lump sum or partly by a lump sum amount and the balance by monthly equal installments or the entire amount by Equated Monthly Installments. The following three options are provided to the officer:
 - i. Paying the entire backlog contribution in one lump sum outside the salary.
 - ii. Paying partly by a lump sum amount outside the salary and the balance amount by monthly equal installments from Salary.
 - iii. Equated Monthly Installments from salary, not exceeding the number of months for which the backlog is due.
 - c. In case the officer has opted for option (i) & (ii), out of the three options indicated at para 8 (b), the lump sum backlog employee's contribution details shall be reflected in the Schedule-IV. The Schedule, duly certified by the DDO, and a Demand Draft drawn in favour of the Trustee Bank for the backlog contribution shall be forwarded by DDO to the SNO (DTA). The SNO (DTA) shall verify the demand draft and shall then send the backlog contribution statement of officer to the CRA by generating Subscriber's Contribution File (SCF) and validating it through the File Validation Utility (FVU). The SNO (DTA) shall then upload the details in the NPS Contribution Accounting Network (NPSCAN) of CRA, obtain the Contribution Submission Form (CSF) and forward it along with the Officer's Demand Draft to the Trustee Bank.
 - d. In case the officer has opted for option (ii) or (Hi) indicated at para 8 (b), the details of the installment amount of backlog contribution shall be reflected properly in the Schedule-I in every month along with the salary bill. The deduction for installments of backlog contributions shall also be made from the salary bill.
 - e. Based on the details in the Recovery Schedule, the SNO (DTA) shall upload the details to the NPSCAN. On acceptance, a transaction ID will be generated along with a Contribution Submission Form (CSF), which will contain the details of Subscriber's Contribution File (SCF). The SNO (DTA) will print the CSF and along with the cheque and submit it to the Trustee Bank.
- ### **9. Payment of Government Backlog Contribution:**
- a. The Government backlog contribution for all officers shall be paid in one lump sum, along with yearly compounded interest of 8%. The interest shall be paid on each backlog monthly contribution for the period from the due month till the month prior to the actual payment month.

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- b. The details of the Government backlog contribution along with interest shall be made in the Calculation Sheet for each officer. The DDO shall verify the Calculation Sheet and make corrections. If required. All such Calculation Sheet for the eligible officers under the DDO shall be consolidated in the Schedule-III. The Schedule-III after due certification shall be submitted by the DDO to the DTA, the State Nodal Officer.
- c. On receipt of the print copy of Schedules in respect of crediting the employees' subscriptions and Government's contributions in State Government's accounts, it shall be responsibility of the NPS Cell of the DTA to verify and update the same in the NSDL account, and pay the entire backlog amount to the Trustee Bank.

10. Payment of NPS deductions of those All India Service Officers working on deputation to various Boards, Corporations, State PSUs, Societies, Commissions etc:

- a. The salary of the All India Service officers covered under NPS Scheme and working on deputation in various boards, corporations, State PSUs, societies, commissions etc., shall also be drawn by the DDO of the Secretariat Establishment of the Administrative Department of the organisation through the concerned Treasury/Pay & Accounts Office in the same manner as mentioned at para 2(a) above.
- b. The monthly contribution of such All India Service officers working on deputation in various organizations, towards pension shall be the same as indicated at Para 1(e). The organization would have to mandatorily contribute its matching share in the same proportion. To enable NPS deductions of Officers from their salary bill and subsequent payment to Trustee Bank, the following procedure has been prescribed for such oraganisation.
 - i) The concerned AO/CAO of the organization shall be responsible for reimbursement of their salary and the Government's matching contribution to the Government. They shall deposit the entire salary amount and the Government matching contribution in the appropriate head of account as 'deduct recoveries' in the Treasury-linked bank branch of the concerned DDO so mentioned at para 10(a) through Treasury Challan in T.R. Form No.7 in each month. The transaction should be completed within the same financial year.
 - iii) The concerned AO/CAO of the organization shall also submit the copy of receipted Challan to the respective DDO as mentioned at para 10(a)

11. Head of Account for the NPS related Transactions:

- i. For Government's Contribution: "2071-Pension Scheme - 01 - Civil - 117 - Contribution for Defined Contribution Pension Scheme - NP - 001 - Government Contribution for AIS NPS -04-Pensionary Charges" under Demand No.18 -Departmental Code 'FA'.
- ii. For Depositing the Government's Contribution under Tier-I: "8342 - Other Deposits - 00 - 117 - Defined Contribution Pension Scheme - 001 - Government Contribution for AIS NPS under Tier I - 07-Deposit'.
- iii. For Depositing the Members' Subscription under Tier-I: "8342 - Other Deposits - 00 - 117 - Defined Contribution Pension Scheme - 002 - Members' Subscription for AIS NPS under Tier I - 07-Deposit"

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- iv. For Withdrawal of Government's Contribution under Tier-I: "8342 - Other Deposits - 00 - 117 - Defined Contribution Pension Scheme - 001 - Government Contribution for AIS NPS under Tier I - 23 - Withdrawal".
- v. For Withdrawal of Members' Subscription under Tier-I: "8342 - Other Deposits - 00 - 117 - Defined Contribution Pension Scheme - 002 - Members' Subscription for AIS NPS under Tier I - 23 - Withdrawal".

12. Responsibility of the Officer/Subscriber:

- a. After obtaining the Registration Form in duplicate from the DDO, fill the required details and hand it over to the concerned DDO, for registering with the CRA [NSDL] for obtaining PRAN number. The personal details (Section A) and nomination details (Section C) of the Form have to be mandatorily filled by the subscriber before handing over the form to the DDO.
- b. Inform the DDO in writing about the mode of payment of backlog contribution and the number and the amount of installment, if any, for paying the backlog contribution from the due month as per para 8 (b) above.
- c. Ensure that they *carry* their Last Pay Certificate where the PRAN and the month up to which his contributions have been recovered/drawn has been indicated, whenever the officer is transferred from one office to another of the State Government or goes on deputation to Central/State Government/any other body or Institution etc. On reverting back to the parent cadre after Central Deputation, LPC with NPS details needs to be resubmitted.
- d. Ensure that NPS deductions are being made every month from his/her salary. Check the pension account on website of the CRA periodically, and inform the concerned Treasury Officer through the DDO in case of any missing contribution.

13. Role and Duties of DDOs:

- a. DDOs have to play a primary role in the NPS. They shall effect deductions as prescribed, i.e. 10% of Basic pay(Band Pay and Grade Pay) and DA towards monthly contribution to Tier-I of the scheme and backlog contribution as per the payment mode opted for by the officer and submit the schedule and the bills to the Treasury/Pay & Accounts Office for further action. The member's contribution in Tier-I shall be deposited under the head "8342 - Other Deposits-00-117-Defined Contribution Pension Scheme-002-Members' Subscription for AIS NPS under Tier I -07-Deposit" by deduction and transfer credit from the salary bill.
- b. The DDO shall draw the salary bills of AIS Officers covered under NPS and shall pay to the Bank Accounts of AIS Officers covered under NPS as per the e-Payment of Salary Scheme of the State Government.
- c. The Government Contribution under NPS shall also be drawn by the DDO. The Government contribution shall be drawn in the Transfer Credit Bill Form [T.R. Form No.43] by debiting the head of account "2071-Pension Scheme-01-Civil-117- Contribution for Defined Contribution Pension Scheme-NP-001-Government Contribution for AIS NPS-04-Pensionary Charges" under Demand No. 18- Departmental Code *FA' and crediting to the head of "8342 - Other Deposits-00- 117-Defined Contribution Pension Scheme-001-Govt. Contribution for AIS NPS under Tier I - 07-Deposit". The bill for Government contribution can be drawn in anticipation

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of allotment. The DDO shall submit the Salary Bill and the Bill for Government's matching Contribution under NPS at a time.

- d. The DDO shall submit the list of member-wise detail of member's subscription and Government's contribution including the backlog contributions of the members and backlog subscriptions of the Government with interest of all the AIS officers covered under NPS after being duly verified by the TO/PAO to the NPS Cell of DTA for the month at the first working day of the next month in Schedule-V positively.
- e. Register with NSDL (CRA) by submitting details in the Registration Form prescribed by the NSDL through the concerned Treasury Officer/Pay & Accounts Officer and also take action in respect of AIS officers as per instructions at para2(a)
- f. Distribute PRAN kits received from CRA to the respective officers.
- g. Provide information on officers' pension contribution option to DTA. The DDO shall deduct officers' backlog contribution as per their preferred option, along with the regular monthly contribution.
- h. Generate (i) NPS schedule-I for employee's current contribution and backlog contribution, (ii) NPS schedule-II for current Government Subscription, (iii) NPS schedule-III for backlog Government Subscription, (iv) NPS schedule-IV for employee's Jump sum backlog contribution and (v) NPS schedule-V for Consolidated monthly current contribution and backlog contribution of the employees and Government.
- i. Signed and certified print copies of these schedules shall be sent to the NPS cell of DTA in time.
- j. Indicate in the Last Pay Certificate of the member of the service, the PRAN in respect of that individual and the month up to which his contributions have been recovered/ drawn, whenever any member of the service is transferred from State Government to Central Government or goes on Central deputation etc.
- k. The Government backlog contribution of all the officers covered under NPS shall be done centrally by the DDO after taking due approvals from the Government as a onetime activity.
- l. The DDO shall monitor timely payment of the contributions, and resolve issues related to missing contributions. The reimbursement of salary amount including the Government's Contribution in respect of the member posted on deputation, should also be monitored closely.
- m. The DDO shall also maintain records as per Annexure-I and Annexure-II.

14. Role and Duties of Treasury Officers/Pay & Accounts Officers:

- a. Treasury Officer/Pay & Accounts Officer shall work as the interface between the State Nodal Officer (DTA) and the DDOs.
- b. The Treasury Officer/Pay & Accounts Officer shall process the Salary Bill and the Matching Government's Contribution Bill at a time for the AIS Officers covered under NPS and capture the necessary particulars from the Schedules in respect of each AIS Officers covered under NPS in the Treasury Computer Package.
- c. While capturing salary bill details into the Treasury Computer Package, ensure that the member's subscription in Tier-I is credited to the head of account "8342 - Other Deposits-00-

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117-Defined Contribution Pension Scheme-002- Members' Subscription for AIS NPS under Tier I - 07-Deposit" by deduction and transfer credit from the salary bill.

- d. Bill for Government's contribution shall be drawn in the Transfer Credit Bill Form [T.R. Form No.43] by debiting the head of account "2071-Pension Scheme-01- Civil-117- Contribution for Defined Contribution Pension Scheme-NP-001- Government Contribution for AIS NPS-04-Pensionary Charges" under Demand No.18-Departmental Code 'FA' and crediting to the head of "8342 - Other Deposits- 00-117-Defined Contribution Pension Scheme-001-Govt. Contribution for AIS NPS under Tier I - 07-Deposit". The Government contribution can be drawn in anticipation of allotment.
- e) Treasury Officer shall send the (i) NPS schedule-I for employee's current contribution and backlog contribution, (ii) NPS schedule-II for current Government Subscription, (iii) NPS schedule-III for backlog Government Subscription duly verified by him to the NPS Cell of DTA for the month at the first working day of the next month positively.
- f) The SNO/TO/PAO/DDO, as the case may be, shall maintain (i) Alphabetical Index Register in Annexure-III wherein they would have to indicate the PRAN numbers allotted to each of the subscriber; (ii) the particulars of deposits in State Government's Accounts under NPS and the remittances thereof to the Trustee bank in the Proforma prescribed vide Annexure-IV & V; and (iii) the individual-wise account indicating the amounts of contributions paid to the Trustee Bank and the details of remittance (vide Annexure-I & II).

15. Role of DTA and NPS Cell:

- a. Registration with NSDL by submitting the prescribed Registration Form.
- b. Forwarding the Registration Applications of the TO/PAO, DDO and the AIS Officers covered under NPS to NSDL after due recording the basic information in master file in respect of the above three Stakeholders in NPS Cell.
- c. Verify the deposit amount of member's contribution and Government's subscription of all AIS Officers covered under NPS in the Government Account from the Statements and schedules submitted by the DDOs and the treasury figures of the concerned treasuries from the computer database, **on line**, immediately after deposit.
- d. Withdraw the Government's contribution and the members' subscription for Tier- I of all AIS Officers covered under NPS from the Government Account by submitting bills in PAO-I office, Kolkata in Simple Receipt Form [T.R. Form No.31] under the head of account "8342 - Other Deposits - 00 - 117 - Defined Contribution Pension Scheme - 001 - Govt. Contribution for AIS NPS under Tier I - 23 - Withdrawal" and "8342 - Other Deposits - 00 - 117 - Defined Contribution Pension Scheme - 002- Members' Subscription for AIS NPS under Tier I - 23 - Withdrawal" respectively and obtain cheques in favour of the Trustee Bank [Bank of India].
- e. Upload the data-information in respect of NPS transactions in NSDL and deposit the cheque to the Trustee Bank [Bank of India] within time, **preferably within 5th working days of the next month**.
- f. Monitor performance of the Treasury officers/Pay & Accounts Officer and all DDOs with regard to discharging their responsibilities in respect of NPS and in compliance with the operational procedure and make liaison with all the Stakeholder.

16. NPS Cell shall maintain copies of the following records:

- i) Details of all registered with the CRA for the NPS.
- ii) Statement of subscriber's contribution and Government subscription transactions.
- iii) NPS Challan form and NPS Transaction Status Report. Iv) Trustee Bank payment records.
- v) Monthly statements of transfers of fund from head of account "8342" and the balances thereof.
- vi) Maintenance of necessary Registers and Books of Accounts as required under NPS.
- vii) Maintenance of records as per Annexure-I to Annexure-V.

This order shall take effect from the date of its issue.

This Order is issued with the concurrence of the O/o. Principal Accountant General (A&E) West Bengal vide U.O. Case No. A.M.-1/21 dated 21.12.2011.

Sd/- H.K. Dwivedi

Secretary to the
Government of West Bengal.

No. 1069 /1 (50) -F(Y).

Kolkata, the 3rd February, 2012.

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. The Deputy Accountant General (A/cs. & V.L.C.), West Bengal, A.M.-I Section, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
4. The Accountant General (R.W. & L.B. Audit), West Bengal, C.G.O. Complex, *C East Wing, 5th Floor, Salt Lake, Sectrr-I, Kolkata-700 064.
5. The Director (Services), Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pension, Government of India, North Block, New Delhi-110001.
6. The Principal Secretary, Home (Police) Department, Writers' Buildings, Kolkata-700001.
7. The Principal Secretary, Forest Department, Writers' Buildings, Kolkata-700001.
8. The Secretary, P. & A. R. Department, Writers' Buildings, Kolkata-700001.
9. The Principal Secretary /Secretary _____
_____ Department.
10. The Joint Secretary, Finance Department, Pension Cell, Government of West Bengal, Writers' Buildings, Kolkata-700 001.
11. The General Manager (East), Bank of India, 5, B.T. M. Sarani (Brabourne Road), Kolkata-700 001.
12. The Director of Treasuries & Accounts, West Bengal,
13. The New India Assurance Building, 4, Lyons Range, Kolkata - 700 001.

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13. National Securities Depository Limited, (NSDL), 5th Floor, The Millennium, Flat No. 5W, 235/2A, Acharya Jagadish Chandra Bose Road, Kolkata - 700020.
14. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kolkata - 700 012.
15. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - II, P-1, Hyde Lane, Kolkata - 700 012.
16. The Treasury Officer, _____.
17. _____

Sd/-
(Swapn Kumar Paul)
Joint Secretary to the
Government of West Bengal.
Finance Department.

CENTRAL RECORDKEEPING AGENCY

DISTRICT TREASURY OFFICE REGISTRATION FORM

(To avoid mistake(s), please read the accompanying instructions carefully before filling up the form)

This form is to be used for the purpose of registration of District Treasury Office (DTO) and equivalent entities in State Governments and Union Territories.

DTO Registration Number:
(To be allotted by CRA)

We are pleased to inform you that our District Treasury Office has decided to join the New Pension System. The details required for registration in the CRA system are provided below:

1. DTO AIN (Optional): (Refer to instruction No 5)

2. Name of Office*:

3. Office Address*:
Flat/Unit No, Block no.*

Name of Premise/Building/Village

Area/Locality/Taluka

District/Town/City*

State/Union Territory*

Country*

Pin Code*

Phone No.*
(STDcode) (Phone No.)

Alternate Phone Number:
Fax Number:

4. Official Email ID* (Refer to instruction No.6)

5. Authorised contact person's designation*:

6. Exiting DTO code*: 7. DTA Registration Number*:
(Refer to instruction No 7) (Refer to instruction No 8)

8. Name of the Stale Govt. / Union Territory*:

DTO stamp & signature of authorised signatory

(b) Existing DTO code*: (Refer to instruction No.7)

8. DTO Registration Number*: (Refer to instruction No.8)
(To be filled by DTO) (Refer to instruction No 8)

9. Name of the State Govt. / Union Territory*:

I/We hereby agree and declare that the information provided in the application, is complete and true.

DDO Stamp	Signature of Authorised Signatory of DTO	Date:
		Place:
Name of Authorised Signatory :		

To be attested by DTO		Date:
DTO Stamp	Signature of Authorised Signatory of DTO	Place:
		Name of Authorised Signatory :
DTO Reg. No. (Allotted by CRA)		
<small>(Refer to instruction no. 9)</small>		

CRA Stamp	Received on _____
	Name of the officer: _____
	Signature of the officer: _____
<small>(To be filled at CRA)</small>	

Instructions for filling the form:

- The form is to be submitted to the address - Central Recordkeeping Agency, National Securities Depository Limited, 4th floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.
- Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
- The form should be filled up completely. **Details marked with (*) are mandatory fields.**
- Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- Email ID should be the official Email ID of the Drawing and Disbursing Officer & not of any individual person.
- Kindly provide Name of the Ministry under which DDO office is functioning.
- Kindly mention the DDO code allotted by respective State Governments/Union Territories.
- Kindly mention DTO Registration No. allotted by CRA to the District Treasury Office.
- Form has to be duly authorised by DTO registered at CRA. Till it has been registered, it shall retain the forms.**
- The application form in the prescribed format can be freely downloaded from the CRA website (<http://www.npskra.ndsl.co.in>).
- TAN is the Tax Deduction and Collection Account Number allotted, by Income Tax Department. New TAN is a ten character alphanumeric number with the following structure:
First four digits (Alphabets), Next Five digits (Numeric) and last digit (Alphabets),
It is advisable that DDO verifies from the Income Tax website whether TAN has been allotted as per the new format.
- For more information contact CRA at 022-24994200 or write to CRA at Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

2. Dale of Birth (In case of a minor)*

1st Nominee																				
2nd Nominee																				
3rd Nominee																				

3. Relationship with the Nominee*.

1st Nominee	2nd Nominee	3rd Nominee

4. Percentage Share *:

1st Nominee				%	2nd Nominee				%	3rd Nominee				%
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5. Nominee’s Guardian Details (in case of a minor)*

1st Nominee’s Guardian Details	2nd Nominee’s Guardian Details	3rd Nominee’s Guardian Details
First Name*	First Name*	First Name*
Middle Name	Middle Name	Middle Name
Last Name	Last Name	Last Name

6. Conditions rendering nomination invalid:

1st Nominee	2nd Nominee	3rd Nominee

Section D - Subscriber Scheme Details

Ist Scheme	2nd Scheme	3rd Scheme
Pension Fund Managers Name/Code	Pension Fund Managers Name/Code	Pension Fund Managers Name/Code
Scheme ID No./Name	Scheme ID No./Name	Scheme ID No./Name
Percentage Share	Percentage Share	Percentage Share

Section E - Declaration

I understand that there would be PPRDA approved *Terms and Conditions* for Subscribers on the CRA website *governing I-Pin (to access CRA / NPSCAN and view details) & T-pin*. I agree to be bound by the said terms and conditions and understand that CRA may, as approved by PPRDA, amend any of the services completely or partially without any new Declaration/Undertaking being signed.

I _____ the applicant, do hereby declare that what is slated above is true to the best of my information & belief.

Date

D	D	M	M	Y	Y	Y	Y

Signature/Left Thumb Impression of subscriber

INSTRUCTIONS FOR FILLING PRAN FORM

- a) This form is to be used by State Governments/ Union Territories/Slate Autonomous Bodies employees
- b) Form to be filled legibly in BLOCK LETTKRS and in BLACK INK only
- c) **Details Marked with (*) are the mandatory fields.**
- d) Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word
- e) 'Individual' Subscriber should affix a recent colour photograph (size 3.5 cm x 2.5 cm) in the space provided on the **form**. The photograph should not be stapled or clipped to the form (The clarity of image on PRAN card will depend on the quality and clarity of photograph affixed on the form)
- f) Signature /Left thumb impression should only be within the box provided in the form. The signature should not be on the photograph. If there is any mark on the photograph such that it hinders the clear visibility of the face of the Subscriber, the application will not be accepted.
- g) Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.

Sr. No.	Item No	Item Details	Guideline for Filling the Form
Section A - Subscribers Personal Details			
1	3	Date of Birth	All Dates Should be in "DDMMYYYY" format
2	6	Present Address	All future communications will be sent to present address
3	8, 9, 10	Phone No., Mobile No. & Email ID	It is advisable to mention either "Telephone number" or "Mobile number" or "Email ID" so that Subscriber can be contacted in future for any discrepancy
4	II	Subscriber's Bank Details	If Subscribers mentions any of the bank details, except MICR Code all the bank details will be mandatory
Section B - Subscribers Employment Details			
It is mandators to fill the Subscriber's Employment details in the application The employment details should be filled by the respective DDO of the Subscriber and should be verified by the Authorised Signatory. DDO should ratify Overwriting / Striking off of any of the employment details.			
5	3.	PPAN	Kindly provide the PPAN (Permanem Pension Account Number) or equivalent number, if it has been allotted to the subscriber by the respective state government Union Territory/Central/State Autonomous Bodies
6	8 & 9	DTO Reg No & DTO Reg No.	DTO Reg. No and DDO Reg No. is the unique Registration number allotted by Central Recordkeeping Agency
Section C - Subscriber's Nomination Details			
7	4	Percentage Share	Subscriber can nominate maximum of three nominees. Subscriber can not fill the same nominee details more than once Percentage share value for all the nominees must be integer Fractional value will not be accepted Sum of percentage share across all the nominees must be equal to 100 If sum of percentage is not equal to 100. entire nomination will be rejected
8	5	Nominee's Guardian Details	If a nominee is a minor, then nominee's guardian details will be mandatory
Section D - Subscriber scheme details			
If the Subscriber is unable to mention the Scheme details i.e. Pl-'M Name, Scheme Name & Percentage Allocation he can contact the nearest Facilitation Centre (FC) for information or the .Subscriber can also search for the scheme details on http://www.npscransdl.co.in			
9	Scheme		Subscriber can select maximum three schemes. Details of the schemes are available on http://www.npsera.nsdL.co.in Subscriber can not fill the same scheme details more than once If a scheme name is filled in the form for scheme setup there must be a PEM name and percentnge contribution filled for that scheme If the Scheme details are not filled, default scheme as approved by PFRDA will be applicable
10	Percentage Share		Scheme Contribution Value will be in terms of percentage. It cannot be in terms of amount. Percentage contribution value for all the schemes must be integer Fractional value will not be accepted If the sum of contributions (in percentage) across all the schemes is not equal to 100. the balance will be allotted to the default scheme approved by PFRDA.

Compendium

GENERAL INFORMATION FOR PRAN SUBSCRIBERS

- a) Subscribers can obtain the application form for PRAN in the format prescribed by PFRDA (**Pension** Fund Regulatory & Development Authority) from DDO or can freely download from the CRA website (<http://www.npscra.nsdl.co.in>).
- b) The request for a reprint of PRAN card with the same PRAN details or/and changes or correction in PRAN data can be made by filling up 'Request for change/correction in subscriber master details and/or re-issue of I-Pin/T-Pin/PRAN card' or/and 'Request For change in signature and/or change in photograph'. The form is available from the sources mentioned in (a) above.
- c) The Subscriber can obtain the status of his/her application from the CRA website or through the respective DTO
- d) For more information

Visit us at <http://www.npscra.nsdl.co.in>

Call us at 022-24994200

e-mail us at info.cra@usdl.co.in

Write to Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400013.

NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)

SCHEDULE -1

SCHEDULE OF RECOVERY FROM THE PAY BILL OF IAS/IPS/IFS OFFICERS FOR THE MONTH OF _____ 20____

TOWARDS AIS OFFICERS' SUBSCRIPTION UNDER NPS TIER-1

DDO Code :

Name & Designation of DDO :

Registration No. :

Name of Treasury/PAO :

Registration No. :

Receipt Head of Account : 8342-00-117-002-07

Sl. No.	PRAN No.	Name of the Officer	Designation	Basic Pay	Grade Pay	Dearness Pay		Dearness Allowance	Total	Amount of AIS Officers' Contribution			Remarks
						Rs.	Rs.			Current Amount [10% of 9] Rs.	Backlog / Arrear Rs.	Total Amount [10(a)+ 10(b)] Rs.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)(a)	(10)(b)	(10)(b)	(11)	
Total													

Rupees _____ (in figures)

(Rupees _____

(in words)

SIGNATURE OF DDO WITH
DESIGNATION AND DATE

Certified that Basic Pay, Grade Pay, Dearness Pay and Dearness Allowance entitled at column 5 to 8 respectively of the schedule have been verified with the entries in the respective Pay Bill and found correct. Rs _____ have been deducted from the salary bill of the DDO for the AIS Officers' Contribution for the month of _____ and transfer credited to the head of account "8342-00-117-002-07 vide Challan No _____ dated _____ against Voucher No. _____

Signature of Treasury Officer with date

Certified that Basic Pay, Grade Pay, Dearness Pay and Dearness Allowance entitled at column 5 to 8 respectively of the schedule have been verified with the entries in the respective Pay Bill and found correct. Rs _____ have been deducted from the salary bill of the subscriber on _____ and remitted in Treasury under the Head of account "8342-00-117-002-07.

Compendium

Signature of Drawing & Disbursing Officer with Date

To

The State Nodal Officer & Director of Treasuries & Accounts, West Bengal,
NPS Cell, 4, Lyons Range, Kolkata - 700 001.

NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)
 SCHEDULE-II
 SCHEDULE OF GOVERNMENT CONTRIBUTION UNDER NPS TIER - I FOR IAS/IPS/IFS OFFICERS
 FOR THE MONTH OF _____ 20____

DDO Code :
 Name & Designation of DDO :
 Registration No. :
 Name of Treasury/PAO :
 Registration No. :
 Receipt Head of Account : 8342-00-117-002-07

St. No.	PRAN No.	Name of the Officer	Designation	Basic Pay Rs.	Grade Pay Rs.	Dearness Pay Rs.	Dearness Allowance Rs.	Total Rs. (5+6+7+8);	Government Contribution [Regular] [10% of 9] Amount Rs	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Total										

Rupees _____ (in figures)
 (Rupees _____
 (in words)

SIGNATURE OF DDO WITH
 DESIGNATION AND DATE

Certified that Basic Pay, Grade Pay, Dearness Pay and Dearness Allowance entitled at column 5 to 8 respectively of the schedule have been verified with the entries in the respective Pay Bill and found correct. Rs _____ have been deducted as Govt. contribution by the DDO for the month of _____ and transfer credited to the head of account “8342-00-117-001-07 vide Challan No _____ dated _____ against Voucher No.

Signature of Treasury Officer with Date

Certified that Basic Pay, Grade Pay, Dearness Pay and Dearness Allowance entitled at column 5 to 8 respectively of the schedule have been verified with the entries in the respective Pay Bill and found correct. Rs _____ have been deposited as Govt. contribution for the month of _____ and remitted in Treasury under the Head of account “8342-00-117-001-07.

Compendium

Signature of Drawing & Disbursing Officer with Date

To

The State Nodal Officer & Director of Treasuries & Accounts, West Bengal,
NPS Cell, 4, Lyons Range, Kolkata - 700 001.

NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)

SCHEDULE-III

SCHEDULE OF GOVERNMENT BACKLOG CONTRIBUTION UNDER NPS TIER-I WITH INTEREST FOR IAS/IPS/IFS OFFICERS FOR THE PERIOD FROM _____ TO _____

DDO Code :
 Name & Designation of DDO :
 Registration No. :
 Name of Treasury/PAO :
 Registration No. :
 Receipt Head of Account : 8342-00-117-002-07

Sl. No.	PRAN No.	Name of the officer	Designation	Emolument [Pay + DA] Rs.	Amount of Govt. Backlog Contribution Rs.	Interest Rs.	Total Amount [6+7] Rs.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Total								

Rupees _____ (in figures)

(Rupees _____
 (in words))

SIGNATURE OF DDO WITH
 DESIGNATION AND DATE

Certified that the amount entered at column 5 to 8 respective the schedule have been verified and found correct. Rs _____ have been deposited as Govt. Backlog contribution with interest by the DDO on _____ and transfer credited to the head of account “8342-00-117-001-07” vide Challan No _____ dated _____ against Voucher No.

Signature of Treasury Officer with date

Certified that the amount entered at column 5 to 8 respectively of the schedule have been verified and found correct. Rs _____ have been deposited as Govt. Backlog contribution with interest on _____ and remitted in Treasury under the head of account “8342-00-117-001-07”.

Compendium

Signature of Drawing & Disbursing Officer with Date

To

The State Nodal Officer & Director of Treasuries & Accounts, West Bengal,
NPS Cell, 4, Lyons Range, Kolkata - 700 001.

NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)

SCHEDULE-IV

SCHEDULE OF IAS/IPS/IFS OFFICER'S LUMP SUM BACKLOG CONTRIBUTION UNDER NPS TIER I

DDO Code :
 Name & Designation of DDO :
 Registration No. :
 Name of Treasury/PAO :
 Registration No. :

SI. No.	PRAN No.	Name of the officer	Designation	Amount of backlog lump sum Contribution of AIS Officer	Cheque/Draft No. & Date	Remarks
1	2	3	4	5	6	
Total						

Rupees _____ (in figures)
 (Rupees _____
 (in words)

End : Cheque/Draft

SIGNATURE OF DDO WITH
 DESIGNATION AND DATE

Signature of the AIS Officer

To
 The State Nodal Officer & Director of Treasuries & Accounts, West Bengal,
 NPS Cell, 4. Lyons Range, Kolkata - 700 001.

NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)

SCHEDULE-V

CONSOLIDATED SCHEDULE SHOWING THE DETAILS OF GOVERNMENT AND AIS OFFICERS' CONTRIBUTION [INCLUDING BACKLOG] IN RESPECT OF IAS/IPS/IFS FOR THE MONTH OF _____ 20__ UNDER NPS TIER - I

DDO Code : _____
 Name & Designation of DDO : _____
 Registration No. : _____
 Name of Treasury/PAO : _____
 Registration No. : _____
 Receipt Head of Account : 8342-00-117-001-07 & 8342-00-117-002-07

Compendium

Sl. No.	PRAN No.	Name of the Officer	Designation	Emolument [Total Pay + DA]	Amount of AIS Officers' Contribution [8342-00-117-002-07]			Government Contribution [8342-00-117-001-07]		Total Amount [5c + 6 + 7]	Remarks
					Current month (Rs.)	Backlog/ Arrear Rs.	Total Amount [5a +5b] Rs.	Current Amount (Rs)	Backlog / Arrear Rs.		
(1)	(2)	(3)	(4)	(4)	(5)(a)	(5)(b)	(5)(C)	(6)	(7)	(8)	9
Total											

Rupees _____ (in figures)

(Rupees _____
 (in words)

Date

SIGNATURE OF DRAWING & DISBURSING OFFICER

Certified that the amount of Rs _____ have already been transfer credited to the head of account “8342-00-117-001-07” and “8342-00-117-002-07” for AIS Officers’ and Government Contribution [including Backlog contribution] under NPS Tier I for the month of _____ and found correct.

Signature of Treasury Officer with date

Certified that the amount of Rs _____ have already been transfer credited to the head of account “8342-00-117-001-07” and “8342-00-117-002-07” for AIS Officers’ and Government Contribution [including Backlog contribution] under NPS Tier I for the month of _____ and found correct.

Signature of Drawing & Disbursing Officer with date

To

The State Nodal Officer & Director of Treasuries & Accounts, West Bengal,
NPS Cell, 4, Lyons Range, Kolkata - 700 001.

Annexure-1

**NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)
CONTROL SHEET ON THE MONTHLY REMITTANCE UNDER NEW PENSION SCHEME**

Financial Year _____
Month _____

Sl. No.	PRAN No.	Name of Government servant	Tier-I AIS Officers' Contribution	Tier-I Government Contribution	Total (4+5)	Voucher No & Date	Mode of remittance [through Cheque]	Cheque No. & Date	Date of remittance to Bank of India
(D)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Total									

Compendium

Signature SNO / DDO

Annexure-II

NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE) Record showing individual-wise account of Remittance of Contribution under New Pension Scheme Tier I

Name: _____ PRAN No. _____
 Date of Birth _____ Name of Service _____
 Designation _____ Department _____ DDO Registration No. _____
 Date of joining in Service _____ Batch _____ DDO Code : _____
 Date of superannuation _____ DDO Name : _____

Month	Pay	DA	AIS Officer's Contribution [including Backlog] (Rs.)	Government contribution [including Backlog] (Rs.)	Total	Cheque No./UTR No.	Date of remittance (through Cheque)	Remarks
1	2	3	4	5	6	7	8	9
April								
May								
June								
July								
August								
September								
October								
November								
December								
January								
February								
March								
Total								

Signature of SNO / DDO

ANNEXURE-III

NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)

ALPHABETICAL INDEX REGISTER

81. No.	PRAN No.	Name of Member	Service Designation	Date of Birth	Date of Joining IN AIS	Date of joining Deptt/office under payment control of SNO	Signature of SNO

ANNEXURE-IV

NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)

PARTICULARS OF DEPOSITS UNDER NPS IN STATE GOVERNMENT'S ACCOUNTS

FOR THE MONTH OF _____

Sl. No.	Treasury Name & Code	Members' Subscription		Government Contribution		Total Amount Deposited under NPS
		Challan No. & Date	Amount deposited under head 8342-00-117-002-07	Challan No. & Date	Amount deposited under head 8342-00-117-001-07	

Signature SNO / DDO

Compendium



**Government of West Bengal
Education Directorate
Bikash Bhavan, Salt Lake, Kolkata 700 091**

DIRECTOR OF PUBLIC INSTRUCTION, West Bengal
&
SECRETARY, EDUCATION DEPARTMENT (Ex.-officio)
GOVERNMENT OF WEST BENGAL
BIKASH BHAVAN, SALT LAKE, KOLKATA -70091
TEL : 033-23378269 Fax : 033-23378269

No. ED- 103/2012

Dated 17.02.2012

To:

All Principals and TICs of State Aided Colleges

Sub: Rationalization of vacant teaching posts and authentication of ROA of teachers

This is to inform the Principals and TICs of state aided colleges that all vacant teaching posts occurring in their colleges should have to be rationalized on the basis of the number of PTTs/ CWTTs already approved, and Roster Of Appointment (ROA) of teachers has to be authenticated by the BCW Department, Writers' Building, Kolkata 700 001, positively to arrive at net vacancies occurring in different subjects at state aided colleges. With this end in view, the BCW Dept., Writers' Building, Kolkata,; College Service Commission, and the Higher Education Dept/ Education Directorate have agreed to organize a joint camp office on and from 21.02.2012 on all working days between 11.30 am and 4.30 pm. at the Conference Hall, 5th Floor, Bikash Bhavan, Salt Lake, Kolkata 700 091.

Steps are being taken to inform the college authorities of their respective dates for scrutiny, authentication, and rationalization at the Bikash Bhavan camp office. On the appointed date and time, they are requested to report to the joint camp office (i.e. Conference Hall, 5th Floor, Bikash Bhavan, Salt Lake) and furnish the following documents in original for necessary action:

1. ROA of teachers.
2. All supporting documents with regard to occurrence of vacancies.
3. Memo of Approval of PTTs and CWTTs as issued by Higher Education Dept/Education Directorate.

All Principals and TICs of state aided colleges are requested to treat the instant exercise as extremely important and their cooperation is highly solicited.

Sd/-

(Dr. Anis Chattopadhyay)
Director of Public Instruction, WB &
Ex-Officio Secretary, Higher Education Department

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

No. ED- 103/1(6)/2012

Dated 17.02.2012

Copy forwarded for information and necessary action to:

1. Principal Secretary, Higher Education Department, 6th Floor, Bikash Bhavan, Salt Lake, Kolkata 700 091
2. Secretary, BCW Department, 2nd Floor, Writers' Building, Kolkata 700 001
3. Special Secretary, BCW Department, 2nd Floor, Writers' Building, Kolkata 700 001
4. Chairman, College Service Commission, Bhabani Dutta Lane, Kolkata 700 073
5. Chairman, West Bengal State Council of Higher Education, 147 A, Rash Behari Avenue, Kolkata 700 029
6. P.S to Hon'ble MIC. H. E. Dept. 5th Floor, Bikash Bhavan, Salt Lake, Kolkata 700 091

Sd/-

(Dr.Anis Chattopadhyay)

Director of Public Instruction, WB &
Ex-Officio Secretary, Higher Education Department

Compendium
Government of West Bengal
Finance Department
Audit Branch
Writers' Buildings, Kolkata-700 001.

No. 1829-F(Y)

Kolkata, the 1st March, 2012.

MEMORANDUM

Subject: Drawal of salary bills using COSA software package.

The Drawing and Disbursing Officers (DDOs) under the control of different Departments and posted all over West Bengal have the primary responsibility to draw monthly salary bills, grants-in-aid bills and other contingency bills on behalf of their concerned offices and arrange for disbursement of the same to the ultimate claimants. The DDOs submit their bills to the designated Treasuries to which they are attached.

2. Preparation of monthly salary bills is one of the major functions of the DDOs. The Government was, in some time past, examining the matter of computerization of the said function of the DDOs. Accordingly, the National Informatics Centre (NIC) West Bengal Unit, in consultation with this Department, developed application software 'COSA' (Computerization of Salary Accounting) for this purpose. The 'COSA' software is being successfully used by more than two thousand DDOs across the State of West Bengal for more than ten years. For timely preparation of accurate salary bills and also with a view to building up a comprehensive employees' database, the Governor has now been pleased to decide implementation of the 'COSA' software packages mandatorily in all State Government Offices and other Autonomous Bodies which draw their pay bills and Grant-in-Aid Salary bills from Government Treasuries/Pay & Accounts Offices.

3. Presently around 70% of the DDO offices located all over West Bengal are still preparing their monthly pay bills manually. Delay in implementation of COSA application software package in these offices is either due to non-availability of requisite computer facilities or absence of adequate technical support for the said software package. To overcome these problems, the State Government has decided to associate the services of selected agencies to accelerate computerisation of monthly salary bills by implementing COSA initially at all the State Government Offices and then at the offices of the Autonomous Bodies (Municipalities / Panchayats / Educational Institutions etc.) which draw pay bills and Grant-in-Aid Salary bills from Government Treasuries / Pay & Accounts Offices.

4. For the purpose of selection of agencies to render technical support for the 'COSA' software package, the location of the DDO offices has been divided into 6(six) zones comprising of different Districts as mentioned overleaf:-

- I. Zone 1 : Districts of Jalpaiguri, Coochbehar and Darjeeling.
- II. Zone-2 : Districts of Uttar Dinajpur, Dakshin Dinajpur and Maldah.
- III. Zone-3 : Districts of Murshidabad, Nadia and Birbhum.
- IV. Zone-4 : Districts of Burdwan, Purulia, Bankura and Paschim Medinipur.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

V. Zone-5 : Districts of Howrah, Hooghly and Purba Medinipur.

VI. Zone-6 : Districts of Kolkata, North 24 Parganas and South 24 Parganas.

Selection of agency for each zone has been made through a tender process. The name and contact nos. etc. of the selected agency for each Zone has been mentioned at Annexure-I.

5. The basic function of the selected agencies would be:-

- i) To provide technical support services to the DDO-offices where COSA have already been implemented.
- ii) To implement COSA in DDO-offices where PCs and Printers are available but COSA has not been implemented due to lack of technical supports.
- iii) For the rest of DDOs, Facility Centres will be set up with two PC and two Printers in all the Treasuries / Pay & Accounts Offices to be manned by technical support personnel of the selected vendors from where DDOs can get their job done.

The Comprehensive support and services to be provided by the selected agencies have been indicated at Annexure-II.

6. There are 20 (twenty) items of expenditure on account of the support / service charges. The charges applicable for each Zone for each support/ service area have been indicated in Annexure-III. The payment for Technical Support service shall be made by the respective DDO who call for the service. The charges shall be payable -on-call' basis.

The overall responsibility of the Drawing Disbursing Officers will be:-

- a) To arrange PCs and Printers for running of COSA application package for generation of monthly salary bills.
- b) To ensure that the machines are in good conditions and virus-free.
- c) To train at least two persons for running COSA application package / preparing database / updating database before generation of monthly salary bills.
- d) To take back-up of updated database at the end of the day.
- e) To keep access to the COSA database secured by utilizing users' access control mechanism like secret password.
- f) The persons, so deployed shall keep close liaison with the support personnel of the selected vendor for trouble-free operations.
- g) In case of DDOs who are using application packages for pay-bills generation other than the COSA developed by NIC, data migration, if required, for switching over to the COSA have to be done by the DDOs at their own initiatives.

7. For the DDOs, who do not have IT facilities in their offices, the Governor has been pleased to delegate the financial power to the 'Head of Office' for the one time procurement of not more than two units of PCs, two Printers and one UPS of reputed brand (including infrastructure! facility), locally, as per configuration suggested by NIC within the rate as approved by this Department, subject to requirement of the concerned office and availability of fund under their respective service head, at the earliest, but within the Financial Year 2012-13. The configuration of the hardware and the approved rates (maximum limit) of the IT items have been indicated in Annexure-IV. The WEBEL Technology Limited has sent their consent to supply those IT items

Compendium

within rate specified in Annexure-IV. Copy of their consent letter is attached with this Order as Annexure-VI. If required, the 'Head of Office' may procure the above IT items from The WEBEL Technology Limited. The procurement of computer systems etc. may be done in accordance with procedures laid down in Finance Department orders issued vide Memo No. No. 1782-F dated 01.03.2006.

8. It has been decided by the Government that the basic data for the development of the 'Employees Database' shall be captured through 'COSA' software package. Accordingly, the modules for capturing all information/ inputs, as suggested by the 13th Finance Commission, have been incorporated in the said package. The items of information to be captured through COSA software package have been indicated on Annexure-V. Henceforth, the DDO shall submit the data of each regular salary bill including employees' detail in digitized format in pen-drive or CD at the Treasury, along with printed Salary Bill. COSA software package has been up-graded accordingly so that the DDO can generate such data in electronic mode. One part of such data shall be captured as input for entry of salary bill at the Treasury Computer Package and the other part of the data shall be transmitted to 'Employees' Database Server' through Treasury Server linked with each salary bill of each DDO.

All the work relating to the preparation and presentation of regular salary bills in the abovementioned mode through COSA software package should be completed by all the DDOs including the DDOs who draw the Grant-in-Aid Salary Bills on a priority basis, latest by **30.06.2012** and the Treasuries / Pay and Offices will not be able to accept any regular salary bill including Grant-in-Aid Salary Bill from the DDOs on and from **01.07.2012** if the bill is not COSA software generated bill in both the modes i.e. electronic mode as well as printed mode.

Sd/- H. K. Dwivedi.

Secretary to the
Government of West Bengal.

No. 1829/1(500) - F(Y)

Kolkata, the 1st March, 2012

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place West, Kolkata - 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place West, Kolkata - 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata-700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, _____

5. Special Secretary / Additional Secretary / Joint Secretary / Deputy Secretary, Finance Department.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

6. _____ Department,

7. Commissioner, _____ Division, _____

8. Joint Commissioner, Finance (Internal Audit) Department, Todi Mansion, P-15, India Exchange Place Extension, Kolkata - 700073.
9. Director, _____

10. District Magistrate / District Judge / Superintendent of Police, _____

11. Sub-Divisional Officer, _____

12. Block Development Officer, _____

13. Director of Treasuries & Accounts, West Bengal, New India Assurance Building, 4, tyons Range, Kolkata - 700001.
14. Accounts Officer & Ex-officio Deputy Secretary, Finance (Accounts) Department, Writers Buildings, Kolkata - 700001.
15. Accounts Officer & Ex-officio Deputy Secretary, Finance (Accounts) Department, Bikash Bhavan, Salt Lake, Kolkata - 700091.
16. Pay & Accounts Officer, Kolkata Pay & Accounts Office-1, 81/2/2, Phears Lane, Kolkata - 700012.
17. Pay & Accounts Officer, Kolkata Pay & Accounts Office-11, Johar Building, P-1, Hyde Lane, Kolkata - 700073.
18. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1* Floor, Block IB, Sector III, Salt Lake, Kolkata - 700091.
19. Treasury Officer, _____

20. Group _____ / _____ Branch, Finance Department.
21. Principal Accounts Officer & Ex-officio Deputy Secretary, Finance (Budget) Department. He is requested to upload in the website of Finance Department www.wbfin.nic.in

Sd/-

Special Secretary to the
Government of West Bengal

Compendium

ANNEXURE- 1

Zone	Districts	Name & Address of the Agency
1.	Jalpaiguri Coochbchar Darjeeling.	Long Leap C/O Shri Kallol Kr. Sarkar Kamarpara, P.O & Dist. Jalpaiguri PIN - 735101, Phone : 9434500197. Email: longleap@gmail.com
2.	Uttar Dinajpur Dakshin Dinajpur Maldah.	Syspro Technologies Raj Market, Rajdanga Main Road (E) KMDA Market Complex (E), Kolkata-700107. Mob.9800284320/8902687420 email: sysprotechnologies@gmail.com
3.	Murshidabad Nadia Birbhum	Mangaldeep Infotech & Consultancy Services, Sonajhuri Building (1 st . Floor, Room No. 15 & 17), P.O. BKT.P.P. Township, Dist. Birbhum, PIN : 731104. Phone : 9732090566, 03462-220683. email: arabinda.hazra@mics.name arabinda.hazra@gmail.com
4.	Burdwan Purulia Bankura Paschim Medinipur	Milleneum Business Solutions India 22, Asutosh Chowdhury Avenue, (3 rd & 4 th Floor), Kolkata- 700019 Phone No. 4008-7970/ 7971. Mob. 9830618436 / 9339143782 email: amukherjee@mbsindiaweb.com
5.	Howrah Hooghly Purba Medinipur	Syspro Technologies Raj Market, Rajdanga Main Road (E) KMDA Market Complex (E), Kolkata-700107. Mob.9800284320/8902687420 email: sysprotechnologies@gmail.com
6.	Kolkata North 24 Parganas South 24 Parganas	Milleneum Business Solutions India 22, Asutosh Chowdhury Avenue, (3 rd & 4 th Floor), Kolkata- 700019 Phone No. 4008-7970/ 7971. Mob. 9830618436 / 9339143782 email: amukherjee@mbsindiaweb.com

ANNEXURE- II

The Comprehensive support and services to be given by the selected agency:

- 1) Installation/Re-installation (as and when required) of OS, Drivers and COSA Software at the respective DDO office.
- 2) Creation of Master Data for each office.
- 3) On-job training for at least 2 persons from each office for seven (7) working days on operations of the entire system.
- 4) On-site Technical Support for each DDO-Office as and when called for.
- 5) Posting of problems encountered in an office in a given web enabled application.
- 6) Deployment of updated version of software downloadable from net.
- 7) The following functions where facilities are provided at the Treasuries for DDOs who do not have their own computer facilities :
 - a) Initial data entry on behalf of the DDOs who have opted for using the facility.
 - b) Updating database and generation of monthly pay-bills.
 - c) Taking back-up of data at the end of every day in an external hard disk.
 - d) Deployment of updated version of software downloadable from net.
- 8) The vendors shall comply with all relevant laws in force in India.

In particular, the vendors shall provide and employ only such personnel who are skilled and experienced in their respective callings and supervisory staff who are competent to adequately supervise the work at hand.
- 9) The vendors shall assume primary responsibility for all the testing of the Infrastructure Solution, in accordance with relevant provisions of the RFP.
- 10) To achieve the above deliverables the vendors on receipt of the contract ‘ would:
 - a. Designate a Project Manager within 7 days from the award of contract. The project manager will be the single point of contact for FD/DDOs.
 - b. Activate help desk in respect of the current project and intimate Point of Contact to the DDOs concerned.
 - c. Submit detailed IMPLEMENTATION PLAN.
 - d. Integrate with the Internet feed
 - e. Coordinate with other vendor/agencies
 - f. Set up central monitoring facility

Compendium
ANNEXURE- III

Charges payable to the selected Agency:

SI. No.	Description	Charges applicable for each Zone					
		Zone 1 ₹	Zone 2 ₹	Zone 3 ₹	Zone 4 ₹	Zone 5 ₹	Zone 6 ₹
1	Installation of Windows XP/Vista/7 and related Service Packs at DDOs Location	552.00	82.73	551.50	287.00	82.73	275.75
2	Installation of SQL Database Server 2005/2008 Express Edition at DDOs Location	882.00	104.79	386.05	287.00	104.79	275.75
3	Installation of Printer Drivers and Antivirus Software at DDOs location.	221.00	55.15	441.20	154.00	55.15	137.88
4	Installation of COSA Software at DDOs Location (per location]	441.00	799.68	330.90	154.00	689.38	137.88
5	Data entry per employee using COSA package	5.52	55.15	11.03	66.00	55.15	55.00
6	Data back-up at DDOs Office	221.00	110.30	441.20	331.00	110.30	275.75
7	Support on existing COSA software at DDOs Location per call, if problem arises	882.00	110.30	441.20	882.00	82.73	827.00
8	Installation of upgraded version of COSA, when released, at the DDOs Location	441.00	82.73	441.20	662.00	82.73	552.00
9	COSA operation including monthly pay-bills, reports generation per DDO at DDOs location	2206.00	799.08	551.50	662.00	716.95	552.00
10	Training for 5 days at DDOs location	5515.00	441.20	5515.00	4412.00	441.20	4412.00
11	Installation of Windows XP/Vista/7 and related Service Packs at Treasury Location	552.00	55.15	441.20	287.00	55.15	275.75
12	Installation of SQL Database Server 2005/2008 Express Edition at Treasury Location	882.00	55.15	330.90	287.00	55.15	275.75
13	Installation of Printer Drivers and Antivirus Software at Treasury location.	221.00	55.15	386.05	154.00	55.15	137.88
14	Installation of COSA Software at Treasury Location [per location]	441.00	55.15	275.75	154.00	55.15	137.88
15	Data back-up at Treasury Location	221.00	110.30	336.05	275.75	110.30	771.00
16	Support on existing COSA software at Treasury Location per call, if problem arises	882.00	55.15	386.05	882.00	55.15	777.00

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Sl. No.	Description	Charges applicable for each Zone					
		Zone 1 ₹	Zone 2 ₹	Zone 3 ₹	Zone 4 ₹	Zone 5 ₹	Zone 6 ₹
17	Installation of up graded version of COSA, as and when released, at Treasury Location	44 1.00	55.15	386.05	552.00	55.15	496 00
18	COSA operation including monthly pay-bills, reports generation per DDO at Treasury locations	220G.00	563.63	386.05	552.00	495.25	496.00
19	Training for 5 days at Treasury location	5515.00	275.75	44 12.00	4302 00	220.60	4302.00
	TOTAL:	22733 04	3977.44	16511.91	15408.75	3633 31	14670 27

* Rates per unit inclusive of applicable taxes.

Compendium

ANNEXURE-IV

Components Required for Implementation of COSA & its Indicative Expenses

Sl.	Item	Indicative unit Price Including all Taxes
1	Better Quality Branded Desktop PC (** as per configuration mentioned below)	Rs. 47,000/-
2	136 column 24 Pin High Speed DMP, with minimum 480 cps in Draft Mode	Rs. 25,500/-
3	0.7 KVA Line Interactive UPS with 10-15 minutes battery backup	Rs. 3650/-
4	MS Office 2010 Standard OLP Indie Edition for Government offices	Rs 9,500/-
5	Backup Device (4 GB USB Pen drive)	Rs 500/-
6	Better Branded Antivirus Software with 3 year updates (2 Nos.)	Rs 2,000/-
7	Electrical fittings, Computer Furniture etc.	Rs. 11,850/-
8	Total Financial Sanction - not exceeding	Rs. 1,00,000/-
9	Computer Stationery (Size 15x12 & 10x12 inches)	Recurring Expenses

Minimum Configuration for Desktop PC

Processor	32-bit Processor with \geq 2.93 GHz speed, \geq 800 MHz FSB & 4 Mb L2 Cache or higher
Bus Architecture	Integrated Graphics, 2 PCI, 1 PCI Express x 1 and 1 PCI Express x 16
Memory	4 GB DDR3 RAM WITH 8 GB Expandability
Hard Disk Drive	500 GB 7200 rpm SATA HDD
DVD	R.W. DVD
Monitor	18.5 inch LED Digital Color TCO Monitor - 05 Certified
Keyboard	104 keys + Rupee font key
Mouse	OEM Optical Scroll Mouse
Bays	4 Nos. (2 Nos. 5.25 inches for Optical Media Drives and 2 Nos. 3.5 inches for Hard Disk Drives)
Ports	6 USB Ports (with at least 2 in front), audio ports for microphone and headphone in front, one Parallel port and one Serial port on PCI card
Cabinet Chassis	Mini tower
Networking	10/100/1000 on board integrated Network Port with remote booting facility remote system installation, remote wake up
Preloaded OS	Windows 7 Professional 32-bit edition Preloaded with latest service-pack, with Media and Certificate of Authenticity -OEM
OS Certifications	Windows 7 OS certification
Power Management	Screen Blanking, Hard Disk and System Idle Mode in, Power On, set up password, power supply SMPS Surge protected
Antivirus	Antivirus Software (Latest Version) with minimum 1 year License
Warranty	3 Years onsite warranty
Remarks	The driver software for the various controllers like SVGA / Graphic adapter, NIC etc should be supplied for windows 7. The utilities Software / Drivers of the motherboards including USB should also be supplied on the CD Media along with PC System. All the 32bit application software shall be supported by the Operating System. The System should work on 230V 50Hz single phase power supply.

ANNEXURE-V

Employee Data base Template in COSA for Regular DDOs as per recommendations of
Thirteenth Finance Commission

Office Details:-

1. DDO Code
2. DDO Designation
3. Name of Office
4. Administrative Department
5. Office Address
6. Police Station
7. District
8. Pin Code
9. Office Phone Number

Employee Details:-

10. Employee Code (PF Account Number)
11. Employee Name
12. Date of Birth
13. PAN
14. Religion
15. Gender
16. Category (GEN / SC / ST / OBC / PHC / Ex-service men/Others (Pis. Specify))
17. Father's Name
18. Mother's Name
19. Spouse Name
20. Department as mentioned in Biil
21. Establishment / Section / Bill Name
22. Salary Acquittance Section, if any
23. Service Type (GOI / GoWB)
24. Service Status (Permanent / Temporary / Contractual / Re-employment)
25. Group of Post (A/B/C/D)
26. Present Designation
27. Date of Appointment in Present Service
28. Name of Post/Designation at First Appointment
29. Date of Joining in Present Post
30. Date of joining in Present Office
31. Whether on Deputation (Y/N)

Compendium

32. Residential Status (Government Housing / Own / Rental / Spouse / Others)
33. If Government Housing, then Housing Scheme Name (Office Building / General Pool /MIG/ LIC etc.)
34. If Government Housing, then Housing Type (Licensee / Assessed)
35. Present Residential Address
 - o Address
 - o Police Station
 - o Pin Code
 - o Contact Number
36. Permanent Residential Address
 - o Address
 - o Police Station
 - o Pin Code
37. Salary Receiving Option (RECS/EPS/Cash/Others)
38. Bank Account Details
 - o Bank & Branch Name
 - o IFSCode
 - o MICRCode
 - o Bank Account Number
39. Marital Status (Unmarried / Married / Widow(er)/ Divorcee)
40. Spouse Service Status (WB Government/ WB Undertaking/ GOI/ Others/ NA)
41. If Spouse is Government Employee, then Spouse Pay. HRA
42. GIS Type (1983 / 1987)
43. GIS Group (A/B/C/D)
44. PF Account Type (GPF / A1SPF / CPF)
45. GPF Group (A/B/C/D)
46. Entitlement to Pension (Defined Benefit/NPS/None of the two)
47. Whether present Pay Scale is Personal Scale (Y/N)
48. Whether Village Level Worker (Y/N)
49. ROPA Option (1998 / 2009/ Others, pls. specify)
50. Pay Scale
51. Date of Next Increment
52. Increment Amount in Rs.
53. Medical Allowance Option
54. Employee Salary Earnings Details (in Rs.)
 - a. Grade Pay

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- b. Basic / Pay Band Pay
 - c. Dearness Allowance
 - d. House Rent Allowance
 - e. Medical Allowance
 - f. Non-Practicing Allowance, if any
 - g. Other Pay / Allowances (Spl./Admn./Qualifying Pay. Dearness Pay. Personal Pay, Non-Practicing Pay, Ad-hoc Pay, Other Pay, Special Allowance, FC/FT Allowance, Hill Compensatory Allowance, Conveyance Allowance, Other Allowance. Honorarium, Bonus, Deputation Allowance. Consolidated Pay, Transport Allowance etc.)
55. Employee Salary Deduction Details (in Rs.)
- a. CIS Insurance & Savings
 - b. Professional Tax
 - c. Income Tax
 - d. Housing License Fee etc.
 - e. PF Subscription, PF Arrear, PF Recovery
 - f. Other Deductions
 - g. Recovery of different Loans (Principal & Interest)
 - h. Out-of-Account Deductions

Compendium

ANNEXURE- VI

WEBEL TECHNOLOGY LIMITED

(A Govt or West Bengal Undertaking)

AN ISO 9001 : 2008 Company

Tel 2367-340306

Plot-6. Block-BP. Sector-V, Sail Lake City, Kolkata-700 091 Fax 91-33-236/9413

visit as at www.wb.co

No () (P&AR)/COSAA/00011-12

Date: 08 02.2012

TO

The Secretary

Personnel & () Writers Buldings

Kolkata- 700001

Sub: Offer for Hardware required to run COSA software

Sir

This has reference to (he discussion the undenjlonod bad with NIC regorrjlivg the abovo mentioned subject As discussed an ldcial combination of hardware for smooth funning of GOSA scrfrware has been suggested by NIC We are submitting our offer h line with thair soggettlon along with terms ana conditions given below

NO	ITEM DESCRIPTION	QUANTITY REQUIRED	UNFT PRICE	VAT / & TAX	TOTAL AMOUHT
1	Dasktop PC (Make: HP): Intal Secound Generation Core I5 bassed proceeaor, 4GB DDR 3 RAM. 500 GB Hard Disk Drive. DVD RW. 16.5 TFT Monitor Keyboard. Mouse Windows 7 () Warranty: Three Years	2 Nos.		4%	83.600 00
2	UPS (Make APC): nova line intorative 12 min battery backup. Warranty; Two Yeara	2 Nos.	3.500.00		7280.00
3	Network Switch (Make: D link); 8 Port 10/100 Mbps unmanagad switch, Warranty: One year	1 No.	830.00	4%	884.00
4	Paten Cord (Make D link): CAT 6 Patch ()	2 Not.	300.00	13 5%	117.00
5	USB Print Servor (Any in putad make), Warranty One year Yen	1 No.	4,600 00	4%	•i.704 03
6	Dot Matrix Printar; TVSE HD 745 Warranty One year	1 NO	19.620 00	4%	20.406.00
	OR Dot Matrix Printer: TVSE RD 945 Warranty Three Years	1 NO.	24,400.00	4%	25376.00
7	Antivirus Quick Heal Internet Security with 3 (three) years updates	2 Nos	1.950.00	4%	4.056.00

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

8	Software: MS Office 2010 STD	2 No	0,800 00	4%	20,384.00
9	Pandrive(Kingston/HP): 4GB	2 Nos.	350.00	4%	728.00

Tarms and condIUans:

Taxes and dutiea: As maniioned above.

Delivery: Within three wooks from tho date of receiving final ordor Payment Again at Invoice.

Validity: One month from the date of this offer.

Need there be any further clarification please feel free to get in touch with us.

Thanking you.

Your faithfully
for WEBEL TECHNOLOGY LIMITED

(P S Mltra)
Assistant Manager
Mob 9331177026

Registered Office Webel Bhavan, Block-EP & QP. Sactor-V. Salt Lake City. Kolkata-700 091

Compendium

**Government of West Bengal
Education Directorate
Bikash Bhawan, Salt Lake, Kolkata - 700 091**

Memo No. 592/C/Pen
OM-13(C)-PEN-2011

Dated, the 20th March, 2012

CIRCULAR

For sometimes past it is observed that the pension papers from some Non-Government Colleges are not being submitted to Education Directorate in time.

Consequent upon non-submission of pension papers in due time, the Government is facing huge financial liabilities due to payment of interest on delayed payment of gratuity.

It is imperative on the part of the College Authorities to follow strictly the provisions as laid down in Government Order No.63-Edn.(CS) dated 12.01.1999 in respect of submission of pension papers of the concerned persons before six months from the date of retirement on superannuation to the sanctioning authority positively, failing which the consequences of such non-submission of pension papers (supported by all relevant documents) would lie on the authorities of the concerned Colleges.

Sd/- Anis Chatcopadhyay
Director of Public Instruction, W.B. &
E.G. Secy. H.E. Department

Memo No. 592/1(11)/C/Pen
OM-13(C)-PEN-2011

Dated, the 20th March, 2012

Copy forwarded for information and necessary action to :-

- 1) Principal/Teacher-in-Charge of all Government Aided Colleges, West Bengal.
- 2) Joint Secretary to the Government of West Bengal, Higher Education Department (CS Branch), Bikash Bhawan, Salt Lake, Kolkata-91.
- 3) Joint Director Of Public Instruction (Pension), Education Dte. Bikash Bhawan, Salt Lake, Kolkata-91.
- 4) Sri S. Das, Law Officer, ILC, Education Dte. Bikash Bhawan, Salt Lake, Kolkata-91.
- 5) Sri J. Dhali, Law Officer, ILC, Education Dte. Bikash Bhawan, Salt Lake, Kolkata-91.
- 6) Sri D.K. Acharya, Law Officer, ILC, Education Dte. Bikash Bhawan, Salt Lake, Kolkata-91.
- 7) Accounts Officer, Education Directorate. Bikash Bhawan, Salt Lake, Kolkata-91.
- 8) P.A. to Principal Secretary, Higher Education Department 9) P.S. to Hon'ble MIC, Higher Education Department
- 10) HA(Lavv), Education Directorate, Bikash Bhawan, Salt Lake, Kolkata-700 091
- 11) HA(College Section), Education Directorate, Bikash Bhawan. Salt Lake, Kolkata-700 091

Sd/-

Director of Public Instruction, W.B. &
E.O. Secy. H.E. Department

**Government of West Bengal
Department of Higher Education
University Branch
Bikash Bhavan, Salt Lake, Kolkata-91**

No. **87/JS(MRV12)**

Dated. Kolkata. the 21st June. 2012.

From : Smt. Madhumita Ray, IAS
Joint Secretary to the
Government of West Bengal.

To : The Vice Chancellor,
_____ University, West Bengal

Sub : Admission into Post-graduate Classes of the University

Sir,

Your are well aware of the fact that a committee was formed with the initiative of the Higher Education Department and West Bengal State Council of Higher Education to look into the possibilities of reforming the mechanism for admission into post graduate classes. The Committee feels that as a principle admission in post-graduate classes should not be based on the "Quota" specified for the under-graduates of the same University. It is also of the view that competitive mechanism must be designed to accommodate deserving candidates from other Universities / Colleges of the State.

The recommendation of the committee, as received from the West Bengal State Council of Higher Education, has been examined in the Department, it has been decided that all State Aided Universities will be requested to open up 40% of seats for open competition among the under graduates from other Universities / Colleges for admission into the post graduate classes from academic year 2012-13. Accordingly, it is requested that University may take necessary action.

University will develop the exact procedure for such admission in due course.

Yours faithfully,
Sd/- Madhumita Ray
Joint Secretary

No. **87/I(2)/JS(MR)/12**

Dated. Kolkata. the 21st June. 2012

Copy forwarded for information and taken necessary action to :-

1. The Director of Public Instruction, Govt, of West Bengal, Bikash Bhavan, Salt Lake, Kolkata-700 091;
2. The Member Secretary, West Bengal State Council of Higher Education, 147A-Rash Behari Avenue, Kolkata - 700 029.

Joint Secretary

Compendium
Government of West Bengal
Finance Department
Audit Branch

No. 5288-F(J)

Kolkata the 22th June, 2012

RESOLUTION

The Governor is pleased to decide that during the year 2012-13, accumulations at the credit of the subscribers to the General Provident fund and other similar funds under the administrative control of the Govt, of West Bengal shall carry interest at the rate of 8.8% (Eight point eight, per cent) per annum. This rate will be in force during the financial year beginning on 01.04.2012. The funds concerned are :-

- i) General Provident Fund (West Bengal Service).
 - ii) Contributory' Provident Fund (West Bengal).
 - iii) Provident Funds maintained under the West Bengal mm-Govt. Educational Institutions and Local Authorities (CPFE) Act, 1983.
 - iv) Any other Provident fund maintained in the State Accounts with approval of this Govt.
2. Ordered that the resolution be forwarded to all Departments of the Government of West Bengal and published in Kolkata Gazette.

By order of the Governor,
Sd/- P.N.Sumadder

Joint Secretary to the
Government of West Bengal

No. 5288/(1)-F(J)

Kolkata, the 22th June, 2012

Copy with 20 copies of the resolution forwarded to the Sr. Deputy Accountant General (Fund Misc.), office of the Pr. Accountant General (A&E) W.B. G.I. Press (), 8.K.S. Ray Road Kolkata 700001.

Sd/- P.N.Samadder
Joint Secretary to the
Government of West Bengal

No. 528S/2(500)-F(J)

Kolkata, the 22th June, 2012

Copy forwarded for information and necessary action to :-

1. The Commissioner, _____

2. The Secretary _____

3. The Director, _____

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

4. The District Magistrate/Judge, _____

5. The Sub-Divisional Officer _____

-He is requested to circulate the resolution to all the State Gov., Officers under this jurisdiction.
6. The Treasury Officer, _____

7. The Accounts Officer. West Bengal Secretariat, Writers' Buildings, Kolkata-700001.
8. The Pay & Accounts Officer. Kolkata Pay & Accounts Office-I, 81/2/2, Phears 1 ane, Kolkata-700012.
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II. Jawahar Building. P-1, Hyde Lane, Kolkata-700073.
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, f.B.Market. J* Floor, Sector-III, Bidhannagar, Kolkata-700091.
11. The Director of Treasuries & Accounts, W.B., New India Assurance Buildings, 4, Lyons Range, Kolkata-700001.
12. The Director of Pension. PF & Group Insurance, W.B. Puna Bhawan. Salt Lake, Kol-91.
13. The Superintendent of Police _____

14. Section Officer, Group-H, Finance Department. Government of West Bengal.

Sd/-

Joint Secretary to the
Government of West Bengal

Compendium
Government of West Bengal
Finance Department
Audit Branch

No. : 6732-F(P)

Kolkata. the 3rd August, 2012.

MEMORANDUM

Subject : Grant of Ad-hoc Bonus to the State Government Employees and some other categories of Employees for the year 2011-2012.

The undersigned is directed by order of the Governor to say that the Governor is pleased to decide that the State Government employees who are not covered by any of the productivity linked Bonus Scheme and whose revised emoluments did not exceed? 22,000/- per month as on 31st March, 2012 will be entitled to ad-hoc bonus for the accounting year 2011-2012 at the rate of ` 2,500/- per head. The upper eligibility ceiling of ? 22,000/- p.m. as on 31st March, 2012 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised scale of pay or on fixed/consolidated contract pay.

2. The beneGt will be admissible subject to the following terms and conditions :-

- i. Ad-hoc Bonus admissible under this order will be worked out on the basis of emoluments as admissible on 31.03.2012. For the employees drawing pay and allowances in terms of the West Bengal Services (Revision of Pay and Allowances) Rules, 2009 the term 'revised emoluments' in this order will mean and include pay in the pay band plus the grade pay in the revised pay structure and includes the non- practicing allowance, if any, Dearness Allowances, but will not include any other pay and other allowance such as house rent allowance, medical allowance, compensatory allowances, etc.

For those who are drawing pay and allowances in the un-revised scale, the term 'emoluments' will mean and include basic pay, personal pay, special pay (additional remuneration), dearness pay, dearness allowance, deputation (duty) allowance, Steno Allowance but will not include specialist pay and other allowances **such** as house rent allowance, medical allowance, compensatory allowance, etc. For those who are drawing remuneration on contract basis, the term 'revised emoluments' will mean the consolidated contract pay drawn by them.

- ii. The employees whose revised emoluments on 31.03.2012 exceeded ₹22,000/- p.m. but during the year 2011-2012 their emoluments at least for six months were less than ₹ 22,000/- p.m. i.e. trie said emoluments exceeded the eligibility ceiling of ₹22,000/- p.m. on account of promotion, drawal of increment, implementation of C.A. Scheme, enhancement of dearness allowance etc. after remaining less than ₹22,000/- p.m. for at least six months, will be entitled to ad-hoc bonus of ₹2,500/-per head under this order.
- iii. The employees who were in service on 31.03.2012 and rendered at least six months continuous service during the year 2011-2012 will be eligible for payment of ad-hoc bonus under this order.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Pro-rata payment will be admissible in such cases to the eligible employees for periods of continuous service during the year ranging from six months to full year, the eligibility period being taken in terms of number of months of service (rounded off to the nearest number of months). A fraction of **15** days or more should be counted as one month.

- iv. The amount of ad-hoc bonus on pro-rata payment as admissible under 2(iii) above will have to be calculated according to the following formula :-

$$\text{Emoluments as on 31st March, 2012.} \quad \times \quad \frac{\text{Eligibility period in number of months}}{12}$$

= The amount of ad-hoc bonus, subject to maximum amount of ₹ 2,500/-

- v. The casual workers who have put in work at least for 120 days and the employees on consolidated pay in the year 2011-2012 will also be entitled to ad-hoc bonus under this order according to the following formula :-

$$\frac{\text{Total amount of salary/wages earned during the year 2011-2012}}{12}$$

= The amount of ad-hoc bonus, subject to maximum amount of ₹ 2,500/- only.

The salary/wages in these cases should have the same meaning as 'revised emoluments' as defined in para 2(i) above.

3. The disbursement of Ad-hoc Bonus sanctioned hereinabove should be made in case of Muslim State Government employees between 10th August, 2012 to 17th August, 2012 and in case of other State Government employees (other than Muslim State Government employees) such disbursement should be made in between 5th October, 2012 to 12th October, 2012.

In case of failure, the disbursement should be made as early as possible before the festival of Durga Puja/Id-Ul-Fitre.

4. The charge in respect of payment of ad-hoc bonus under this order will be debit to the detailed head *viz.*, "Ad-hoc Bonus" the opening of which was sanctioned under the 'Salary' head sub-ordinate to all Major, Minor and sub-heads in the Revenue Expenditure section of the State Budget in terms of para 9 of this Department's Order No. 461 1-F, dated 22.04.1988 and necessary fund for this purpose have been provided under the above detailed heads in the budget grant available for 2012-2013.
5. The Governor is further pleased to direct that the benefit of ad-hoc bonus sanctioned under this order will also be available to the different categories of employees who had been allowed the same in the last year in accordance with Finance Department's Memo No. 8272-F(P), dated 23.08.2011 by issue of Government Orders by various Departments in this connection. As in the last year orders for grant of ad-hoc bonus in respect of the employees of Statutory Bodies/Local Bodies/State aided Non-Government Educational Institutions and such other categories of employees of various establishments, who were allowed ad-hoc bonus/ex-gratia at par with the State Government employees or at the rate not more than ₹ 2,500/- per head as approved by the Government in the last year, should be issued by the Departments concerned without referring the file to Finance Department, Group 'P'.

Compendium

6. Clarifications issued in previous years in respect of various points raised in connection with admissibility and drawal of ad-hoc bonus would continue to apply.

Sd/- **A.K. Das**

**O.S.O. & E.O. Joint Secretary to the
Government of West Bengal
Finance Department**

No. ; 6732/U5001-F(P)

Kolkata. the 3rd August. 2012

Copy forwarded for information and necessary action to :-

01. The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700 001.
02. The Director of Treasuries & Accounts, West Bengal, New India Assurance Buildings, 4, Lyons Range, Kolkata - 700 001.
03. The Pay 6s Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700 012.
04. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, vlawahar Buildings, Kolkata - 700 073.
05. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, I.B. Markat, Sector - III, Salt Lake, Kolkata - 700 091.
06. The Assistant Secretary & D.D.O., Finance Department, Writers' Buildings, Kolkata-700 001.
07. The Assistant Secretary & D.D.O., Finance Department, Bikash Bhawan, Salt Lake, Kolkata - 91.
08. The District Magistrate/Judge, _____
09. The Sub-Divisional Officer, _____
10. The Treasury Officer _____
11. The , _____
_____ Department/Directorate.
12. The Commissioner _____
13. The Principal, Industrial Training Institute, _____
14. The Superintendent of Police, _____
15. The Superintending Engineer/Ex. Engineer, _____

Sd/-

**Assistant secretary to the
Government of West Bengal,
Finance Department.**

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Government of West Bengal
Higher Education Department
Merit-cum-Means Branch
Bikash Bhavan, Salt Lake, Kolkata-700 091

NO.89/EH/M&MS-01/2012

Date: 05-10-12

NOTIFICATION

The Government of West Bengal has introduced “West Bengal Government Merit-cum-Means Scholarship Scheme” with effect from 2006-07 academic year for the poor but meritorious students of West Bengal, who are pursuing higher studies on various post Madhyamik levels. The guidelines of the said scheme have been formulated by the Finance Department and a Notification in this regard was made vide No.401A-Edn(CS)/10M-15/07 dated 25.04.2007.

To commemorate the 150th Birth Anniversary of Swami Vivekananda, it has been decided to re-name the “West Bengal Government Merit-cum-Means Scholarship Scheme” as “Swami Vivekananda West Bengal Government Merit-cum-Means Scholarship Scheme”.

Accordingly, the Governor is pleased to re-name the existing “West Bengal Government Merit-cum-Means Scholarship Scheme” as “Swami Vivekananda West Bengal Government Merit-cum-Means Scholarship Scheme” with immediate effect. The guidelines earlier notified by this Department shall remain unchanged.

This is issued with the concurrence of Finance(Audit) Department vide their U.O.No.2259 Group ‘P’(Services) dated 18.09.12.

By order of the Governor

Sd/- Vivek Kumar
Secretary
Higher Education Department

Compendium
Government of West Bengal
Finance Department
Audit Branch
Writers' Buildings, Kolkata-700001.

No. 9243-F(P)

Dated: 14-11-2012

Memorandum

As a large number of Group 'D' posts have been lying vacant since long resulting in difficulty in running day to day works, filling up of some vacancies in the same category against sanctioned posts on contract basis in different departments was under active consideration of the Government for sometime past.

Accordingly, the undersigned is directed by order of the Governor to till up maximum of 3000 (three thousand) vacancies of Group 'D' on contract basis in different departments on consolidated contractual remuneration as per the provisions in Memo. No. 9008-F(P) dl. 16.09.2011 which will be the minimum entry point basic pay in PB No.1 under the existing terms and conditions and procedure of appointment. This will take effect from the date of decision in the Cabinet i.e. from 19.3.0.2011.

Sd/- A K. Das
OSD & E.O. Joint Secretary to the
Government of West Bengal
Finance Department

No. 9243/1(100)-F(P)

Dated : 14-11-2012

Copy forwarded for information and necessary action to :

Addl. Chief Secretary/Principal Secretary/Secretary of all Departments.

- 1) The Principal Accountant General (A&E) West Bengal, Treasury Buildings, Kolkata-700001.
- 2) The Pay & Accounts Officer. Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012.
- 3) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-IT, P-1, Hyde Lane, Kolkata-700073.
- 4) The Accounts Officer, West Bengal Secretariat, Writers' Buildings, Kolkata-700001.
- 5) The Accounts Officer, West Bengal Secretariat, Bikash Bhavan, Kolkata-700091.
- 6) The Treasury Officer, _____

Sd/-
Deputy Secretary to the
Government of West Bengal

**Government of West Bengal
Finance Department
Audit Branch**

No.9668-F(Y).

Kolkata, the 30th November, 2012.

MEMORANDUM

At present the Reserve Bank of India, Public Accounts Department, Kolkata is acting as the 'Agency Bank' of the Government of West Bengal. In addition, the Reserve Bank of India, Department of Government & Bank Accounts, Central Office, Mumbai has from time to time authorised the following Banks to conduct State Government Business in West Bengal:

Sl. No.	Name of the Banks	Sl. No.	Name of the Banks
1	Allahabad Bank	15	Punjab & Sind Bank
2	Axis Bank Ltd	16	Punjab National Bank
3	Bank of Baroda	17	Syndicate Bank
4	Bank of India	18	State Bank of India
5	Bank of Maharashtra	19	State Bank of Bikaner & Jaipur
6	Canara Bank	20	State Bank of Hyderabad
7	Central Bank of India	21	State Bank of Mysore
8	Dena Bank	22	State Bank of Patiala
9	HDFC Bank Ltd	23	State Bank of Travancore
10	ICICI Bank Ltd	24	UCO Bank
11	IDBI Bank	25	Union Bank
12	Indian Bank	26	United Bank of India
13	Indian Overseas Bank	27	Vijaya Bank
14	Oriental Bank of Commerce		

There shall be no change in the existing 'Agency-Bank-Branches' linked with the Pay & Accounts Offices and Treasuries.

2. The State Government Offices may nominate any Branch of the above mentioned Bank as Nodal Bank for e-Payment.

3. The State Government Departments may maintain bank account in the above mentioned authorised banks subject to the following conditions:

A) The proposal for State Government Receipts/Deposits in the Bank other than Treasury-linked Bank shall be sent by the Administrative Department to the Finance Department with regard to the modalities of flow of fund from the concerned Bank to State Exchequer.

B) If the fund is from (i) any source other than the Government of West Bengal and maintenance of bank account in any of the authorised banks is a precondition of getting the fund or (ii) Government of West Bengal with provision of maintaining separate bank account for smooth implementation of the project, then specific proposal shall be sent to Finance Department in terms of this Department Memorandum No. 675-F dated 22nd January 2008 for approval.

Compendium

- C) Subject to approval of the competent authority, the Autonomous Bodies/Statutory Corporations of the State Government may open/maintain bank account in the above mentioned banks.

Sd/-H. K. Dwivedi.

Secretary to the
Government of West Bengal.

No. 9668/1 (80) -F(Y).

Dated: 30th November, 2012.

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. The Accountant General (R.W. & LB. Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Salt Lake, Sector-I, Kolkata-700 064.
4. The Additional Chief Secretary/Principal Secretary/Secretary ,
_____ Department.
5. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyons Range, Kolkata - 700 001.
6. The General Manager (Banking), Reserve Bank of India, 15, Netaji Subhas Road, Kolkata-700 001.
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kolkata - 700 012.
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - II, P-1, Hyde Lane, Kolkata - 700 012.
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - III, IB Market, 1st Floor, Salt Lake, Sector -III, Kolkata - 700 106.
10. The Treasury Officer, _____
11. _____
12. The Principal Accounts Officer & Ex-Officio Deputy Secretary, Finance (Budget) Department, for uploading this Notification in the Finance Department website.

Sd/-

(Swapan Kumar Paul)
Special Secretary to the
Government of West Bengal
Finance Department

**Government of West Bengal
Finance Department
Audit Branch
Writers' Buildings, Kolkata- 700 001**

No. 513-F(Y).

Dated: 17th January, 2013.

MEMORANDUM

Sub. Allotment of Fund under the Major Head '3454' for the year 2012-2013 for the creation of employees database.

Thirteenth Finance Commission advised the State Government to create centralized pensioners and employees database including the employees whose salary are paid from Grants-in-Aid by the State Government on regular basis under the financial assistance from Government of India, with a view to establish proper financial management. For the purpose of creation of the Employees' Database, this Department vide Memorandum No. 1829-F(Y) dated 01.03.2012 directed all the Head of Offices/Drawing & Disbursing Officers [DDOs] that the Salary Bills including Grant-in-Aid Salary Bills of the employees should be prepared only through COSA software package developed by National Informatics Centre [NIC].

Now, in terms of Finance Department Memo. No.1829-F(Y) dated 01.03.2012 read with Memo No.10001-F(Y) dated 07.12.2012, sanction is hereby accorded for incurring expenditure in connection with the charges required to be paid to the vendors towards implementation of COSA application package in the offices of the Drawing and Disbursing Officers located in different Districts.

For the purpose, the fund amounting to Rs. 2,47,50,000/- (Rupees two crore forty seven lakh fifty thousand only) is hereby allotted at the disposal of the Collectors of the Districts / Director of Treasuries & Accounts, Govt, of West Bengal as per Annexure-I enclosed. The Collector will sub-allot the fund to the Sub-Divisional Officers for payment of the charges to the vendors implementing COSA package in the offices of the Drawing and Disbursing Officers linked with the concerned Sub-Divisional Treasuries.

The payment of the outstanding bills of the selected vendors shall be made from the (a) Office of the District Magistrates in case of District Headquarters, (b) Office of the Sub-Divisional Officers in case of Sub-Divisions and (c) Office of the Directorate of Treasuries & Accounts, West Bengal in case of Kolkata on the basis of (i) 'Work-Order', (ii) 'Satisfactory Work Completion Certificate', (iii) Certificate regarding correctness of the Bill in respect of 'Work Order' & rate and (iv) 'Non-Payment Certificate' issued by the concerned Head of Office/DDO. The Drawing & Disbursing Officers/Head of Office shall submit the related documents as stated above to the concerned District Magistrate, Sub-Divisional Officer or Director of Treasuries & Accounts, as the case may be, through an official forwarding letter.

The charge is to be debited to the Head of Account '3454 -Census, Surveys and Statistics- 02 - Surveys and Statistics - 112 - Economic Advice and Statistics -NP -Non-Plan - 002 - Setting up of Employees and Pensioners Database under the recommendation of the 13th Finance Commission (13th FC) -V-Voted - 50 - Other Charges' in the current year under Demand No.18.

Compendium

The modalities / procedures as laid down in Finance Department Memo. No. 10001-F(Y) dated 07.12.2012 (copy enclosed) shall be strictly followed.

This Order issues with the concurrence of Finance Department Group-'N' vide their U.O. No.1995 dated 15.01.2013.

Sd/- S. Pal.

Joint Secretary to the Govt, of West Bengal

No.513/l(250)-FB.

Dated: 17th January, 2013.

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. The Accountant General (R.W. & L.B. Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Salt Lake, Sector-I, Kolkata-700 064.
4. The Additional Chief Secretary / Principal Secretary / Secretary
_____ Department.
5. The Director of Treasuries & Accounts, West Bengal, Secretary, Finance (Budget) Department, 4, Lyons Range, Kolkata - 700 001.
6. The District Magistrate & District Collector, _____ District.
7. The Sub-Divisional Officer, _____ Sub-Division, _____ District.
8. M/s. Long Leap, C/O Shri Kallol Kr. Sarkar, Kamarpara, P.O & Dist. Jalpaiguri, PIN - 735101.
9. M/s. Milleneum Business Solutions India, 22, Asutosh Chowdhury Avenue, (3rd & 4th Floor), Kolkata- 700019
10. M/s. Syspro Technologies, Raj Market, Rajdanga Main Road (E), KMDA Market Complex (E), Kolkata-700107.
11. M/s. Mangaldeep Infotech & Consultancy Services, Sonajhuri Building, 1st Floor, Room No. 15 & 17, P.O. BKT.P.P. Township, Dist. Birbhum, PIN : 731104.
12. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012.
13. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-I, Hyde Lane, Kolkata- 700 012.
14. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - III, IB Market, 1st Floor, Salt Lake, Sector-III, Kolkata - 700 106.
15. The Treasury Officer, _____.
16. _____.

Sd/- [S. Pal]

Joint Secretary to the Govt, of West Bengal

ANNEXURE-I

Allotment of Fund under the bead '3454 - 02 - 112 - NP - 002 - V- 50 - Other Charges' in the current year budget under Demand No.18 placed at the disposal of DTA / District Magistrate & District Collector of the following Districts for payment of bills to the Vendors towards implementation of COSA software in different DDO Offices

Fund Allotted to the Officer	Name of the District Head quarter and out-linc Sub-Division	Name of the Vender	Sub-division-wise Sub-Allotment Amount (Rs.)	District-wise Total Allotment Amount (Rs.)
-1	-2	-3	-4	-5
1. DTA for Kolkata	1. Kolkata	Millennium Business Solutions India	4660000	4660000
2. D.M & Collector, 1 Howrah		Syspro Technologies		650000
	1. Howrah		440000	
	2. Uluberia		210000	
3.D.M& Collector, Murshidabad		Mongaldeep Infolech & Consultancy Services		1690000
	1. Berhampore		500000	
	2. Domkal		200000	
	3. Jangipore		400000	
	4. Kandi		440000	
	5. Lalbagh		150000	
4. D.M& Collector, Nadia		Mongaldeep Infotech & Consultancy Services		1360000
	1. Krishnagar		440000	
	2. Ranaghat		270000	
	3. Kalyani		440000	
5. D.M& Collector, North 24-Pgs		Millennium Business Solutions India		1410000
	1. Barasal		460000	
	2. Basirhat		320000	
	3. Bongaon		160000	
	4. Barrackpore		370000	
	5. Bidhan Nagar		100000	

Compendium

6.D.M & Collector, South-24-Pgs		Millennium Solutions India Business		1390000
	1. Alipore		580000	
	2. Diamond Harbour		150000	
	3. Baruipur		320000	
	4. Canning		230000	
	5. Kakdwip		110000	
7. D.M & Collector, Bankura		Millennium Solutions India Business		980000
	1. Bankura		470000	
	2. Bishnupur		260000	
	3. Khatra		250000	
D.M & Collector, Bardhaman		Millennium Solutions India Business		1260000
	1. Bardhaman		550000	
	2. Asansol		160000	
	3. Durgapur		230000	
	4. Kalna		80000	
	5. Katwa		240000	
9. D.M& Collector, Birbhum		Mongaldeep Infotech & Consultancy Services		1350000
	1. Suri		590000	
	2. Boipur		290000	
	3. Rampurhat		470000	
10. D.M & Collector, Hooghly		Syspro Technologies		790000
	1. Hooghly (Chuchura)		370000	
	2. Arambagh		110000	
	3. Chandemagore		110000	
	4. Serampore		200000	
11. D.M& Collector, Pashim Midnapore		Millennium Solutions India Business		1790000
	1. Midnapore		950000	
	2. rCharagpur		410000	
	3. Jhargram		220000	
	4. Ghalal		210000	
12. D.M & Collector, Purba Midnapore		Syspro Technologies		940000
	1. Tamluk		430000	
	2. Haldia		160000	
	3. Contai		240000	
	4. Egra		110000	

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

13. D.M& Collector, Purulia		Millennium Solutions India Business		730000
	1. Purulia			450000
	2. Raghunahpur			280000
14. D.M & Collector, Cooch Dehar		LONG LEAP		780000
	1. Cooch Behar			220000
	2. Mathabhanga			120000
	3. Dinhala			150000
	4. Mekliganj			130000
	5. Tufanganj			160000
15. D.M& Collector, Utlar Dinajpur		Syspro Technologies		440000
	1. Raiganj			290000
	2. Islampore			150000
16. D.M & Collector, Darjeeling		LONG LEAP		1590000
	1. Darjeeling			370000
	2. Kurseong			170000
	3. Kalimpong			200000
	4. Siliguri			850000
1.D.M& Collector, Jalpaiguri		LONG LEAP		1830000
	1. Jalpaiguri			1070000
	2. Alipurduar			550000
	3. Mai Bazar			210000
18. D.M & Collector, Malda		Syspro Technologies		570000
	1. Malda			480000
	2. Chanchal			90000
19 D.M& Collector, Dakshin Dinajpur		Syspro Technologies		540000
	1. Balurghal			400000
	2. Gangarampur at Buniadpur			140000
		TOTAL	24750000	24750000

Note: The District-wise total amount has been allotted to each District Magistrate with the request to sub-allot the amount to the outline Sub-Division as per list above for payment of the outstanding bills of the Vendors in respect of implementation of COSA software package in terms of Finance Department Memorandum No. 1829-F(Y) dated 01.03.2012 at the different offices in the District.

Compendium

Government of West Bengal
Education Directorate
Bikash Bhavan, Salt Lake
Kolkata-91.

Memo No. ED-103/2013

Dated, the 18 February 2013

To

All Principals / Teacher-in-Charges of Government aided Colleges including erstwhile sponsored colleges

General guidelines for considering promotion cases of teachers under CAS in Government Aided Colleges **Ref: G.O. No. 920-Edn (CS) dt 31.12.2012 and Gazette Notification No. F.3-1/2009 dated 30.06.2010**

1. Re-designation of Reader/ Lecturer (Sel.Gr.) to Associate Professor: College Authority is to forward such cases of re-designation to the Education Directorate with a proposal of fixation of pay in the revised pay band and AGP. Copies of earlier fixations and Governing Body resolutions as per prescribed format are to be enclosed. (Annexure-A)
2. Placement/ promotion cases due on or before 29.06.2010 are to be done as per earlier order [G.O. No. 118-Edn (CS) dated 4.2.1999 read with 390(2)- Edn (CS) dated 5.4.1999].
3. Meetings of the Screening/ Selection Committees are to be convened by the College Authority as per G.O. No. 920-Edn (CS) dated 31.12.2012.
4. Service length requirement for promotion under CAS:
 - a. Assistant Professor Stage 1 to Stage 2:
 - i. Joined with Ph.D. - 4 years
 - ii. Joined with M. Phil, or equiv. degree - 5 years
 - iii. Without Ph.D./ M. Phil. - 6 years
 - b. Assistant Professor Stage 2 to Stage 3:
Completed 5 (five) years of service in Stage 2.
 - c. Assistant Professor Stage 3 to Stage 4:
Completed 3 (three) years of service in Stage 3.
5. Counting of Past Service for promotion under CAS: Cases where a teacher wants to count his/her past service towards promotion under CAS, he/she has to move Education Directorate through the College Authority for issuance of a Government Order in that respect as per provisions in the referred G.O.
6. On Orientation/ **Refresher Courses: Minimum requirement-**
 - a. For Stage 1 to Stage 2: One O.C. and one R.C.
 - b. For Stage 2 to Stage 3: One R.C. or equiv
 - c. For Stage 3 to Stage 4: One R.C. or equiv
7. All concerned are to apply for promotion under CAS in the prescribed proforma (Appendix-II). For Part-B of the proforma, they are requested to see detailed instruction of the PBAS in

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

the Tables at Appendix - I. [Data required from 2010-11 (for Part-B , Category -1 & 2), data required for total admissible assessment period for Category -3]

8. The upward movement from a particular grade to the next higher grade for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions as laid down in the scheme.

Sd/-

Director of Public Instruction, West Bengal

Compendium

ANNEXURE-A

Governing Body Resolution for Re-Designation/Promotion/Placement to the post of Associate Professor of Sri/Smt/Dr _____ Dated _____

As per records it is observed that that Sri/Smt/Dr _____ was placed as Reader/Selection Grade Lecturer in the Pre-Revised Scale of Rs.12000 - 18300/- with effect from _____ vide D.P.I.'s Memo No _____ Dated _____ (Ph. D. on _____).

Further observed that she/he has completed 03(Three) years continuous and satisfactory service on _____ as Reader/Selection Grade Lecturer with reference to his/her placement as Reader/Selection Grade Lecturer in _____ in the Pre-Revised Scale of Rs.12000 - 18300/- following existing UGC Regulations, 2000.

Resolved that in terms of G.O. No.188-Edn(CS) dated 25. 02.11 and G.O. No.201-Edn.(CS) dated 28.2.11, and G.O. No.920-Edn.(CS) dated 31. 12.12, Sri/Smt./Dr _____ be placed in the higher pay band of Rs.37400 - 67000/- with AGP of Rs.9000/- with effect from _____ and be re-designated as Associate Professor of _____ on completion of 03(three) years continuous and satisfactory service as Reader/Selection Grade Lecturer in _____ in the pre-revised scale of Rs.12000 - 18300/-.

Resolved further that she/he has/has taken/not taken Extra Ordinary Leave during the period of 03(three) years' service since _____ to _____ while she/he was serving as Reader/Selection Grade Lecturer in _____ and such Extra Ordinary Leave has been granted vide G.B. Resolution dated _____

Resolved also that the Principal/TIC/Secretary would take up the matter with the D.P.I., West Bengal by providing with copies of the following in respect of the incumbent duly countersigned by the competent College authority:

- (a) All pay fixation memos
- (b) Detailed leave statement (for last 3 years)

(Signature of the President/Administrator)

APPENPIX II

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Session/ Year _____

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters) :
2. Father's /Mother's name/
Husband's name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with pin code) :
7. Permanent Address (with pin code) :

Telephone No.:

Mobile No.

E-mail:

8. Whether acquired any degrees or fresh academic qualifications during the year:
9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

10. a. Date of Appointment :
- b. Date of Confirmation :
11. Past Service, if any :

(Please attach specific G.O. for counting of past service for promotion under CAS)

12. For which position & AGP you are applying under CAS :
13. Date of eligibility for Promotion :

Compendium

14. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks obtained (%)	Class/ grade
BA/B.Sc./ B.Com.				
MA/M.Sc./ M.Com.				
Other examination, if any				

15. Research Degree(s):

Degree	Name of the University	Date of award	Title
M. Phil.			
Ph. D./D. Phil.			
D.Sc./ D. Lit.			

16. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service		Scale of pay
		From	To	

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Incumbent

All entries made above are checked and verified and found to be correct.

Signature of the Coordinator, IQAC

Date:

Seal:

Signature of the Principal/TIC

Date:

Seal:

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I** proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.

SI. No.	Course/Paper	Level	Mode of teaching*	Class allotted as per schedule	% of classes taken as per documented record	API Score

#Lecture (L), Seminar (S), Tutorial(T),Practical(P), Contact Hours(C).

(ib) Lectures and other teaching duties in excess of UGC norms

	CALCULATION OF API SCORE FOR I(i) ABOVE	API Score
a)	Classes taken (Maximum 50 for 100% performance & proportionate score up to 80% performance, below which no score maybe given)	
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (Max score -10)	

(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students

SI. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided	API Score
API score based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (Max. score: 20)					

Compendium

(iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.

- (a) Updating of Courses/Curriculum Design: 5 per course - Max 10
- (b) Participation/Innovative - Interactive courses: 5
- (c) Participn./Innovative - Learning Modules: 5 Max 10
- (d) Participn./Innovative - Case Studies prepared: 5
- (e) Use of ICT or Computer-aided methods - ppt: 5
- (f) Use of ICT-Multi-media/Simulation etc: 5 Max 10
- (g) Dev/Teaching Remedial/Bridge Courses: 5 each Max 10
- (h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max 10
- (i) Special Programs in Phys.Edn./Library: 5 each Max 10
- (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10
- (k) Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching:
Workshop/Training - 10 points; Popularization program - 5 points

SI. No.	Short Description (in terms of items) as listed above	API Score
	(Max API Score : 20) Total Score:	

(iv) Examination duties Assigned and Performed

- (a) Invigil.-10, Evalua.- 5, Q. paper setting/ Moderation- 5; Max: 20 [100% compliance]
- (b) Internal/Continuous Assessment work as allotted-10 [100% compliance];
- (c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

SI. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out(%)	API Score
	(Max API Score : 25)			

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

Sl.No.	Type of Activity	Average Hrs/week	API Score
	(I) Extension, Co-curricular & field based Activities (5 points each)		
	a) Field Study/Ed. Tours/ Placement: 5 each Max 10		
	b) NSS/NCC/NSO etc: each activity 10 points Max 10		
	c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10		
	d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max 10		
	(Max API Score : 20)		
	(II) Contribution to Corporate Life and Management of the Institution	Yearly/ Semester wise responsibilities	API Score
	a) Governance Responsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max 10		
	b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10		
	c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10		
	d) Conf Organization/Chair Secretary/Treasurer (I) International: 10 (II) National/Reg: 5 (III) Member: 1 each		
	(Max API Score : 15)		
	(III) Professional Development Activities		
	a) Member in Professional Committees (I)National 3 (II) State 2 ; Max 10		
	b) Participation in Conf/Seminars Without paper: 2 each ; Max 10		
	c) Short-term Courses/ Training less than a week: 5 each Max 10		
	d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10		
	e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10		
	(Max API Score : 15)		
	Total Score (I + II + III) (Max : 50)		
	Minimum API Score required - 15		

CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

A) (i) Published Papers in Journals

API Score - Category 1 - Refereed - 15/publication

Category 2- Non-Refereed - 10/publication

Sl. No.	Title with page no.	Journal	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-author	Whether you are the main author	API score

A) (ii) Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/ Online/E-form/E-book [for Art/Music College]

API Score – Category 1-15

Category 2- 10

Sl.No	Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/Online /E-form/E-book version or Brochures	Company/ Agency/ Instt Name (Including TV/Radio etc)	Categorization I. International 15 each/ II. National 10 each (Venues/ event/ gallery/ studio/ museums)	Whether reviewed/ Impact factor (Reporting/ Coverage/ Reviews/ Hits/ sales/ citations/ Commen dations/ etc)	No of Co-performer or Co authors (10 each)	Whether you are the Solo artist performer (15 each)	API Score

B (i) Articles/ Chapters published in Books

API Score (Per Art/Chap) Category 1: International Publisher – 10

Category 2: National/ State/ Central/ Societies Publisher – 5

Category 3: Subject books by other/ Local Publisher – 3

Category 4: Chapters in Knowledge-based Volumes – 5

ii) Full papers in Conference Proceedings

Sl. No.	Title with page no.	Book title, editor & publisher	ISSN/ISBN No. (Or, Renowned publishers) See Cat 1-4 as above for scores	Whether peer reviewed.	No. of Co-author	Whether you are the main author	API score

Conf. proceedings as full paper: 1. International Conference – 10/publication

2. National – 7.5/each

3. Regional/State level – 5/ each

4. Local- Univ./College level – 3/each

Sl. No.	Title with page no.	Details of Conference Publication	ISSN/ ISBN No.	No. of Co-author	Whether you are the main author	API score

iii) Books published as single author or as editor

API Score - Category 1 Text/Reference Books by International Publisher–50

Category 2 Text/Reference Books by National/Soc/Univ Publ–25

Category 3 Subject Books by Other/Local Recognized Publ–15

Sl. No.	Title with page no.	Type of Book, & authorship	Publisher & ISSN/ ISBN No. (I. International II. National III. Regional)	Whether peer reviewed.	No. of Co-author	Whether you are The main author	API score

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(iv) Solo Performance/Exhibition as an Artist on invitation

API Score - Cat. I /International – 50

Cat. II /National – 25

Cat. III/Regional –15

Sl.No	Title of Programme/ Exhibition with details of venue	Organized or Sponsored by Institution/ Company/ Agency, inci AIR/TV etc	Categorization - (I) International/ (II) National/ (III) Regional	Whether peer-reviewed/ Impact	No of Co-artists or Performers	Whether you are the Solo artist/ performer	API Score

C) Ongoing and Completed Research Projects and Consultancies

API Score for Projects-

Cat I: (Sc -Rs 30 lakhs+ Non-Sc: Rs 5 lakhs +): 20

Cat II: (Sc -Rs 5 lakhs+ Non-Sc: Rs 3 lakhs +): 15

Cat III: (Sc -Rs 0.5 lakhs+ Non-Sc: Rs 0.25 lakhs+):10

Other approved projects of Univ/Other agencies : 5

API Score for Consultancies-

(Sc -Rs 10 lakhs+ Non-Sc: Rs 2 lakhs +): 10

API Score for Quality Evaluation-

Major (Completed) Project Eval: 20

Minor (Completed) Project Eval: 10

C.(i) & (ii) Ongoing Projects/ Consultancies

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	API score

C.(iii) & (iv) Completed Projects/ Consultancies

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	Whether policy document. Patent as outcome	API score

D) Research Guidance

- (i) **Degree-oriented:** API Score - Ph.D. awarded - 10; Ph.D. Submitted – 7;
M.Phil, awarded – 3;
- (ii) **Non-Degree Products:** API Score - Post-Doctoral - 7; National Scholar – 5;
Guidance to Scholars & Master’s level – 3;

SI. No.	Number enrolled	Thesis submitted	Degree awarded	API score
Non-Degree products				
M.Phil, or equivalent				
Ph.D. or equivalent				

E)(i) Training Courses, Teaching-Learning -Evaluation Technology Programmes, Faculty Development Programme (not less than one week duration)

Cat I: (Not less than two week duration): 20

Cat II : (Not less than one week duration): 10

SI. No.	Programme	Duration	Organized by	API Score

E)(ii) Papers presented in Conferences, Seminars, Workshops, Symposia

API Score - Category 1 International - 10

Category 2 National – 7.5

Category 3 Regional – 5

Category 4 Local – 3

SI. No.	Title of the paper presented	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College or University level	API score

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E)(iii) Invited lectures/ Chairing the session or presentation for conferences/symposia etc.

API Score - Category 1 International – 10
 Category 2 National – 7.5
 Category 3 Regional/State level – 5
 Category 4 Univ/Endowment Lect – 3

Sl. No.	Title of the Lecture/ Academic session	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College or University level	API score

IV. Summary of API scores

	Criteria	Last 3 / 4 / 5 / 6 academic years						Total- API score for assessment period	Annual Average API Score for Assessment period
I	Teaching, learning Evaluation related Activities								
II	Co-curricular, Extension and Professional Development related Activities								
	Total (I+II)								
III	Research and Contributions								

Signature of the incumbent with
designation and date

Signature of the Coordinator
IQAC with Seal

Signature of the Principal/ TIC
with date and Seal

Part C: For use of the Screening/ Selection Committee

Name of the College:

Date of the Meeting:

Venue:

Name of the Incumbent: Shri/Smt/Dr.

Present designation: Assistant Professor (Stage 1/ Stage 2/ Stage 3) of _____

Date of joining:

Date of award of Ph.D./ M. Phil. :

Scale of Pay: ₹ 15600-39100/- with AGP of? 6000 / 7000 / 8000

Designation after promotion: Assistant Professor (Stage 2 / Stage 3) /Associate Professor (Stage 4)

Scale of Pay: ₹ 15600-39100/- or ₹ 37400-67000/- with AGP of ₹ 7000 / 8000 / 9000

Date of effect:

Score for Interview (for Stage 3 to Stage 4) [F.M. 20] :

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1/ Stage 2/ Stage 3) to the post of Assistant Professor (Stage 2/ Stage 3) / Associate Professor (Stage 4). As the incumbent has fulfilled all conditions as laid down in G.O. No. 920-Edn(CS) dated 31.12.2012 for promotion under CAS , the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of ₹ 7000 / 8000 / 9000 with effect from

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of ? 7000 / 8000 / 9000 with effect from and the same would be reverted to the post of

Assistant Professor (Stage 1) as soon as it would fallen vacant for any reason whatsoever.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature or the expert with Date and Seal

(Nominated by the VC of the affiliating University)

Signature or the expert with Date and Seal

(Nominated by the VC of the affiliating University)

Signature or Govt. Nominee with Date and Seal

(Nominated by the DPI, West Bengal)

Signature of the Principal/TIC of the College

with Date and Seal

Compendium

Part D: For use of the Governing Body/ Administrator of the College

The Governing Body in its meeting held on _____ resolved that on the basis of the recommendation made by the Screening/ Selection Committee constituted for the purpose of considering the matter of promotion under CAS, Shri/ Smt/ Dr _____ of the Department of _____ of this College be promoted to the post of Assistant/ Associate Professor in the scale of pay of ₹15600 - 39100/- or ₹37400 - 67000/- with AGP of ₹7000 / 8000 / 9000 with effect from _____

It is also resolved that the post held by Shri/ Smt/ Dr. _____ be upgraded to the post of Assistant/ Associate Professor in the scale of pay of ₹15600-39100/- or ₹37400-67000/- with AGP of ₹7000 / 8000/ 9000 and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal / T.I.C/ Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/T.I.C..
- ii. Year wise detailed leave statement countersigned by the Principal/T.I.C.

Date:

Signature of the President/ Administrator

Seal:

APPENDIX-I

TABLE 1

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF COLLEGE TEACHERS

PBAS-I: Applicable for Teachers of the Colleges

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's / Academic's self assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/ selection committee.

Universities will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API score required under this category.

SL. No	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.	50
2	Lectures or other teaching duties in excess of the UGC norms	10
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20
5	Exam duties (Invigilation; question paper setting, evaluation/ assessment of answer scripts) as per allotment.	25
	Total Score	125
	Minimum API Score Required	75

CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief Explanation: Based on the teacher’s self- assessment, category 2 API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a numbers of items , whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages, without changing the minimum total API score required under this category.

SI.No	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20
2	Contribution to Corporate life and management of the department Institution through participation in academic and administrative committee and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles (other than those included in Category 3)	15
	Total Score	50
	Minimum API Score Required	15

CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self- assessment, API scores are proposed for research and academic contribution. The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/ selection committee.

Sl.	APIs	Faculties of Science	Faculties of Arts/Humanities/ Social Science/Commerce/ Management/ Library Science	Maximum points for College teachers
3.A	Research papers published in	Refereed Journal*	Refereed Journal*	15/ publication*
		Non-refereed but recognized and reputable journals and periodicals, media having ISBN/ISSN numbers	Non-refereed but recognized and reputable journals and periodicals, media having ISBN/ISSN numbers	10/ publication*
		Conference proceedings as full papers etc. (Abstracts not be included)	Conference proceedings as full papers etc. (Abstracts not be included)	10/ Publication*
3.B	Research publications, books other than refereed articles	Text or Reference Books published by International Publishers with an established peer review system	Text or Reference Books published by International Publishers with an established peer review system	10/ Publication*
		Subject Books by National level publishers/ State level and Central Govt, publications with ISBN/ISSN numbers	Subject Books by National level publishers/ State level and Central Govt, publications with ISBN/ISSN numbers	25/ sole author, and 5/ chapter in edited books
		Subject Books by other local publisher with ISBN/ISSN number	Subject Books by other local publisher with ISBN/ISSN number	15/ sole author and 3/chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10/ chapter
		Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of	Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and	5/ chapter

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		national and international directories	international directories	
3.C	Research Projects			
3.C	Sponsored Projects carried	a) Major projects amount mobilized with grants above Rs.301akhs	a)Major projects amount mobilized with grants above Rs.51akhs Major	20/ project
		b) Major projects amount mobilized with grants above Rs.51akhs up to Rs.301akhs	b) Major projects amount mobilized with grants above Rs.31akhs up to Rs.51akhs	15/ project
		c) Minor projects amount mobilized with grants above Rs.50000/- up to Rs.51akhs	c)Minor projects amount mobilized with grants above Rs.25000/- up to Rs.31akhs	10/ project
3.C	Consultancy projects carried out/ ongoing	Amount mobilized with minimum of Rs.10lakhs	Amount mobilized with minimum of Rs.21akhs	10/every Rs.10lakhs and Rs.21akh respectively
3.C	Completed projects: Quality evaluation	Completed project Report (acceptance from funding agency)	Completed project Report (acceptance from funding agency)	20/major project and 10/ minor project
3.C	Project outcome/ outputs	Patent/ Technology transfer/ product/ process	Major policy document of Govt. Bodies at Central and State level	30/ national level or patent/ 50 for international level
3.D	Research Guidance			
3.D	M.Phil	Degree awarded only	Degree awarded only	3/ candidate
3.D	Ph.D	Degree awarded	Degree awarded	10/ Candidate
		Thesis submitted	Thesis submitted	7/ Candidate
3.E	Training Courses and Conferences/ Seminar/ Workshop papers			
3.E	a) Refresher courses, Orientation Course, Methodology workshops, Training, teaching-Learning	a)not less than two weeks duration	a)not less than two weeks duration	20 each
		b)one week duration	b)one week duration	10 each

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

	evaluation Technology programmes, Soft Skills development programmes, Faculty Development programme			
3.E	Paper in Conferences/ Seminars#/ Workshops*** etc.	Participation and presentation of research paper (poster or oral) in a) International Conference b) National Conference c) Regional/ State level d) Local-University/ college	Participation and presentation of research paper (poster or oral) in a) International Conference b) National Conference c) Regional/ State level d) Local-University/ college	a) 10 each b) 7.5 each c) 5 each d) 3 each
3.E	Invited lectures/ Chairing the session or presentation for conferences/ symposia	a) International b) National	a) International b) National	a) 10 each b) 5 each

- Wherever relevant to any specific discipline the API score for paper in refereed journal would be augmented as follows: i) Indexed journal - by 5 points, ii) Papers with impact factor 1 and 2 by 10 points; iii) papers with impact factor between 2 and 5 by 15 points; iv) papers with impact factor between 5 and 10 by 25 points.

*Points divided by number of authors

***If a paper presented in Conference/ Seminar is published in the form of proceedings, the points would accrue for the publication {3.A} and not under presentation (3.E (ii)). #Papers accepted at National/ International conferences may be reckoned as equivalent to papers presents.

Note:

1. The API for joint publications will have to be calculated in the following manner:

Of the total score for the relevant category of publication by the concerned teacher, the first/ Principal author and the corresponding author/ supervisor/ mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

2. Weightage to be given in case of non-accredited departmental/ in-house journal:

A paper published in an unaccredited Departmental journal or in other type of in-house journal will get 50% of weightage allocated for a paper published in an ISSN/ISBN accredited journal.

3. Regarding jointly undertaken research projects:

For research projects carried out jointly, the Principal Investigator (PI) will be credited with 60% marks, while the rest 40% will be divided equally among the Co-PIs. Copies of the relevant page/s from the original project application and the final Project Report showing the name(s) of the research investigator(s) have to be enclosed.

4. Seminar attendance as listener only:

For the teacher's attending of academic Seminars/ Conferences etc. for the purpose of updating of personal knowledge only (without presenting any paper or poster), no credit will be given if such attendance coincided with working days in the academic institution. But if such attendance in seminar took place during holidays or vacations, one-fourth of the credit meant for presenting a paper or poster would be given. Proper proof (s) must be made available for availing of this credit.

TABLE 2

MINIMUM APIs AS PROVIDED IN APPENDIX-I (Table 1) TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN COLLEGES (UG & PG), AND WEIGHTAGES FOR EXPERT ASSESSMENT

	Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)
I. Teaching-learning, Evaluation Related Activities (Category 1)	75/Year	75/Year	75/Year
II. Co-curricular, Extension and Profession related activities (Category 2)	15/Year	15/Year	15/Year
III. Minimum total average annual Score under Categories 1 and 2*	100/Year	100/Year	100/Year
IV. Research and Academic Contribution (Category 3)	10/Year (40/assessment period)	20/Year (100/ assessment Period)	30/Year (90/assessment period)
Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V. Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	20% - Contribution to Research 60% - Assessment of domain knowledge and teaching practices. 20 % - interview performance

* Teachers may score 10 points from either Category 1 or Category 2 to achieve the minimum score required under Category 1 + 2

Note: Stages 1, 2, 3 and 4 correspond to scales with AGP of Rs. 6000, 7000, 8000 and 9000 respectively.

TABLE 3

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN COLLEGES

SL.No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil/PG Degree in Professional Courses such LLM, M.Tech., M.V.Sc, MD etc. or six years of service without Ph.D/M.Phil / PG Degree in Professional Courses	<ul style="list-style-type: none"> i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms Provided. ii) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration. iii) Screening cum Verification process for recommending promotion.
2	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in stage 2	<ul style="list-style-type: none"> (i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms Provided. (ii) One course / programme from among the categories of refresher courses/ methodology workshop/Faculty Development Programme of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
3	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	<ul style="list-style-type: none"> i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided. ii) At least three publications in the entire period as Assistant Professor (twelve years). iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning- Evaluation Technology iv) A selection committee process as stipulated in this regulation.

**Government of West Bengal
Finance Department
Audit Branch
Writers' Buildings, Kolkata- 700 001**

No. 2261 -F(Y).

Dated: 15th March, 2013.

MEMORANDUM

Sub. Investment by the State Government Institutions in the Term Deposit.

It has been brought to the notice of the Government that the practice of inviting competitive bids for placing term/fixed deposits with banks is prevalent in many State Government Departments, Directorates, Regional and District Offices, Companies, Corporation, Autonomous/Statutory/Local Bodies. This leads to frequent transfer of Term/Fixed Deposit Account of the Government Office/Organisation from one Bank to another, engaging their attention more in the rate of interest offered rather than in fund management and its security.

Now, in terms Government of India, Ministry of Finance, Department of Expenditure O.M. No. 7(2)/E.Coord/2007 dated 15 January, 2008 and in continuation of this Department Memorandum No. 585-F(Y) dated 21st January 2013, the Governor is pleased to direct that the State Government Departments, Directorates, Regional and District Offices, Companies, Corporation, Autonomous/Statutory/Local Bodies shall forthwith discontinue the practice of inviting competitive bids for Term/Fixed Deposits from the Banks and shall place their deposits with the bank(s) with whom they have a regular course of business, including public sector banks.

Sd/- H. K. Dwivedi.

Principal Secretary to the
Government of West Bengal

No.2261/l(250)-F(Y).

Dated: 15th March, 2013.

Copy forwarded for information and necessary action to:-

1. The Additional Chief Secretary / Principal Secretary / Secretary
_____ Department.
2. The Director of Treasuries & Accounts, West Bengal, Secretary, Finance (Budget) Department,
4, Lyons Range, Kolkata - 700 001.
3. The Director, _____ Directorate.
4. The District Magistrate & District Collector, _____ District.
5. The Sub-Divisional Officer, _____ Sub-Division, _____ District.
6. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata
- 700 012.
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-I, Hyde Lane, Kolkata-700
012.

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8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - III, IB Market, 1st Floor, Salt Lake, Sector-III, Kolkata-700 106.
9. The Treasury Officer, _____.
10. _____

Sd/-
[Goutam Samanta]
Deputy Secretary to the
Government of West Bengal

Government of West Bengal

Education Directorate

Bikash Bhavan, Salt Lake Kolkata -91.

Memo No. ED- 275/2013

Dated, the 24th April 2013

To

All Principals/Teacher-in-Charges of Government aided Colleges including erstwhile sponsored colleges

Implementation of the terms and conditions towards Re-designation and Career Advancement Scheme for the Librarians/ Assistant Librarians/ College Librarians of the Government aided Colleges including erstwhile sponsored colleges in West Bengal in terms of G.O. No. No. 920 -Edn(CS) dated 31.12.2012 read with Gazette Notification No. F.3-1/2009 dated 30.06.2010.

General guidelines:

This Scheme will be **effective from 01/11/2012** in respect of all cases where the career advancement was due **on and after 30.06.2010**. in respect of all other cases where the career advancement was due from a date which is **prior to 30.06.2010**, the same will be **guided by G.O. No 117-Edn(CS) dated 4.2.99, 677-Edn (CS) dated 29.10.2008**.

1. Re-designation:

Incumbents continuing pre-revised designations of Librarian /Assistant Librarian(Selection Grade) / College Librarian (Selection Grade)who have been placed in the Pay band 15,600- 39,100 with AGP of Rs. 8,000 up to 29.06.2010, will be eligible for placement (without screening) in the next higher stage of Pay Band Rs 37,400-67,000 with AGP Rs. 9,000 as and when they complete 3 years of continuous service in pre-revised designations of Assistant Librarian(Selection Grade)/ College Librarian (Selection Grade). College Authority is to forward such cases of re-designation to the Education Directorate with a proposal of fixation of pay in the revised pay band and AGP. Copies of earlier fixations and Governing Body resolutions as per prescribed format are to be enclosed. (Annexure-1)

2. Placement/ promotion cases due on or before 29.06.2010 are to be done as per earlier order [G.O. No. 117-Edn (CS) dated 4.2.1999 read with G.O. No 677-EdnfCSI dated 29.10.2008. 390(21- Edn(CS) dated 5.4.19991.
3. Meetings of the Screening/ Selection Committees are to be convened by the College Authority as per G.O. No. 920-Edn (CS) dated 31.12.2012.
4. Service length requirement for promotion under CAS:
 - a. Librarian/Assistant Librarian/ College Librarian Stage 1 to Stage 2 (Sr. Scale):
 - i. Joined with Ph.D. - 4 years
 - ii. Joined with M. Phil, or equiv. degree - 5 years
 - iii. Without Ph.D./ M. Phil. - 6 years
 - b. Librarian/Assistant Librarian/ College Librarian (Sr. Scale) Stage 2 to Stage 3 (Sel. Gr.): Completed 5 (five) years of service in Stage 2.

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- c. Librarian/Assistant Librarian/ College Librarian (Sel. Gr.) Stage 3 to Stage 4 (Sel. Grade): Completed 3 (three) years of service in Stage 3.
5. Counting of Past Service for promotion under CAS: Cases where a Librarian/Assistant Librarian/ College Librarian wants to count his/her past service towards promotion under CAS, he/she has to move Education Directorate through the College Authority for issuance of a Government Order in that respect as per provisions in the referred G.O.
6. On Orientation/ Refresher Courses: Minimum requirement-
 - a. For Stage 1 to Stage 2: One O.C. and one R.C.
 - b. For Stage 2 to Stage 3: Two R.C.
 - c. For Stage 3 to Stage 4: One course/ training under the categories of Library automation/ Analytical tool development for academic documentation
7. All concerned are to apply for promotion under CAS in the prescribed proforma (Appendix-II). For Part-B of the proforma, they are requested to see detailed instruction of the PBAS in the Tables at Appendix - I. [Data required from 2011 (for Part-B , Category -1 & 2), data required for total admissible icessment period for Category -3]
8. The upward movement from a particular grade to the next higher grade for all Librarians/ Assistant Librarians; College Librarians shall be subject to their satisfying the API based PBAS conditions as laid down in the scheme.

Sd/-

Director of Public Instruction/West Bengal

ANNEXURE-I

**Governing Body Resolution for Re-Designation/Promotion/Placement of Sri/Smt/Dr _____
_____ to the post of Librarians/ Assistant Librarians/
College Librarians (Selection Grade)**

(Strike out the portion that is not applicable)

Resolution No.

Date:

As per records it is observed that that Sri/Smt/Dr _____ was placed as Librarian/ Assistant Librarian/ College Librarian (Sel. Gr.) in the Pre-Revised Scale of ₹12,000 - 18,300/- (revised to Pay Band of ₹15,600- 39,100 with AGP of ₹8,000/-) with effect from _____ vide D.P.I.'s Memo No _____ Dated _____

Further observed that she/he has completed 03 (Three) years of continuous and satisfactory service on _____ as Librarian/ Assistant Librarian/ College Librarian (Sel. Gr.) with reference to his/her placement as Librarian/ Assistant Librarian/ College Librarian (Sel. Gr.) in., _____ College / M.V. in the Pre-Revised Scale of ₹ 12,000 - 18,300/- following existing UGC Regulations,2000 (revised to Pay Band of ₹15,600- 39,100 with AGP of ₹ 8,000/-) vide Memo No. _____ dt _____

Resolved that in terms of G.O. No.188-Edn(CS) dated 25. 02. 11 and G.O. No.201-Edm(CS) dated 28.2.11, and G.O. No.920-Edn.(CS) dated 31.12.12, Sri/Smt./Dr _____ be placed in the higher pay band of ₹ 37,400 - 67,000/- with AGP of ₹ 9000/- with effect from _____ and be re-designated as Librarian/ Assistant Librarian/ College Librarian (Selection Grade) of _____ (College/M.V.) due to completion of 03(three) years continuous and satisfactory service as Librarian/ Assistant Librarian/ College Librarian (Sel. Gr.).

Resolved further that she/he has/has not taken Extra Ordinary Leave (EOL) during the period of 03(three) years' service since _____ to _____ while she/he was serving as Librarian/ Assistant Librarian/ College Librarian (Sel.Gr.) in _____ (College /M.V.) and such Extra Ordinary Leave has been granted vide G.B. Resolution dated _____

Resolved also that the Principal/TIC/Secretary would take up the matter with the D.P.I., West Bengal by providing with copies of the following in respect of the incumbent duly countersigned by the competent College authority:

- (a) All pay fixation memos
- (b) Detailed leave statement (for last 3 years)
- (c) GB Resolution in respect of EOL, if any

(Signature of the President/Administrator)

ANNEXURE-II

**Annual Self-Assessment for the Performance Based Appraisal System
(PBAS) Session/ Year _____**

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters) :
2. Father's /Mother's name/
Husband's name:
3. Department
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence : (with pin code)
7. Permanent Address : (with pin code)
- Telephone No.: Mobile No.:
- E-mail :
8. Whether acquired any degrees or fresh academic qualifications during the year:
9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

10. a. Date of Appointment :
- b. Date of confirmation :
11. Past Service, if any :
- [Please attach specific G.O. for counting of past service for promotion under CAS]
12. For which position & AGP you are applying under CAS :
13. Date of eligibility for Promotion :

14. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks obtained (%)	Class/grade
BA/B.Sc./ B.Com.				
MA/ M.Sc/ M.Com.				
BLIS/B Lib				
MLIS / M. Lib.				
Other exam., if any				

15. Research Degree(s):

Degree	Name of the University	Date of award	Title
M.Phil			
Ph.D/D.Phil			

16. Details of Professional/ Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of pay

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Coordinator, IQAC

Signature of the Principal/T.I.C.

Date:

Date:

Seal:

Seal:

Compendium

Part B: Academic Performance Indicators (API)

CATEGORY 1: Procurement, Organization, and Delivery of Knowledge and Information through Library Services

SI. No.	Nature of Activity	Max. Score	API Score
1	Library resources organization and maintenance of books, journals, reports. Provision of library reader-services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the Departments of College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	40	
2	ICT and other new technologies' application for upgradation of library services such as automation of catalogue procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management.	30	
3	Development, organization and management of e-resources including their accessibility over Intranet/ Internet, digitization of library resources, e-delivery of information, etc	25	
4	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest latest learning resources, etc.	20	
	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	10	
Total Score		125	
Minimum API Score required		75	

CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

SI. No.	Nature of Activity	Max. Score	API Score
1	Student related co-curricular, extension and field based activities (such as Cultural exchange] and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	20	
2	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	
3	Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	
Total Score		50	
Minimum API Score required			15

TOTAL AVERAGE ANNUAL SCORE UNDER CATEGORIES I & II:

Minimum total average annual score under Categories I & II:

Librarian/ Assistant Librarian/ College Librarian Stage 1 to Stage 2:100/ year Librarian/Assistant Librarian/College Librarian (Sr. Scale) Stage 2 to Stage 3 (Sel. Gr.): 100/year Librarian/ Assistant Librarian/ College Librarian (Sel. Gr.] Stage 3 to Stage 4: 100/ year

CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

A) (i) Published Papers in Journals

API Score – Refereed journals- 15/publication

Non-Refereed (but having ISBN/ISSN)- 10/publication

Confer. Proc. as full paper (Abstracts not to be included) - 10/publication

SI. No.	Title with page no.	Journal	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co author	Whether you are the main author	API score

Compendium

B. Research Publications (Books published as single author or as editor)

API Score - Category 1 Text/Reference Books by International Publisher – 50/ sole author

Category 2 Text/Reference Books by National/Soc/Univ Publ – 25/ sole author

Category 3 Subject Books by Other/Local Recognized Publ – 15/ sole author

Chapters contributed to edited knowledge based volumes published by Int. Publisher – 10/ Chapter

Chapters contributed to edited knowledge based volumes published by Indian Publisher with ISBN/ ISSN numbers – 5/ Chapter

Chapters contributed to edited knowledge based volumes published by Other local Publisher with ISBN/ISSN numbers – 3/Chapter

Sl. No.	Title with page no.	Type of Book, & authorship	Publisher & ISSN/ ISBN No. (I. International/ II. National/ III. Regional)	Whether peer reviewed.	No. of Co-author	Whether you are The main author	API score

C) Ongoing and Completed Research Projects and Consultancies

API Score for Projects-

Cat I: (Amount -Rs 30 lakhs+): 20

Cat II: (Amount - Rs 5 lakhs+): 15

Cat III: (Amount - Rs 0.5 lakhs+): 10

API Score for Consultancies-

(Completed : Rs 10 lakhs+ / Ongoing - Rs 2 lakhs +): 10

API Score for Quality Evaluation-

Major (Completed) Project Eval: 20

Minor (Completed) Project Eval: 10

API Score for Project Outcome-

National level output or Patent- 30

International level output or Patent- 50

C. (i) & (ii) Ongoing Projects/ Consultancies

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	API score

Compendium

E)(ii) Papers presented (Oral/poster) in Conferences, Seminars, Workshops, Symposia etc.

API Score - Category 1 International – 10

Category 2 National – 7.5

Category 3 Regional – 5

Category 4 Local – 3

SI. No.	Title of the paper Presented	Title of Conference/Seminar	Organized by	Whether International/National/State/Regional/College or University level	API score

E) (iii) Invited lectures/Chairing the session or presentation for conferences / symposia etc.

API Score - Category 1 International – 10

Category 2 National – 7.5

Category 3 Regional /State level – 5

Category 4 Univ/Endowment Lect – 3

SI. No.	Title of the Lecture/Academic session	Title of Conference/Seminar	Organized by	Whether International/National/State/Regional/College or University level	API score

Minimum API Score in Category - III

For Stage 1 to Stage 2 : 5/ year, 20/ assessment period

For Stage 2 to Stage 3 : 10/ year, 50/ assessment period

For Stage 3 to Stage 4 : 15/ year, 45/ assessment period

IV. Summary of API scores

	Criteria	Last 6 academic years						Total-API score for assessment period	Annual Average API Score for Assessment period
I	Teaching, learning Evaluation related Activities								
II	Co-curricular, Extension and Professional Development related Activities								
	Total (I+II)								
III	Research and Contributions								

Signature of the incumbent with designation and date

Signature of the Coordinator IQAC with Seal

Signature of the Principal/ T.I.C with date and Seal

Compendium

Part C: For use of the Screening/ Selection Committee

Name of the College:

Date of the Meeting:

Venue:

Name of the Incumbent: Shri/Smt/Dr.

Present designation: Librarian/Assistant Librarian/ College Librarian (Sr. Scale) Stage (Stage 1/ Stage 2/ Stage 3)

Date of joining:

Scale of Pay: ₹15600-39100/- with AGP of ? 6000 / 7000 / 8000

Designation after promotion: Librarian/Assistant Librarian/ College Librarian (Sr. Scale/ Sel. Grade) (Stage 2 / Stage 3/ Stage 4) Scale of Pay: ₹15600-39100/- with AGP of ?. 7000 / 8000 or ₹37400-67000/- with AGP of? 9000

Date of effect:

Interview Score (for promotion to Stage ~~4~~) :

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Librarian/Assistant Librarian/ College Librarian (Sr. Scale/ Sel. Grade) (Stage 1/ Stage 2/ Stage 3) to the post of Librarian/Assistant Librarian/ College Librarian (Sr. Scale/ Sel. Grade) (Stage 2/ Stage 3 /Stage 4). As the incumbent has fulfilled all conditions as laid down in G.O. No. 920-Edn(CS) dated 31.12.2012 for promotion under CAS , the Committee recommends that tne incumbent be promoted to the post of Librarian/ Assistant Librarian/ College Librarian (Sr. Scale / Sel. Grade) (Stage 2/ Stage 3 / Stage 4) with AGP of ₹7000 / 8000 / 9000 with effect from _____

The Committee further recommends that the post held by the incumbent be upgraded to the post of Librarian/Assistant Librarian/ College Librarian (Sr. Scale / Sel. Grade)(Stage 2/ Stage 3 /Stage 4) with AGP of ₹7000 / 8000 / 9000 with effect from _____ and the same would be reverted to the post of Librarian/Assistant Librarian/ College Librarian (Stage 1) as soon as it would fallen vacant for any reason whatsoever.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of the Expert with Date
Seal

(Nominated by the VC of the affilwtmg
University)

Signature of the Expert with Date and
Seal

(Nominated by the VC of the affilwtmg
University)

Signature of Govt. Nominee with
Date and Seal

(Nominated by the DPI, West Bengal)

Signature of the Principal/ T.I.C of the
College with Date and Seal

Part D: For use of the Governing Body of the College

Governing Body Resolution for Re-Designation/Promotion/Placement to the post of Librarian/Assistant Librarian/ College Librarian (Sr. Scale/ Sel. Grade) (Stage 2/ Stage 3/ Stage 4) in respect of Sri/Smt/Dr _____

(Strike out the portion that is not applicable)

Resolution No. :

Date:

As per records it is observed that that Sri/Smt/Dr _____ was placed as Librarian/Assistant Librarian/ College Librarian (Sr. Scale/ Sel. Grade) (Stage 1/ Stage 2/ Stage 3) Selection Grade Lecturer in the Pre-Revised Scale of ₹15600 - 39100/-with AGP of ₹6000/ 7000/ 8000 with effect from vide D.P.I.'s Memo No _____ Dated _____

Further observed that she/he has fulfilled all conditioned required for promotion under CAS as per G. O. No. 920-Edn(CS) dated 31.12.2012 and has been recommended by the Screening/ Selection Committee constituted for the purpose it its meeting held on _____

Resolved thaHnt-Prms of G.O. No. 117-Edn(CS)dated 4.2.99, 677-Edn (CS) dated 29.10.2008. and G.O. No.920-Edn.(CS) dated 31.12.12, Sri/Smt/Dr _____ be placed in the pay band of ? 15600 - 39100/- with AGP of ₹7000/ 8000 / Rs.37400 - 67000/- with AGP of ₹9000/- with effect from _____ and be re-designated as Librarian/Assistant Librarian/College Librarian (Sr. Scale/ Sel. Grade).

Resolved further that she/he has/has not taken Extra Ordinary Leave (EOL) during the period of 03(three) years' service since _____ to _____ while she/he was serving as Librarian/ Assistant Librarian/ College Librarian (Sr. Scale) in _____ (College /M.V.) and such Extra Ordinary Leave has been granted vide G.B. Resolution dated _____

Resolved also that the Principal/TIC/Secretary would take up the matter with the D.P.I., West Bengal by providing with copies of the following in respect of the incumbent (duly countersigned by the competent College authority) with the proposal:

- (a) All pay fixation memos
- (b) Detailed leave statement (for last 3 years)
- (c) GB Resolution in respect of EOL, if any

(Signature of the President/Administrator)

Compendium

APPENDIX-III

TABLE-VIII (b)

Minimum Weightage Points (WP) norms of the APIs as provided in Appendix III Table VII to be applied for the Promotion of Library staff of Colleges and Weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)

		College Librarian (Stage 1) College Librarian (senior scale) (Stage 2)	College Librarian (senior scale) (Stage 2) to College Librarian (Selection Grade) (Stage 3)	College Librarian (selection Grade) (Stage 3 to Stage 4)
I	Procurement, organisation and delivery of knowledge and information thro' library services (category 1)	75/Year	75/Year	75/year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories 1 and II*	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) - Minimum Annual Score Required - to be assessed cumulatively	5/Year (20/assessment period)	10/Year (50/assessment period)	15/Year (45/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Percentage of Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organisational skills 20 % - Interview performance

* Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3 and 4 correspond to scales as provided with AGP of Rs. 6000, 7000, 8000 and 9000 respectively

APPENDIX-III

TABLE - IX

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN COLLEGES

Sl.No	Promotion of Librarian cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Librarian / Assistant Librarian/ College Librarian to Librarian/assistant Librarian / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Librarian/ Asstt. Librarian / College Librarian (Stage 1) completed four years of service with Ph. D. or five years of service who are with M. Phil or six years of service who are without Ph. D./M.Phil.	(i) Minimum API scores using PBAS scoring proforma as per the norms provided in Table VIII (b) of Appendix III for college Librarian cadres. (ii) One Orientation and one Refresher Course of 3/4 weeks duration (iii) No separate interview point for the Screening cum Verification process of recommending promotion.
2.	Librarian / Assistant Librarian/ College Librarian (Senior Scale) to Librarian / Assistant Librarian/ College Librarian (selection grade) (Stage 2 to Stage 3)	Librarian / Assistant Librarian/ College Librarian (Senior Scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma as per the norms provided in Table VIII (b) of Appendix III for college librarian cadres. (ii) Additionally, two refresher courses, for i a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) No separate interview points for the Screening cum Verification process of recommending promotion.
3.	Librarian / Assistant Librarian/ College Librarian (Selection Grade) (Stage 3 to Stage 4)	Librarian / Assistant Librarian / College Librarian (Selection Grade) with three years of completed service in Stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (b) of Appendix III for Librarian Cadres in Colleges. (ii) Three publications over twelve years. In Colleges, an exemption of one publication will be given to M. Phil holders and two publications to Ph. D. Holders. (iii) Additionally one course/training under the categories of Library automation/ Analytical tool Development for academic documentation. (iv) A selection committee process as stipulated in the Regulation and in Table VIII (b) of Appendix III for librarian cadres in colleges.

Note: The explanatory note provided for Tables IIA and IIB for CAS for teachers is also applicable for the librarian cadres as per the API score specified for this cadre.

Compendium

3.	Librarian / Assistant Librarian/ College Librarian (Selection Grade) (Stage 3 to Stage 4)	Librarian / Assistant Librarian / College Librarian (Selection Grade) with three years of completed service in Stage 3.	<ul style="list-style-type: none"> (i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (b) of Appendix III for Librarian Cadres in Colleges. (ii) Three publications over twelve years. In Colleges, an exemption of one publication will be given to M. Phil holders and two publications to Ph. D. Holders. (iii) Additionally one course/training under the categories of Library automation/ Analytical tool Development for academic documentation. (iv) A selection committee process as stipulated in the Regulation and in Table VIII (b) of Appendix III for librarian cadres in colleges.
----	-------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Note: The explanatory note provided for Tables IIA and IIB for CAS for teachers is also applicable for the librarian cadres as per the API score specified for this cadre.

Addendum/corrections to Memo No. ED- 103/2013 & ED-104/2013 dated 18.02.2013 for Teachers of Government aided and Government Colleges respectively.

Category-1

I (b)/b to delete “ located in the District other than Kolkata.”

Category-2

D (iii) Evaluation of research paper/thesis _____ 3

Appendix-II (Part-B)

IV. Summary of API Scores: Incumbents whose promotions under CAS are due up to **31.12.2012** are to furnish data for two years only [i.e.2011 & 2012 (Academic years)] in respect of Category I & II.

Appendix-I

Category -3(B)

Subject Books by International level publishers with an established peer review system __ 50/ sole author, 10/chapter in an edited book

3(E) () Maximum API score _____ 30 marks

Table -2

IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required – to be assessed cumulatively	5/Year (20/assessment period)	10/Year (50/assessment period)	15/Year (45/assessment period)
----	-----------------------------------------------------------------------------------------------------------------------	----------------------------------	-----------------------------------	-----------------------------------

Table-3 (3) Column 3(i): Exemption of 2 (two) publications for Ph.D. degree holders and 1 (one) publication for M.Phil, degree holders.

**Government of West Bengal
Finance Department
Audit Branch**

No. : 6066 -F(P)

Kolkata. the 30th Julv.2013

MEMORANDUM

Subject : Grant of Ad-hoc Bonus to the State Government Employees and some other categories of Employees for the year 2012-2013.

The undersigned is directed by order of the Governor to say that the Governor is pleased to decide that the State Government employees who are not covered by any of the productivity linked Bonus Scheme and whose revised emoluments did not exceed Rs.22,000/- per month as on 31st March, 2013 will be entitled to ad-hoc bonus for the accounting year 2012-2013 at the rate of Rs. 2,600/- per head. The upper eligibility ceiling of Rs.22,000/- p.m. as on 31st March, 2013 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised scale of pay or on fixed/consolidated contract pay.

2. The benefit will be admissible subject to the following terms and conditions:-

- i. Ad-hoc Bonus admissible under this order will be worked out on the basis of emoluments as admissible on 31.03.2013. For the employees drawing pay and allowances in terms of the West Bengal Services (Revision of Pay and Allowances) Rules, 2009 the term 'revised emoluments' in this order will mean and include pay in the pay band plus the grade pay in the revised pay structure and includes the non-practicing allowance, if any, Dearness Allowances, but will not include any other pay and other allowance such as house rent allowance, medical allowance, compensator}' allowances, etc.

For those who are drawing pay and allowances in the un-revised scale, the term 'emoluments' will mean and include basic pay, personal pay, special pay (additional remuneration), dearness pay, dearness allowance, deputation (duty) allowance, Steno Allowance but will not include specialist pay and other allowances such as house rent allowance, medical allowance, compensatory allowance, etc. For those who are drawing remuneration on contract basis, the term 'revised emoluments' will mean the consolidated contract pay drawn by them.

- ii. The employees whose revised emoluments on 31.03.2013 exceeded Rs.22,000/- p.m. but during the year 2012-2013 their emoluments at least for six months were less than Rs.22,000/- p.m. i.e. the said emoluments exceeded the eligibility ceiling of Rs.22,000/- p.m. on account of promotion, drawal of increment, implementation of C.A. Scheme, enhancement of dearness allowance etc. after remaining less than Rs. 22,000/- p.m. for at least six months, will be entitled to ad-hoc bonus of Rs 2,600/-per head under this order.
- iii. The employees who were in service on 31.03.2013 and rendered at least six months continuous service during the year 2012-2013 will be eligible for payment of ad-hoc bonus under this order.

Compendium

Pro-rata payment will be admissible in such cases to the eligible employees for periods of continuous service during the year ranging from six months to full year, the eligibility period being taken in terms of number of months of service (rounded off to the nearest number of months). A fraction of 15 days or more should be counted as one month.

- iv. The amount of ad-hoc bonus on pro-rata payment as admissible under 2(iii) above will have to be calculated according to the following formula :-

$$\text{Emoluments as on 31st March, 2013.} \quad \times \quad \frac{\text{Eligibility period in number of months}}{12}$$

= The amount of ad-hoc bonus, subject to maximum amount of Rs.2,600/- only,

- v. The casual workers who have put in work at least for 120 days and the employees on consolidated pay in the year 2012-2013 will also be entitled to ad-hoc bonus under this order according to the following formula :-

$$\frac{\text{Total amount of salary/wages earned during the year 2012-2013}}{12}$$

= The amount of ad-hoc bonus, subject to maximum amount of Rs. 2,600/- only.

The salary /wages in these cases should have the same meaning as 'Revised emoluments' as defined in Para 2(i) above. 3.

3. **The disbursement of Ad-hoc Bonus sanctioned hereinabove should be made in case of Muslim State Government employees by 6th August, 2013 and in case of other State Government employees (other than Muslim State Government employees) such disbursement should be made in between 23rd September, 2013 to 30th September, 2013.**

In case of failure, the disbursement should be made as early as possible before the festival of Durga Puja/Id-Ul-Fitre.

4. The charge in respect of payment of ad-hoc bonus under this order will be debitable to the detailed head viz., "Ad-hoc Bonus" the opening of which was sanctioned under the 'Salary' head sub-ordinate to all Major, Minor and sub-heads in the Revenue Expenditure section of the State Budget in terms of Para 9 of this Department's Order No. 4611-F, dated 22.04.1988 and necessary fund for this purpose have been provided under the above detailed heads in the budget grant available for 2013-2014.
5. The Governor is further pleased to direct that the benefit of ad-hoc bonus sanctioned under this order will also be available to the different categories of employees who had been allowed the same in the last year in accordance with Finance Department's Memo No. 6732-F(P) dated 03.08.2012 by issue of Government Orders by various Departments in this connection. As in the last year orders for grant of ad-hoc bonus in respect of the employees of Statutory Bodies/ Local Bodies/State aided Non-Government Educational Institutions and such other categories of employees of various establishments, who were allowed ad-hoc bonus/ex-gratia at par with the State Government employees or at the rate not more than ' 2,600/- per head as approved by the Government in the last year, should be issued by the Departments concerned without referring the file to Finance Department, Group 'P2'.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

6. Clarifications issued in previous years in respect of various points raised in connection with admissibility and drawal of ad-hoc bonus would continue to apply.

Sd/- A. K. Das

O.S.D. & E.O. Joint Secretary to the
Government of West Bengal
Finance Department

No. :6066 /1(5001)-F(P)

Kolkata, the 30th July, 2013

Copy forwarded for information and necessary action to :-

01. The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700 001.
02. The Director of Treasuries & Accounts, West Bengal, New India Assurance Buildings, 4, Lyons Range, Kolkata - 700 001.
03. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012.
04. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jawahar Buildings, Kolkata - 700 073.
05. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, LB. Markat, Sector - III, Salt Lake, Kolkata - 700 091.
06. The Assistant Secretary & D.D.O., Finance Department, Writers' Buildings, Kolkata-700 001.
07. The Assistant Secretary & D.D.O., Finance Department, Bikash Bhawan, Salt Lake, Kolkata - 91.
08. The District Magistrate/Judge, _____
09. The Sub-Divisional Officer, _____
10. The Treasury Officer, _____
11. The, _____ Department/Directorate.
12. The Commissioner, _____
13. The Principal, Industrial Training Institute _____
14. The Superintendent of Police, _____
15. The Superintending Engineer/Ex. Engineer, _____

Sd/- (A.K. Das)

**O.S.D & E. O Joint Secretary to the
Government of West Bengal,
Finance Department.**

Compendium

Government of West Bengal
Finance Department
Pension Branch
Block-IV, 2nd floor, Writers' Buildings,
Kolkata-700 001.

Memo. No.380 -F(Pen)

Dated, Kolkata, the 31st, July, 2013

MEMORANDUM

Subject : Grant of ex-gratia payment to the State Government Pensioners.

The undersigned is directed by order of the Governor to say that in order to provide some relief to the State Government Pensioners during the ensuing festivals, the Governor has been pleased to decide that all State Government Pensioners including the holders of provisional pension who retired prior to 30.9.2012 and also the pensioners who retired or died after 30.9.2012 but prior to 01.09.2013 and whose basic pension plus relief on pension as on March 31, 2013 did not exceed Rs. 22000/-(Rupees twenty two thousand) only and are not eligible for ad-hoc bonus shall be paid an ex-gratia grant of Rs. 1000/- (Rupees One thousand) only in limp per head.

2. The charge is debit to the head "2071 -Pensions and other retirement Benefits-OICivil-800-other Expenditure-NP-001-fund required for meeting ether expendilure-V-04-Pension / Gratuities" during the current financial year.
3. The ex-gratia grant sanctioned herein will alsD be admissible to :-
 - i) The holders of family pension, ex-gratia family pension and adhoc family pension ;
 - ii) Pensioners (including widow pension holccrs) who draw their pension sanctioned under French Pension Rules ;
 - iii) Holders of extra-ordinary pension ; and
 - iv) Holders of ex-gratia pension.The benefit will also be admissible to the pensioners, of the undivided Government of Bengal **and** the pensioners of the erstwhile East Pakistan (now Bangladesh) Government who migrated to West Bengal and are receiving pension under "Provisional Payment of Pension Scheme".
4. The ex-gratia grant sanctioned herein will net be admissible to the special categories of pensioners, such as :-
 - i) Pensioners who have migrated from Pakistan ;
 - ii) Political Pensioners ;
 - iii) Special Pensioners ;
 - iv) War Risk Pensioners ;
 - v) Pensioners governed by the All India Service; Rules.
5. The benefit will also no: be admissible to those who are entitled to ad-hoc bonus sanctioned by the State Government and those who are employed/re-employed under any Public

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Undertakings/Statutory Bodies under the Government and are in receipt of bonus or ex-gratia payment in lieu thereof during the current financial year.

6. State Government pensioners who draw their pension through Public Sector Banks will get this ex-gratia grant through their respective Bank Accounts. The Principal accountant General (A&E), West Bengal will issue an authority for this purpose to all such Banks under the Kolkata Payment Scheme immediately on receipt of this order so that the pensioners may draw the ex-gratia grant immediately to make their commitments for their festival. The Treasury/Sub-Treasury Office will take appropriate steps for issue of cheque to the respective paying branches of the Banks and Post Offices, so that the pensioners receiving pension through Banks and Money Order get the payment of ex-gratia immediately to meet their commitments for their festival. "No authority of the Principal Accountant General (A&E), West Bengal will be required for this purpose.
7. Subject to para 6 above, this order will also be applicable to those who are eligible for this ex-gratia grant but whose pension/family pension has not yet been sanctioned. In their cases and in the case of persons who are drawing provisional pension, this amount of ex-gratia will be drawn by the authority competent to draw provisional pension in the same manner as the amount of provisional pension is drawn by him. In their cases, the facts of payment of ex-gratia grant should be intimated to the Principal Accountant General (A&E), West Bengal at the time of forwarding their pension papers for final sanction of pension.

This benefit of ex-gratia grant of Rs. 1000/- per head as has been sanctioned in this memorandum for the State Government Pensioners will also be allowed to the teaching and non-teaching Pensioners of State aided Non-Government Educational Institutions and Pensioners of Panchayats, the Pensioners of Municipal Corporations/Municipalities/Local Bodies and other Organisations for whom pension is authorised either by the Accountant General, West Bengal or the DPPG, West Bengal. In such cases the respective Administrative Department may sanction the benefit of ex-gratia payment @ Rs. 1000/- per head this year to the pensioners concerned under their control without making any further reference to Pension Branch of this Department.

The payment of ex-gratia as sanctioned here above should be made by 6th August, 2013 for the Muslim Pensioners / Family Pensioners and other than Muslim Pensioners / Family Pensioners the benefits should be disbursed in between 23rd September, 2013 to 30th September, 2013.

Sd/- S. K. Das
Joint Secretary to the
Government of West Bengal.

Compendium

Memo No. 380(1000)-F(Pen)

Dated. Kolkata the.31st July,2013

Copy forwarded for information and necessary action to:

1. The Accountant General (A&E). West Bengal, Treasury Buildings, Kolkata-700 001.
2. The Manager, Reserve Bank of India (Public A/cs Deptt.), 15, N.S. Road, Kolkata-1.
3. The Manager, Reserve Bank of India (Public A/cs Deptt, Deput. of Govt. & Bank Accounts, G-7, Bandra Kurla Complex, 3rd Floor, Bandra(East), Mumbai-51.
4. The Accounts Officer, West Bengal Secretariat, Writers' Buildings, Kolkata-700 001.
5. The Accountant General(Audit). W.B.. Treasury Buildings, Kolkata- 700 001.
6. The Deputy Accountant General (Pension) W.B., Treasury Buildings, Kolkata-1.
7. The Pay & Accounts Officer. Kolkata Pay & Accounts Office 2, 81/2/2. Phears Lane. Kolkata-700 012
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office I, P-1. Hyde Lane, Kolkata-700 073.
9. Directorate of Treasuries & Accounts. 4, Lyons Range, Kolkata-700 001.
10. _____
_____ Deptt./Dte.
11. The District Magistrate/District Judge _____
12. The Superintendent of Police _____
13. The Commissioner _____
14. The Sub-Divisional Officer _____
15. The Principal. Industrial Training Institute _____

16. The Superintending-Engineer/The Executive Engineer _____

17. The Accountant General(A&E):
 - (i) Uttar Pradesh, Allahabad-21 1001, (ii) Bihar, Birchand Patel Marg, Patna-800001. (iii) Orissa. Bhubaneswar,-75 1001, (iv) Madhya Pradesh, Gwalior-474 002, (v) Assam, Bhanagarh. Gauhati-781015. (vi) Andhra Pradesh, Hyderabad-500463, (vii) Kerala, Thiruvandrum-695039 (viii) Tamil Nadu. Chennai-600016, (ix) Rajasthan, Jaipur-302001, (x) Punjab, Chandigarh-160017, (xi) Maharashtra, Mumbai-400020. (xii) Gujarat, Ahmedabad-380 001. (xiii) Karnataka, Bangalore-560 001. (xiv) Haryana. Chandigarh-160 017,(xv) Tripura. Agartala-799 001, (xvi) Nagaland, Kohima-797001,(xvii) Manipur, Imphal-795001 (xviii) Meghalaya, Shilong-793001, (xix) Jammu & Kashmir, Srinagar-190001. (xx) Uttaranchal, Dehradun-248001, (xxi) Chhatisgarh. Raipur-843326, (xxii) Jharkhand, Ranchi-843001.
18. The Senior Deputy Accountant General (A&E)
 - (i) Sikkim, Gangtok-737001. (ii) Himachal Pradesh & Chandigarh, Simla-1 71003.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

19. The Pay & Accounts Officer:
(i) Goa. P.O. Panaji-403 001. (ii) Pondicherry. P.O. Pondicherry-605 001, (iii) Andaman & Nicobar Islands, Port Blair-744 101.
20. The Director of Accounts, Govt, of Arunachal Pradesh, Nahar Lagun-791) 10.
21. The Director of Audit. Central Revenue-II, Indraprastha Estate. New Delhi-110001.
22. The Controller of Accounts (Pension). Delhi Administration, Mori Gate, Delhi-7.
23. The Assistant Military Attache (Pension), Embassy of India, Military Pension Branch, Kathmandu, Nepal-1.
24. Pensioners' Association:

Sd/-

Deputy Secretary to the
Government of West Bengal.

Compendium

**GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
BIKASH BHAVAN,
BIDHANNAGORE, KOLKATA - 700091**

No. 1424-Gen/SS

Dated, Kolkata, the 25th October, 2013

From : Dr. Gopal Chakrabarti,
Joint Director of Public Instruction (S & S), West Bengal.

To : The Principal / OIC / TIC of Govt. /State-Aided Colleges of West Bengal

Sub.: Celebration of National Education Day on 11th November

Dear Sir,

Central Government vide its Resolution dated 11th September, 2008 has declared 11th November, the Birth Anniversary of Maulana Abdul Kalam Azad, the great freedom fighter, eminent educationist and the first Union Minister of Education as the National Education Day. Educational Institutions at all levels would be involved in the celebration of the National Education Day in organizing seminars, symposia, essay writing, elocution competitions, workshops and rallies with banners, cards and slogans on the importance of education and the nation's commitment to all aspects of education.

2. I am directed to request you to celebrate National Education Day in your Institutions on 11th November, 2013 with enthusiasm and fervour.
3. Your co-operation in this regard is earnestly solicited.

Yours faithfully,

Sd/- Gopal Chakrabarti

Joint Director of Public Instruction (S & s), West Bengal.

**Government of West Bengal
Finance Department
Pension Branch
Writers' Buildings, Block-IV
2nd Floor, Kolkata-700 001**

Memo No.-552-F (Pen)

Dated, Kolkata the 24,h December, 2013

MEMORANDUM

Sub: Grant of Dearness Relief to State Government Pensioners /Family Pensioners with effect from January 01, 2014.

In continuation of this Department Memo N0.O8-F (Pen) dated 02.01.2013 sanctioning instalment of relief to the State Government Pensioners/Family Pensioners with effect from 01.01.2013 onwards, the undersigned is directed to state that the Governor is pleased to decide that the State Government Pensioners/Family Pensioners shall draw Dearness Relief {§ 58% of basic pension/basic family pension with effect from January 01,2014 onwards in supersession of the rates mentioned in the Order dated 02.01.2013 as mentioned above.

2. Payment of relief on Pension/Family Pension involving a fraction of rupee shall be rounded off to the next higher rupee.

3. It will now be the responsibility of the Pension Disbursing Authority to calculate the quantum of relief on Pension/Family Pension payable to each individual case.

4. For the purpose of payment of relief sanctioned herein, the Principal Accountant General (A&E), West Bengal will issue authority to the Public Sector Banks in Kolkata and the Accountant General of other States.

5. The Treasury/Sub-Treasury Officers in this State will give effect to this order without the authority of the Accountant General (A&E), West Bengal.

6. This benefit of Dearness Relief as has been sanctioned in the aforesaid Memorandum for the State Government Pensioners/Family Pensioners will also be allowed to the teaching and Non-teaching pensioners of State aided Non-Government Educational Institutions and Pensioners of Statutory Bodies/Government Undertakings/Panchayats including Panchayat Karmee and Municipal Corporations/Municipalities/Local Bodies etc. who are in receipt of Dearness Relief @ 52% of basic pension with effect from January 01, 2013. In such cases the respective Administrative Department may sanction the benefit of Dearness Relief @ 58% with effect from January 01, 2014 to the pensioners concerned under their control without making any further reference to Pension Branch of this Department.

7. It has also been decided that in the case of Public Undertakings/Statutory Bodies the additional expenditure should be borne by such Undertakings/Bodies themselves out of their own resources or out of financial assistance provided for them in the budget and that no additional financial assistance will be given lo them on account of sanction of this instalment of Dearness Relief.

Sd/- S.K. Das
Joint Secretary to the
Government of West Bengal.

Compendium

Memo No.552/1(2000)-F(Pen)

Dated, Kolkata the 24th December. 2013.

Copy forwarded for information and necessary action to:

1. The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700 001.
2. The Manager, Reserve Bank of India (Public A/cs Deptt.), 15, N.S. Road, Kolkata-1.
3. The Manager, Reserve Bank of India (Public A/cs Deptt., Deptt. of Govt. & Bank Accounts, G-7, Bandra Kurla Complex, 3rd Floor, Bandra(East), Mumbai-51.
4. The Accounts Officer, West Bengal Secretariat, Writers' Buildings, Kolkata-700 001.
5. The Accountant General(Audit), W.B., Treasury Buildings, Kolkata- 700 001.
6. The Deputy Accountant General (Pension), W.B., Treasury Buildings, Kolkata-1.
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office,,81 /2/2, Phears Lane,Kolkata-700 012.
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-11, P-1, Hyde Lane, Kolkata-700 073.
9. Directorate of Treasuries & Accounts, 4. Lyons Range, Kolkata-700 001.
10. _____
_____ Deptt./Dte.
11. The District Magistrate/District Judge _____

12. The Superintendent of Police _____

13. The Commissioner _____

14. The Sub-Divisional Officer _____

15. The Principal, Industrial Training Institute _____

16. The Superintending Engineer/The Executive Engineer _____

17. The Accountant General(A&E):
 - (i) Uttar Pradesh, Allahabad-211001. (ii) Bihar, Birchand Patel Marg, Patna-800001. (iii) Orissa, Bhubaneswar,-751001, (iv) Madhya Pradesh, Gwalior-474 002, (v) Assam, Bhanagarh, Gauhati-781015, (vi) Andhra Pradesh, Hyderabad-500463, (vii) Kerala, Trivandrum-695039, (viii) Tamil Nadu. Chennai-600016, (ix) Rajasthan, Jaipur-302001, (x) Punjab, Chandigarh-160017, (xi) Maharashtra, Mumbai-400020, (xii) Gujrat, Ahmedabad-380 001. (xiii) Karnataka, Bangalore-560 001. (xiv) Hariyana, Chandigarh-160 017,(xv) Tripura, Agartala-799 001. (xvi) Nagaland, Kohima-797001,(xvii) Manipur. Imphal-795001 (xviii) Meghalaya. Shionjj-793001. (xix) Jammu & Kashmir, Srinagar-190001, (xx) Uttaranchal, Dehradun-248001, (xxi) Chhatisgarh, Raipur-843326, (xxii) Jharkhand, Ranchi-843001.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

18. The Senior Deputy Accountant General (A&E)
(i) Sikkim. Gangtok-737001, (ii) Himachal Pradesh & Chandigarh, Simla-71003.
19. The Pay & Accounts Officer:
(i) Goa, P.O. Panaji-403 001, (ii) Pondicherry, P.O. Pondicherry-605 001, (iii) Andaman & Nicobar Islands, Port Blair-744 101.
20. The Director of Accounts, Govt, of Arunachal Pradesh, Nahar Lagun-791 110.
21. The Director of Audit, Central Revenue-II, Indraprastha Estate. New Delhi-1 10001.
22. The Controller of Accounts (Pension). Delhi Administration, Mori Gate, Delhi-7.
23. The Assistant Military Attache (Pension), Embassy of India, Military Pension Branch, Kathmandu, Nepal-1.
24. Pensioners' Association:

Sd/-

Assistant Secretary to the
Government of West Bengal.

Compendium
Government of West Bengal
Finance Department
Audit Branch

No. 1160-F(Y)

Dated, 28th February, 2014

MEMORANDUM

WHEREAS procurement of and above Rs. 5 lakh can be done only through e-tendering procedure in terms of notification no. 6932-F(Y) dt. 29.8.13;

AND WHEREAS, the tender documents meant for e-tendering needs to be uploaded in the State Government website address of <https://wbtenders.gov.in> which was specified in FD notification no. 5400-F(Y) dt. 25.6.2012;

AND WHEREAS, some Government Departments either have not yet adopted the e-tendering procedure for the procurements of and above Rs. 5 lakh, or are not using the State Government official address of <https://wbtenders.gov.in> for e-tendering;

AND WHEREAS, e-tendering norms have been made mandatory to ensure utmost transparency and fairness in the tender process for procurement;

AND WHEREAS, it has been decided that a date needs to be fixed by which all the Government Departments and their subordinate offices should ensure compliance with the e-tender norms and use of the specified web address for e-tender of the state Government;

NOW, THEREFORE, the Governor is pleased to decide that all the State Government Departments and subordinate offices should immediately switch over to the e-tender procedure through the State Government e-tender portal, namely, <https://wbtenders.gov.in>.

Sd/-H.K. Dwivedi
Principal Secretary to the
Government of West Bengal

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

No. 116G71(250)-F(Y)

Dated, 28th February, 2014

Copy forwarded for information and necessary action to-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. The Principal Accountant General (Audit), West Bengal. Treasury Buildings. 2, Govt. Place (West), Kolkata-700 001.
3. PA to the Chief Secretary, Government of West Bengal
4. The Additional Chief Secretary/Principal Secretary/Secretary,
_____ Department, Govt, of West Bengal.
5. PA to the Principal Secretary, Finance Department, Government of West Bengal.
6. Secretary, Finance (Audit) Department, Government of West Bengal
7. OSD & Ex-officio Secretary, Finance (Budget) Department, Government of West Bengal.
8. Financial Advisor, _____ Department, Govt, of West Bengal.
9. The Principal Accounts Officer & Ex-Officio Joint Secretary, Finance (Budget) Department, for uploading this Notification in the Finance Department website.
10. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyons Range (2nd & 3rd floor), Kolkata - 700 001.
11. The Commissioner, _____
12. The District Magistrate, _____
13. The Sub-Divisional Officer, _____
14. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kolkata - 700 012.
15. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - II, P-1, Hyde Lane, Kolkata - 700 012.
16. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - III, IB Market, 1st Floor, Salt Lake, Sector -111, Kolkata - 700 106.
17. The Treasury Officer. _____
18. _____

Sd/-

Joint Secretary to the
Government of West Bengal.

Compendium
**Education Directorate
Govt of West Bengal
Bikash Bhavan, Salt Lake**

No.720-Gen/SS

23.07.2014

From : Joint DPI(S & S)

To : All the Principal/OIC/TIC,
Govt, and State-aided Colleges within KMC under University of Calcutta,
West Bengal

Subject: Capacity Building and Review meeting on July 30,2014 i.r.o Kanyashree Prakalpo

Sir/Madam,

In inviting the captioned subject above I am directed to request you to attend the meeting convened by Directorate of Social Welfare, Government of West Bengal i.r.o Kanyashree Prakalpo in the Conference Kali of the Department of Child Development and Department of Women Development and Social Welfare, Bikash Bhavan, North Block, 10th Floor, Salt Lake, Kolkata-91 on July 30, 2014 positively. The List of the Colleges and Timings is enclosed for your ready reference.

It may be mentioned in this regard that Dr. (Smt.) Shashi Panja, Hon'ble Minister of State (IC), Department of Child Development and Department of Women Development and Social Welfare has kindly given her consent to address the meeting.

Sincerely Yours,

Sd/-

(Dr. Gopal Chakrabarti)

Jt. DPI (S & S)

Encl: As stated

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

**MEETING WITH COLLEGES ON 30.7.2014 AT BIKASH BIHABAN FROM 11 AM
ONWARDS VIDE MEMO NO. 2693 - SWD DATED: JULY 21, 2014**

SI No	COLLEGE	TIME
1	ACHARYA GIRISH CHANDRA BOSE COLLEGE	11:00 AM
2	ACHARYA JAGADISH CHANDRA BOSE COLLEGE	
3	ANANDA MOHAN COLLEGE	
4	ASUTOSH COLLEGE	
5	BANGABASI COLLEGE	
6	BANGABASI EVENING COLLEGE	
7	BANGABASI MORNING COLLEGE	
8	BASANTI DEVI COLLEGE	
9	BEHALA KBBNC COLLEGE	
10	BENGAL MUSIC COLLEGE	
11	BETHUNE COLLEGE	
12	BHAWANIPUR EDUCATION SOCIETY	
13	BID HAN CHANDRA INSTITUTE OF GIRLS	
14	CALCUTTA GIRLS COLLEGE	
15	CHARUCHANDRA COLLEGE	
16	CHI'ITARANJAN COLLEGE	
17	CITY COLLEGE	
18	CITY COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION	
19	DESHBANDHU COLLEGE FOR GIRLS	
20	DINABANDHU ANDREWS COLLEGE	
21	EAST CALCUTTA GIRLS COLLEGE	
22	GEORGE COLLEGE	
23	GOENK.A COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION	
24	GOKHALE MEMORIAL GIRLS COLLEGE	
25	GURUDAS COLLEGE	
26	HARIMOHON GHOSE COLLEGE	
27	HERAMBA CHANDRA COLLEGE	
28	JOGAMAYADEVI COLLEGE	
29	JOGESH CHANDRA LAW COLLEGE	1:00 PM
30	JOGESH CHARDRA CHOUDHURJ COLLEGE	
31	KHUDIRAM BOSE CENTRAL COLLEGE	
32	KIDDERPORE COLLEGE	
33	KISHORE BHARTI BHAGANI NIBADITA	
34	K K. DAS COLLEGE	
35	LADY BRA BOURNE COLLEGE	
36	LORETO COLLEGE	
37	MAHARAJA SR IS CHANDRA COLLEGE	

Compendium

SI No	COLLEGE	TIME	
38	MAHARANI KASESWARI COLLEGE		
39	MANINDRA CHANDRA COLLEGE		
40	MATIABURJ COLLEGE		
41	MAULANA AZAD COLLEGE		
42	MILL AL AMEEN COLLEGE FOR GIRLS		
43	MURALIDHAR GIRLS COLLEGE		
44	NABA BALLUGUNJE MAHAVTDYALAYA		
45	NETAJI NAGAR COLLEGE		
46	NETAJI NAGAR COLLEGE FOR WOMEN		
47	NETAJI NAGAR DAY COLLEGE		
48	NEW ALIPUR COLLEGE		
49	PRAFULLA CHANDRA COLLEGE EVENING		
50	RABINDRA SHIKSHA SAMMILANI LAW COLLEGE		
51	RAJA PAEARY MOHON COLLEGE		
52	RAMMOHAN COLLEGE		
53	RANI BIRLA GIRLS COLLEGE		
54	SAMMILANI COLLEGE		
55	SANSKRIT COLLEGE		
56	SARSUNA COLLEGE		
57	SAVITRI GIRLS COLLEGE		3:00 PM
58	SCOTTISH CHURCH COLLEGE		
59	SETH ANANDARAM JAIPURIA COLLEGE		
60	SHIVANATH SASIKI COLLEGE		
61	SHRI SHIKSAYATAN COLLEGE		
62	SHYAMAPRASAD COLLEGE		
63	SHYAMBAZAR LAW COLLEGE		
64	SIR GURUDAS MAHAVIDYALAYA		
65	SOUTH CALCUTTA GIRLS		
66	SOUTH CALCUTTA LAW COLLEGE		
67	S S JALAN GIRLS COLLEGE		
68	ST PAULS CATHEDRAL MISSION COLLEGE		
69	ST XAVIERS COLLEGE		
70	SURENDRANATH COLLEGE		
71	SURENDRANATH COLLEGE FOR WOMEN		
72	SURENDRANATH EVENING COLLEGE		
73	SURENDRANATH LAW COLLEGE		
74	UMESH CHANDRA COLLEGE		
75	VICTORIA INSTITUTION		
76	VIDYASAGAR COLLEGE		
77	VIDYASAGAR COLLEGE FOR WOMEN		

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

SI No	COLLEGE	TIME
78	VIDYASAGAR EVENING COLLEGE	
79	VIJAYGARH J R COLLEGE	
80	VIVEKANANDA COLLEGE	
81	WOMENS CHRISTAN COLLEGE	
82	WOMEN S COLLEGE KOLKATA	

Compendium

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE STATE EDITOR
WEST BENGAL DISTRICT GAZETTEERS
HIGHER EDUCATION DEPARTMENT**

BIKASH BHAVAN . North Block, 8th Floor, Salt Lake City. Kolkata - 700 091

Phone No. : (033) 2334-5400. 2334-7714

Email : gazettficersdistrict@gmail.com

No. GII (302)/14/354

Date : 22.10.2014

To

1. The Principal Secretary, School Education Department, Government of West Bengal, Bikash Bhavan. Salt Lake, Kolkata - 700 091.
2. The Commissioner, School Education Department, Government of West Bengal, Bikash Bhavan,
3. Salt Lake, Kolkata- 700 091. 5. Director, Public Instruction and Ex-Officio Secretary, Higher Education Department, Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata -700 091.
4. The Vice-Chancellor, Calcutta University / Burdwan University / Rabindra Bharali University / Kazi Naxrul University / Vidyasagar University / West Bengal State University / Sidho Kanho Birsha University / Kainakrishna Mission Vivekananda University/Rabindra Bharati University/Presidency University / North Bengal University / Kalyani University / Coimbatore University/Jadavpur University.

Sub: Information on the status of Sanskrit education in the State - masters reg.

Sir Madam,

I am directed to state that the Government of India has constituted the 2nd Sanskrit Commission i.e. to devise a Sanskrit Policy and Prof. Dr Satya Vatsashtri, Chairman, Sanskrit Commission, Government of India, in a communication to the Principal Secretary, Higher Education Department has informed that the Commission is in need of information with regard to status of Sanskrit education in the State including the number of institutions providing traditional Sanskrit education, the number of colleges and Universities providing Sanskrit Education along the modern lines, the Research institutes prosecuting research on Sanskrit subjects, the position of Sanskrit in Schools, the stage upto which it is taught and whether it is compulsory / elective / optional subject, the NGO's working in the field of Sanskrit etc.

The commission has also sent a questionnaire for collection and collation of the aforesaid information. A copy of the same is enclosed for your kind perusal. The State Government in the Higher Education is required to send the necessary information to the Sanskrit Commission of India after due analysis of the facts and figures relevant to the subject

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

I am, therefore directed to request you to kindly circulate the questionnaire to all concerned for collection of information as per the questionnaire with regard to the Universities, Colleges, Schools, institutions, etc., as the case may be, under your administrative control and send the same to this office for onward communication to the Sanskrit Commission, Government of India.

It will be appreciated if the relevant data as asked for in the questionnaire are furnished to this office latest by 15th December, 2014.

Yours faithfully,

Sd/-

State Editor

West Bengal District Gazetteers

Encl: As stated



सत्यमेव जयते

SECOND SANSKRIT COMMISSION
GOVT. OF INDIA

**QUESTIONNAIRE
FOR
SANSKRIT INSTITUTIONS
AND
UNIVERSITY DEPARTMENTS**

RASHTRIYA SANSKRIT SANSTHAN
56-57 INSTITUTIONAL AREA, JANAKPURI,
NEW DELHI - 110 058

E-mail - 2ndsanskritcommission@gmail.com

Ph.No. 011-28525101

011-28524993

011-28521994

} Ext.-207

QUESTIONNAIRE

For

Sanskrit Institutions & University Departments

I. Institution

- a. Name of the Institution / Department
 - i. Postal Address
 - ii. Website.
- b. Name of the Head of the Institution / Department
 - i. Contact Details
 - ii. Landline
 - iii. Fax
 - iv. Mobile
 - v. Email
- c. **Status of the Institution / Department**
 - i. Recognized by
 - ii. Affiliated to
 - iii. Funded by - Central / State / Individual / Corporate / Ashram
 - iv. Annual Budget
Via government grants / Via corpus / Other Sources
- d. Name & Year of Establishment of Institution
 - i. When originally founded
 - ii. In the present status
 - iii. History of Establishment of Dept. in Institution
- e. Activities of the Institution
 - i. Teaching / Research/ Other
 - ii. Courses offered - Bachelors / Masters / .M.Phil / PhD / Diploma

II. Students and Teachers

- a. Details of the number of students in each course for past 5 years

Year	Bachelors	Masters	M.Phil	PhD	Diploma / Certificate
2009-10					
2010-11					
2011-12					
2012-13					
2013-14					

Compendium

b. If student strength is decreasing, then please share the reasons thereof.

c. Number of faculty members

Year	Assistant Professor	Associate Professor	Professor	Lecturers / Part time faculty	Admin Staff
2009-10					
2010-11					
2011-12					
2012-13					
2013-14					

d. If a Sanskrit University or traditional Pathashala, give current strength of faculty in different disciplines -

Discipline	Assistant Professor	Associate Professor	Professor	Lecturers / Part time faculty	Admin Staff

Please attach an extra sheet if necessary.

III. Syllabus

- What is the competent authority that prepares the syllabus
- What is the competent authority that approves the syllabus
- How frequently is the syllabus revised
- Are you satisfied with the existing syllabus Yes / No
The Reasons thereof
- Medium of instruction for Sanskrit courses
Sanskrit / English / Hindi / Regional Language
- Does the Institution or Department offer Choice Based Credit System
Yes / No

IV. Examination & Evaluation

- Which evaluation system do you follow Semester / Annual
- Number of courses taken by the students in the following programs

Bachelors	Masters	M.Phil	PhD	Diploma / Certificate

3. Percentage of Marks allotted for different modes of examination

Written	Oral	Practical

4. Medium of answering the Sanskrit Papers

Sanskrit / English / Hindi / Regional language

5. Script used for answering the Sanskrit papers

Devanagari / Regional Language

6. Mode of Evaluation

Internal/External/Both

7. (a) Are you happy with the existing system of examination:

Yes/No

(b) If no, please suggest reforms in the present examination system
(Add separate sheet if needed)

8. (a) Are you happy with the current system of evaluation

Yes/No

(b) Your suggestions for betterment thereof (Use separate sheet if required)

V. General

- What should be the primary purpose of Sanskrit institutions?
- In your view, are existing Sanskrit institutions fulfilling the above purpose? Please suggest any changes in the working style of these institutions.
- Would you like to suggest any change in the functioning of your organization?
- Your impression on the contribution to the field of Sanskrit, made by your institution. What else do you want to achieve?
- Institutional strength / weakness / opportunities / threats
- Your suggestions to improve employment avenues for the graduating students
- Do you think that both print media and electronic media cover the subject matter related to Sanskrit in a proper and adequate manner?
- Do you think that the Sanskrit news broadcast by AIR and Doordarshan are of good quality both in substance and quantity?
- Do you think that Sanskrit language cartoon films based on famous Sanskrit texts should be prepared for children?
- Outside of your institution what other opportunities exist for the general public to study Sanskrit in your locality?

- k. Do you think that your State Government is taking proper interest in the promotion of Sanskrit? Please support your answer with examples.
- l. Are Private Organisations, Charily Trusts. Industrial Mouses. NGOs, etc. taking interest in the promotion of Sanskrit iu your state? Please name them with contact details.
- m. Please also provide details of any institution or NGO (promoting Sanskrit) that has been shin down in your area in the recent past, and reasons thereof.
- n. Do you think that a young graduate/posi-graduaie. passed out from an Indian university, has sufficient general knowledge of Sanskrit culiure/tradition in India ‘
- o. Do you think that a post-graduate of the disciplines such as Aneieni Indian History, Archaeology, Sociology, Political Science, Lconomics. Hindi. Law, Philosophy, etc passed om from an Indian Institutions should necessarily possess some training in Sanskrit discipline for a better understanding of their respective subjects? If so. what changes are to be brought about in Ihe institutions and / or Sanskrit Departments (both traditional and modern)?
- p. Are you aware of any PIL which has been filed in your area for promotion of Sanskrit? Kindly share as many details as possible.
- q. Do you thnk that the study of Sanskrit will help in further strengthening the national integration?
- r. Do you think that the study of Sanskrit wiJ! help in the development of regional kinuuanes and literature of India?
- s. Do you think that the establishment of Sanskrit universities in various pans of India Iras served useful purpose in the promotion of Sanskrit in India? Give the status in your state / locality.
- t. Do you think that the establishment of the Sanskrit Academies in various states have contributed significantly in the promotion Of Sanskrit? Give the status in your Stale.
- u. Do you think that enough job opportunities arc available to the post-graduate students passing out from universities imparting modern way of Sanskrit teaching ? If not, what are your suggestions to overcome this problem.
- v. Do you think institutions should be established to foster Sanskrit studies purely in a traditional way?
- w. Do you think that enough job opportunities are available to the post-graduate Students ‘passing out from Sanskrit universities imparting traditional way of Sanskrit teaching? If not, what are your suggestions to overcome this problem.
- x. At present, these is a general downward trend in honesty, morality and ethics in the society at large. Do you think that .study of Sanskrit in the form of moral study at various levels would help in restoring it in the society? If yes, what is your suggestion.
- y. Your suggestions to improve the relevance / significance of Sanskrit /; Sanskriflsi lo the society / country / world

VI. Education

- a. Are you satisfied with the number of students taking admission in your Institution? If not, what are the main reasons ? What corrective measures you suggest to increase the enrolment of students in your Institution/Department?
- b. What criteria do you apply for the admission of students into your institution / department?
- c. Are you satisfied with the quality of the students taking admission in Sanskrit studies in your Institution/Department?
- d. At present, the study of Sanskrit is not compulsory till 10th standard in almost every part of India. Do you think this has adverse effect on the Sanskrit education in India? If yes, what steps you would like to suggest to make Sanskrit education compulsory till X standard?
- e. Should Sanskrit study be made compulsory from 5 to 10th class? Should recitation of Sanskrit verses be a part of primary school education (class 1 to 5)?
- f. Do you think that adequate facilities are available in terms of i) manpower, ii) infrastructure, and iii) financial resources for Sanskrit education in your Institution/ Department.
- g. Are you satisfied with the Sanskrit text books prepared for Secondary School level by different government organisations?
- h. Do you think that the courses of studies in different non-Sanskrit subjects at the post-graduate level should include some study of Sanskrit contributions in respective fields covered by those subjects, e.g. Sanskrit Poetics in Hindi and English literature, History of Indian Mathematics in Mathematics. Aspect of Law in Sanskrit literature in Law. .Aspect of Metallurgy in Sanskrit texts in Metallurgy etc.
- i. In your opinion which type of Sanskrit education, i.e. Traditional way of teaching *as* practiced in Sanskrit universities and colleges or Modern way of teaching as practiced in University Departments and Colleges, is more attractive to students. Is it common in your pan that students are keen to undergo both types of training in Sanskrit, i.e. getting both Acharya and M.A. degrees.
- j. In your opinion, is integration of traditional and modern teaching methods desirable?
- k. What, in your opinion, are the various openings in life for livelihood for the students passing out from Sanskrit universities imparting traditional teaching of Sanskrit. Do you think that these students should also be trained in some other aspect concurrent to their main studies for a better employment scenario. Please give your suggestions.
 - Can minor courses be offered in other disciplines;
 - Is it desirable to offer courses on subjects such as computer applications ?
- l. What, in your opinion, are the various openings in life for livelihood for the students passing out from universities and colleges imparting modern teaching of Sanskrit. Do

you think that these students should also be trained in some other aspect concurrent to their main studies for a better employment scenario. Please give, your suggestions.

- m. If your Institution is offering Sanskrit teaching by traditional method, what are the disciplines which are not popular amongst the students for higher studies.
- n. Do you think that the Sanskrit teachers of both types of Institutions (i.e. traditional and modern) have adequate general knowledge of the subjects related to Humanities and Social Sciences. Do you think that such knowledge is important for them for proper interpretation of thoughts embedded in Sanskrit literature.

VII. Research and Publications

- a. What is your opinion on the standard of the Ph.D. theses being submitted by research scholars in India.
 - If there is deterioration in the standard, what are the main causes for this.
 - To improve the standard of PhD, what are the measures that you would like to suggest?
 - In your opinion, which branches of Sanskrit discipline (Shastras) are not getting sufficient attention through research work in present times in India?
- b. Is any research work being carried out in science and technology based on Sanskrit texts?
 - If not, what are the main reasons for it?'
 - Do you think that (here is a need for establishing an inter-disciplinary Central Government funded Research Institute, fully devoted to the researches in the scientific and engineering principles/thoughts as described in Sanskrit texts.
 - If answer to the above point is yes, what could be its structure.
- c. Earlier, research workers of other branches were taking interest in the thoughts related to their respective branches in Sanskrit literature. Lately, this practice is not getting its due attention. Do you think that the University Sanskrit Departments/Institutions should also carry out researches in areas related to Economics, Political Science, Sociology, Law, Military Science etc as described in Sanskrit literature.
- d. What is your opinion about the library of your Institution/Department. Are you able to buy books needed by you in your library.
- e. What steps in your view, need to be taken to make the results of the researches in the field of Sanskrit by modern scholars, Indian and foreign, known to (i) traditional Pandits, and (ii) the general public
- f. What is your opinion about the work being carried out in the area of preparing the critical edition of different Sanskrit texts. Is it satisfactory?
- g. A number of Sanskrit universities and organisations, both in public and private sectors, have been publishing, books and journals. What is your opinion on the quality and quantity of these publications.

- h. Do you think that eBooks should be encouraged in Sanskrit disciplines? If yes, do you think that the government should make available important Sanskrit texts and lexicons (which are not; under Copy Right Act) in e.Book form at a modest cost?'
- i. Lately, a large number of Sanskrit books have been digitised. Are you able to utilise these eBooks in your Institution?
- j. Are you satisfied with the computer knowledge of both faculty and office staff members of your institute/Department? Do you think that some central agency should train your faculty and staff members in Computer application in Sanskrit?

VIII. Organization and administration of Sanskrit studies and education

- a. One of the important recommendations of the First Sanskrit Commission was that Sanskrit education would be placed under a separate Directorate in the State Administration. Has your State acted upon this suggestion?.'
- b. What new schemes should Rashtriya Sanskrit Sansthan start in order to promote Sanskrit Education and Research in India?
- c. Do you think that the seminars, conferences and workshops organised by different agencies / institutions are of high quality and are helping in improving the quality of Sanskrit Education and Research in India. How frequently are seminars' / workshops / conferences organized in your institution?'
- d. Are there mechanisms for reviewing the performance of the department / institution?
- e. In line with the practice in the west, should we adopt a peer-reviewed journal; mechanism in India to promote research?.'

IX. Are there any other contents or suggestions for the Second Sanskrit Commission?

Station :

Date :

Signature :

Name :

Designation :

Note :- Add separate sheet wherever necessary.

Compendium

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
Bikash Bhavan, Salt Lake, Kolkata - 700 091

No.: 306 - Phy Edn

Dated: 11.12.2014

NOTICE

Subject: *Request to attend General Meeting of the organizing Committee, Inter College State Sports & Games Championship (Athletics, Football & Badminton for Women), 2015 on 17.12.2014 at 2.00 p.m. in the conference hall of the Education Department, Government of West Bengal, Bikash Bhavan, & Floor, Salt Lake, Kolkata- 91.*

With reference to the subject cited above, it is hereby requested to the under mentioned members to attend the above mentioned meeting to discuss the following agenda.

- Discussion on the proposed meet at district level and state level.
- Discussions of the functions of the organising colleges, Government Observers and members of different sub committees.
- Discussion on rules and regulations of the meet
- Discussion on the sanctioned fund and budget allocation.
- Miscellaneous, if any with the permission of the chair.

You are cordially invited to attend the meeting positively.

Sd/-

(Dr. Nimai Chandra Sana)
Director of Public Instruction, WB

No.: 306/1(95) - Phy Edn

Dated: 11.12.2014

Copy forwarded for information to:-

1. PS to MIC, Higher Education Department, Govt of West Bengal
2. OSD to MIC, Education Department, Govt, of West Bengal
3. PS to MIC, Department of Sports & Transport, Govt, of West Bengal
4. PS to MIC, Mass Education Extension & Library Services, Govt of West Bengal
5. PS to MIC, Department of Technical Education and Training, Govt, of West Bengal
6. PS to MOS, Education Department, Govt, of West Bengal
7. PS to Principal Secretary, H E Department Govt, of West Bengal.
8. Dr. A N Dey, Director, School of Education, NSOU & Vice Chairman, Organizing Committee
9. Dr. Malay Kumar Mukhopadhyay, Liaison Officer, Room. No. 815, Education Directorate, Bikash Bhavan, Salt lake, Kolkata- 91, M- 9432863688 / 93330540066 / malay_mukhopadhyay@rediffmail.com. The College Authority is requested to make necessary communication with Dr. M K Mukhopadhyay for the said purpose.
10. Dr. Prabir Kumar Das, Member Secretary, WB State Council of Higher Education.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

11. Dr. Jukta Adhikary, Addl. DPI, Administration, Education Directorate, Govt, of West Bengal
12. Sri Sukanta Acharjee, PS to MIC, Higher Education Department, Govt, of West Bengal
13. Sri Prabir Kumar Bandyopadhyay, OSD to MIC, Education Department, Govt, of West Bengal
14. Dr. Krishna Roy, Addl. DPI, Education Directorate, Govt, of West Bengal
15. Dr. Madan Mohan Mazumder, Joint Director of Public Instruction
16. Sri Prabir Chandra Ghosh Roy, Joint Director of Public Instruction
17. Dr. Sayeedur Rahman, Joint Director of Public Instruction
18. Dr. Sujit Pal, Deputy Director of Public Instruction
19. Dr. Asim Kumar Bose, Principal, Post Graduate Govt. Institute for Physical Education, Banipur
20. Dr. Shyamal Mazumder, Principal, State Institute of Physical Education for Women, Hastings House
21. Dr. Tapan Karpha.Principal, Hooghly Mohsin College, Chinsurah
22. Prof. Siuli Sarkar.Principal, Lady Braboume College, Kolkata
23. Dr. Sangita Tripathi Mitra.Principal, Bethune College
24. Dr. Sujit Das.Principal, New Alipore College
25. Sri Achinta Paul,Officer-in-Charge, Durgapur Govt. College
26. Dr. Santanu Chakraborti, Officer-in-Charge, A.P.C. Roy Govt. College, Siliguri
27. Dr. Bijay Krishna Roy, Principal, Chandernagore College
28. Prof. Mamata Roy, Principal, Moulana Azad College, Kolkata
29. Dr. Debasish Banerjee,Principal, Goenka College of Commerce & Business Administration, Kolkata
30. Prof. Subrata Panda, Retired Professor, WBSES
31. Prof. Samir Kumar Mukhopadhyay, Hooghly Mohsin College, Chinsurah,
32. Dr. Tapan Kumar Poddar, Principal, Vivekananda College, Thakurpukur
33. Dr. Dipak Kar, Principal, Ashutosh College
34. Dr. Gobinda Chandra Sadhukhan.Director, Academic Staff College, Jadavpur University,
35. Dr. Nimai Chand Masanta, Officer-in-Charge, Jhargram Raj College
36. Sri Gouranga Banerjee, vice President, West Bengal State Council of Sports
37. Sri Badal Jana.Assistant Professor, Jhargram Raj College
38. Dr. Lakshmi Narayan KaibartaAssistant Professor, PGGIPE, Banipur
39. Dr. Deba Prasad Sahu, Assistant Professor, Mahishadal Girls College
40. Dr. Sankar Chatterjee, Assistant Professor, Durgapur Govt. College
41. The Principal, Dinabandhu Andrews College, Garia Kolkata.
42. The Principal, Barasat College, North 24 Parganas
43. The Principal, Sagar Mahavidyalaya, South 24 Parganas

Compendium

44. The Principal, Rabindra Mahavidyalaya, Champadanga, Hooghly
45. The Principal, R K Mission vldyamandir, Belur, Howrah
46. The Principal, Asutosh College.Kolkata
47. The Principal, Schotish Church College.Kolkata
48. The Principal, Sudhir Ranjan Lahiri mahavidyalaya, Majdia, Nadia
49. The Principal, Subhash Chandra Bose Centenary College.Lalbag, Murshidabad
50. The Principal, Balurghat College, Balurghat, Dakshin Dinajpur
51. The Principal, Govt. College of Physical Education for Women, Dinhat, Cooch Behar
52. The Principal, Alipurduar College, Alipurduar
53. The Principal, Siliguri College, Darjeeling
54. The Principal, Nistarini College, Purulia
55. The Principal, P R M S Mahavidyalaya, Bankura
56. The Principal, Durgapur Govt. College.Burdwan
57. The Principal, Bolpur College.Birbhum
58. The Principal, Jhargram Raj College, Paschim Medinipur
59. The Principal, Mahisadal Girls College, Purba Medinipur
60. The Principal, Malda College, Malda
61. Dr. Uma Datta, Associate Professor, GPECW, Hooghly
62. Sri Ramendra Nath Majumder, Retd. Physical Instructor, Bidhannagar College
63. Dr. Kamal Kanti Chattopadhyay, Associate Professor, Suri Vidyasagar College
64. Dr. Goutam Kundu, Associate Professor, City College
65. Sri Arun Kumar Bera, Physical Instructor, SIPEW, Hastings House
66. Smt. Girija Basu, Assistant Professor, GPECW, Hooghly
67. Sri Soumitra Karmakar, Assistant Professor, Durgapur Government College
68. Smt Kabita Bairagi, Associate Professor, G.C.P.E.W., Dinhat
69. Dr. Gopa Saha Roy, Assistant Professor. SIPEW, Hastings House
70. Dr. Amit Banerjee, Assistant Professor, PGGIPE, Banipur
71. Dr. Sandip Sankar Ghosh, Assistant Professor, SIPEW
72. Dr. Sambhu Nath Bhattacharyya, Retd. Physical Instructor, SIPEW, Hastings House
73. Dr. Krishna Bhattacharyya, Retd. Physical Instructress, Moulana Azad College
74. Dr. Somshankar Chatterjee, Assistant Professor, GCPEW, Dinhat
75. Sri Asit Nath, Retd. Physical Instructor, Barasat College
76. Dr. Atanu Das, Assistant Professor, Rabindra Mahavidyalaya, Champadanga, Hooghly
77. Sri Soumendra Nath Ghosh, Assistant Professor, PGGIPE, Banipur
78. Dr. Subhra Basak, Assistant Professor, SIPEW, Hastings House
79. Dr. Pintu Sil, Assistant Professor, SIPEW, Hastings House

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

80. Sri Sisir Kumar Tah, Retd. Physical Instructor, PGGIPE, Banipur
81. Dr. Atanu Das, Asst. Prof., Rabindra Mahavidyalaya, Champadanga
82. Dr. Swadesh Ranjan Pan, Assistant Professor, PGGIPE, Banipur
83. Dr. Soumalya Roy, Asst. Prof., Chatra Ramai Pandit Mahavidyalaya
84. Dr. Biswajit Bhunia, Assistant Professor, Haldia Govt. College
85. Dr. Amalesh Adhikary, Assistant Professor, Vivekananda Mission Mahavidyalaya,
86. Dr. Hira Chatterjee, Assistant Professor, Andul College, Howrah
87. Dr. Rupashree Chatterjee, Associate Professor, Galsi College
88. Sri Dipesh Choudhury, Assistant Professor, Netaji Satabarshiki Mahavidyalay;
89. Dr. N.C. Ghosh, Medical Officer
90. Office Copy.

Sd/-

(Dr. Nimai Chandra Saha)
Director of Public Instruction.WB

Compendium

GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
C.G BRANCH

BIKASH BHAVAN, SALT LAKE CITY, KOLKATA-700091

No. 03 Edn(CG)/4C-56/2014

Dated, Kolkata the 15th January, 2015.

From: Shmt-Madhumita Ray, IAS
Additional Secretary to the Government of West Bengal

To: Sri T. K. Hazra
Director-In-Charge, WBREDA
Bikalpa Shakti Bhavan, J-1/10
EP&GP Block
Salt Lake Electronics Complex
Sector-V, Kolkata-700091

Subject: Project proposal for setting up of rooftop grid connected solar PV power plants at twenty Colleges.

Sir,

With reference to your proposal under the - WBREDA/59(2013)/part-VI/269 Dt. 13.06.2014 on the above noted subject, I am directed to say that Higher Education Dept, Government of West Bengal has decided to install the rooftop solar PV Power Plants in 20 (Twenty) Colleges and administrative approval of the project cost has also been accorded to the tune of Rs.338.00/- Lakhs (Rs. Three hundred thirty eight lakhs only) as state share for implementation of the project. The fund will be released on signing of agreement between the Govt, and WBREDA. DPI has been authorized to sign MOU with WBREDA on behalf of the colleges.

In view of the above, you are requested to sign MOU with DPI which is to be executed in Agreement Form in terms of FD. Memo No.-1240-F(Y) Dated 18/02/2013 on an urgent basis so that necessary fund could be released for execution of the works in the manner as laid down under the said Memo, within the current financial year (2014-15). List of the name and address of 4 Nos. of universities and 20 Nos. of colleges is enclosed.

This may kindly be treated as extremely urgent.

Enclo: As stated above.

Yours faithfully

Sd/- (Madhumita Ray)
Additional Secretary

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Name and Address of the Universities and Colleges

1.	Burdwan University, PO: Burdwan District: Bardwan	2.	Gour Banga University University of Gour Banga, P.O-Mokdumpur, Dist-Malda,Pin-732103
3.	Vidyasagar University Midnapore, West-Bengal Pin-721102, India.	4.	Jadavpur University, Jadavpur, Kolkata -700032
5.	Hooghly Mohsin College P.O.- Chinsurah, Dist.- Hooghly, Pin : 712 101	6.	Bethun College 181,BidhanSarani, Kolkata 700 006
7.	Jhargram Raj College Jhargram,Paschim Medinipur, West Bengal-721507	8.	Barasat Government College Barasat,Dist.- North 24 Parganas, Kolkata-700124
9.	Moulana Azad College Wellesley St, Janbazar, Taltala, Kolkata, 700013	10.	Krishnanagar Government College Krishnanagar, Nadia Pin: 741101
11.	Chandernagar Government College Strand Road, Chandernagore, Hooghly, Pin : 712 136.	12.	Haldia Government College District: Debhog, Purba Medinipur, Pin: 721657
13.	A.P.C Roy Government College Himachal Bihar, Matigara, Siliguri - 734 010	14.	A.B.N Seal College Coochbihar, Pin-736101
15.	Taki Government College Vill & Post - Taki, P.S. - Hasnabad, District - North 24 Parganas, Pin - 743429	16.	David Hare Training College 21, Pramathesh Barua Street, Ritchi Road, Garcha, Ballygunge, Kolkata-700 019,
17.	Institute of Education for Women Hastings House, Alipore, Kolkata-700 027	18.	Government College of Physical Education for Women Hooghly, P.O. & Dist. - Hooghly, Pin-712103.
19.	Government Teachers' Training College Malda, Pin - 734 009.	20.	Salboni Government Degree College Post - Bhinpur, Dist. - West Medinipur .
21.	Lalgarh Government Degree College Post - Lalgarh, Dist. - West Medinipur	22.	Nyagram Government Degree College Post - Nyagram Dist.- West Medinipur
23.	Jhargram Raj College, Girls' Wing Post - Jhargram Dist.- West Medinipur Pin: 721507	24.	Panchakot Mahavidyalaya Sarbari, Puruha

Compendium

SENDING REPORT

15 Jan. 2015 6:02PM

YOUR LOGO : HIGHER EDUCATION DEPTT

YOUR FAX NO. : 03323342605

NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT
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TO TURN OFF REPORT, PRESS 'MENU' #04.

THEN SELECT OFF BY USING '+' OR '-'

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

**GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
BIKASH BHAVAN, BIDHANNAGORE, KOLKATA - 700091**

No. 109 -Gen/SS

Dated, Kolkata, the 22nd January, 2015

From : Dr. Gopal Chakrabarti,
Joint Director of Public Instruction (S & S), West Bengal.

To : The Principal / OIC / TIC of Govt. /State-Aided Co-education and Girls'
Colleges of West Bengal under **Kolkata Municipal Corporation area**

Sub.: Capacity Building of HOIs i.r.o Kanyashree Prakash for 2014-15

Dear Sir/Madam,

In inviting the captioned reference above, I am directed to inform you that a meeting convened by Directorate of Social Welfare with the Principals/TICs/OICs of the Co-education and Girls' Colleges, located within the jurisdiction of Kolkata Municipal Corporation will be held on **January 29, 2015** in the **conference hall of Social Welfare Department at the 10th Floor of Bikash Bhaban at 11 am.**

You are requested to be present in the meeting positively.

Yours faithfully,

Sd/-

(Gopal Chakrabarti)

Jt. Director of Public Instruction,
West Bengal.

Compendium
 Government of West Bengal
 Education Directorate, Higher Education
 Bikash Bhavan, Salt Lake City, Kolkata 700091

Memo No - ED- 403/2015

Date - 31/3/15

From : Dr N C Saha
 Director of Public Instruction
 Government of West Bengal

To : Principal/Teacher-in-charge/Officer-in-charge
 All Government/Govt, aided colleges of the State

Subject : Clarification on various aspects/modalities towards the implementation of CAS
 GO No - 922 Edn(CS) dated 14/11/2014 & 1262 Edn(A)dated 14/11/2014

In continuation of the Higher Education Department's GO No - 922 Edn(CS) dated 14/11/2014 & 1262 Edn(A) dated 14/11/2014 regarding notional and actual date of effect of CAS/Re-designation for the teachers, librarians of the Government & Government aided colleges in West Bengal, the undersigned is directed to issue the following clarifications for information and guidance of all concerned :-

Sl. No	Points of Doubt/Query	Clarification(s)
1	What is the cut-off date for completion of Refresher Course(R.C.) & Orientation program (O.P.) for incumbents whose promotion is due within 31 st December 2013 ?	The last date for completion of R.C. and/or O.P. as specified in UGC Order [No : 1-2/2009 (EC/PS) Pt VIII dt 7.12.12] is 31 st December 2013. The R.C. or O.P. against which one promotion has been awarded , shall not be counted for awarding the next promotion.
2	What will be the reckoning period for consideration of class attendance record and Leave Statement for the Teachers/Librarians/ Physical Instructors as applicable ?	a) The period of reckoning for the candidates whose promotion was due between 30.06.2010 and 31.10.2012, will be from 1 st July 2010 onwards up to 31.10.12 as per proper format. .(ED- 962/2014, dt 02.12.2014) b) The period of reckoning for the candidates whose promotion was/is due after 31.10.2012, will be from 1 st July 2010 or from date of joining as applicable to the due date of promotion as per proper format.(ED- 962/2014, dt 02.12.2014)
3	How will the promotional benefit and pay fixation be made for the candidates whose promotion is due between 30.06.2010 and 31.10.2012?	For the candidates whose promotion is due from 30.06.2010 to 31.10.2012, it will be guided by G.O. 922 Edn(CS)dt.14.11.2014 & 1262-Edn(A) dl. 14.11.2014.
4	What will be the modalities of promotion in respect of the above mentioned candidates! SI No 03) whose screening is not yet done ?	Screening is mandatory. Upon screening notional fixation will be allowed w.e.f. due date if he/she has fulfilled the API score of Part-B, Category-III If not, it will be w.e.f. the date of fulfillment of the API score of Part-B, Category-III.(Annex CI: modified version of Part C)

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

5	What will be the modalities of promotion in respect of the above mentioned candidates whose screening has been done but proposal not yet submitted by college authority to the Education Directorate ?	a) No further screening-meeting is required, b) For Government- Aided college: ihe college authority must submit proposal (PBAS) along with specific G.B. resolution (in the prescribed formal Annex D1) in addition to Part D, indicating the date from which notional fixation is due.
		c). Notional fixation will be given w.e.f. due date if he/she has fulfilled the API score of Part-B, Category-III. If not, it will be w.e.f. the date of fulfillment of the API score of Part-B, Category-III.
6	What will be the modalities of promotion in respect of the above mentioned candidates whose screening has been done and proposal submitted by college authority to the Education Directorate?	a) No further screening meeting is required, b) for Government- Aided college: Ihe College Authority must submit proposal(PBAS) along with specific G.B. resolution (in the prescribed format: Annex D1) in addition to Part D, indicating the date from which notional fixation is due.
		c) Notional fixation will be given w.e.f. due date if he/she has fulfilled the API score of Part-B, Category-III. If not, it will be w.e.f. the date of fulfillment of the API score of Part-B, Category-III.
7	What will be the modalities of promotion in respect of Ihe persons whose promotion is due between 30.06.10 and 31.10.12 and pay fixation has already been awarded & done as per 920-Edn(CS) dt 31.12.2012/ 1196 Edn (A) dt 31.12.2012?	a) No further screening meeting is required b) For Government- Aided college: He/She shall be required to submit proposal (PBAS) for pay fixation through the College Authority indicating the date of notional fixation along with specific G.B. resolution in the prescribed format.(Annex D1)
		c) Notional fixation will be given w.e.f. due date if he/she has fulfilled the API score of Part-B, Category-III. If not, it will be w.e.f. the date of fulfillment of the API score of Part-B, Category-III.
8	What will be the modalities of promotion in respect of a person whose redesignation as Associate Professor has been deferred to 01.11.2012?	For Government aided college: lie/She shall be required to submit proposal letter only for pay fixation through the college authority indicating the date of notional fixation along with specific G.B. resolution (in the prescribed format Annex D1).
		For Government College: Submission of G.B resolution may not arise always. College Authority is required to submit proposal letter only indicating the date of notional effect (in the prescribed format).
9	What will be the period for which ACR for Government College Teachers /Librarians/ Physical instructors is to be submitted?	ACR for last three financial years from the due date of promotion is lo be submitted.

Compendium

10	If the candidate has availed Study Leave under FDP/FIP, what will be the acceptable API score for Category - I & II?	Subject to the condition that the study leave (any type) was approved by the competent authority and provided the candidate concerned has submitted a completion certificate with appropriate documents to justify the successful execution of study leave, requirement of the API score under Category I and Category II may be waived upon examination of the merits of each case.
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Sd/- Dr. N C Sana
Director of Public Instruction
Government of West Bengal

Memo No - ED- 403 /2015/6

Date- 31/3/15

Copy forwarded for information and necessary action to ..

1. Additional Director of Public Instruction (A), Bikash Bhavan, Kolkata 700091
2. Joint Director of Public Instruction(UGC/NGC/PPS), Bikash Bhavan, Kolkata 700091
3. The Principal/Officer-in-charge/Teacher-in-charge _____

4. P.S. to Hon'ble MIC, Higher Education, Govt, of West Bengal
5. P.A. to the Principal Secretary, Higher Education, Govt, of West Bengal
6. Guard File

Sd/- Dr. K Roy
Additional Director of Public Instruction (P & S)
Government of West Bengal

Certificate of justification

This is to **certify** that Shri/Smt./Dr _____
of _____
_____ College, Presently posted as Assistant Professor (-Stage 1/ Stage 2/ Stage 3) of
_____ (Subject), with the Scale of Pay: Rs. 15600-39100/- with AGP of 6000
/ 7000 / 8000, has been awarded /is to be awarded to the post of: Assistant Professor (Stage 2
/ Stage 3) /Associate Professor (Stage 4) **notionally** on _____ and actually on
_____ as per G.O. no. 922 Edn(CS) dt 14.11.14 / 1262 Edn(A) dt 14.11.14 at the Scale of
Pay: Rs. 15600-39100/- or' 37400-67000/- with AGP of ' 7000 /8000 / 9000 alter promotion in the
Screening/Selection **Committee** meeting held on _____ at _____
_____ (venu)

The Screening/Selection Committee has considered the proposal for promotion under CAS in
respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1/ Stage
2I Stage 3) to the post of Assistant Professor (Stage 2/ Stage 3) / Associate Professor (Stage
4). As the incumbent has fulfilled all conditions as laid down in G.O. No. 920-Edn(CS) dated
31.12.2012/1196 Edn(A) dated 31.12.2012 for promotion under CAS, and thus the incumbent is
to be promoted to the post of Assistant Professor (Stage2/ Stage 3) /Associate Professor (Stage
4) with AGP of Rs. 7000 / 8000 / 9000 with effect from _____ (Notional) and
_____ (Actual) in terms of G.O no 922 Edn (CS) dt 14.11.2014/1 262 Edn(A)
dated 14.11.2014. as per clarification made in memo no _____

Signature of the Principal/OIC7 TIC
of the College with Date& Seal

Compendium

Part C: For use of the Screening/ Selection Committee

Name of the College:

Date of the Meeting:

Venue:

Name of the Incumbent: Shri/Smt./Dr.

Present designation: Assistant Professor (Stage 1/ Stage **2** Stage 3) of _____

Date of joining:

Date of award of Ph.D./ M. Phil.:

Scale of Pay: Rs. 15600-39100/- with AGP of 6000 / 7000 / 8000

Designation after promotion: Assistant Professor (Stage 2 / Stage 3) /Associate Professor (Stage 4)

Scale of Pay: Rs. 15600-39100/- or 37400-67000/- with AGP of 7000 / 8000 / 9000

Date of effect: Notional: _____ Actual: _____

Score for Interview (for Stage 3 to Stage 4) [F.M. 20] :

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1/ Stage 2/ Stage 3) to the post of Assistant Professor (Stage 2/Stage 3) / Associate Professor (Stage 4). As the incumbent has fulfilled all conditions as laid down in G.O. No. 920-Edn(CS) dated 31.12.2012 for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of Rs. 7000 / 8000 / 9000 with effect from _____ (Notional) and _____ (Actual) in terms of G.O no 922 Edn (CS) dt 14.11.2014/ G.O no 1262 Edn (A) dt 14.11.2014 . The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2/Stage 3) /Associate Professor (Stage 4) with AGP of ₹7000 / 8000 / 9000 with effect from _____ and the same would be reverted to the post of Assistant Professor (Stage 1) as soon as it would fall vacant for any reason whatsoever.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of the Expert with Date
Seal

*(Nominated by the VC of the affiliating
University)*

Signature of the Expert with Date and
Seal

*(Nominated by the VC of the affiliating
University)*

Signature of Govt. Nominee with
Date and Seal

(Nominated by the DPI, West Bengal)

Signature of the Principal/ T.I.C of the
College with Date and Seal

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Government of West Bengal
Education Directorate, Higher Education
Bikash Bhavan, Salt Lake City, Kolkata 700091

Memo No - ED- 404/2015

Date - 31/3/15

From : Dr N C Saha
Director of Public Instruction Government of West Bengal

To : Principal/Teacher-in-charge/Officer-in-charge
All Government/Govt, aided colleges of the State

Subject: Clarification towards the implementation of re-designation to the post of Associate Professor under CAS GO No - 920 Edn(CS) dated 31/12/2012 & 1196 Edn(A) dated 31/12/2012

In continuation of the Higher Education Department's regarding Re-designation to the post of Associate Professor for the teachers, librarians-of the Government & Government aided colleges in West Bengal, the undersigned is directed to issue the following clarifications for information and guidance of all concerned :-

SI. No	Points of Doubt /Query	Clarifications
1	What will be the minimum score to be obtained in Category III, in the assessment period of 03 years for the eligibility to the post of Associate professor ?	Minimum API score: 45 : Out of this at least one R.C. or equivalent course is to be attended.
2	Whether a selection or evaluation committee is required for promotion under CAS for Associate Professor ?	A selection committee is mandatory . Out of 02 no of Subject experts, at least one subject expert from concerned University , one DPI nominee and Head of the institute will constitute the committee. If concerned University has no department for a particular subject, expert/s from other reputed Universities of the State may evaluate the promotional process.
3	What are the distribution of marks for the entire Interview process?	Out of total 20 marks, a candidate has to obtain at least 10 (50%) marks. a)Knowledge in the domain area: 12 (60%). b) Research Contribution: 04 (20%) c) Teaching Practice : 04 (20%)
4	What kind of Professional Training a candidate has to undertake as per UGC guide lines?	It may be Refresher course / Research methodology Course/ Workshop, or Training on Teaching Learning - Evaluation Program . a)If duration of the course is for 2/3 weeks , full credit 20 marks, b) If duration is for one week, credit 10 marks.

Compendium

5	How many publications will be adequate for the promotion to the post of Associate Professor?	a) At least 03 no of publications starting from the post of Assistant Professor Stage 1
		b) If the incumbent is a Ph.d. holder, it should be at least one.
		b) If the incumbent is an M.Phil, holder, it should be at least two.

Sd/- Dr. N C Sana
Director of Public Instruction
Government of West Bengal

Memo No - ED- 404 /2015/6

Date - 31/3/15

Copy forwarded for information and necessary action to ..

1. Additional Director of Public Instruction (A), Bikash Bhavan, Kolkata 700091
2. Joint Director of Public Instruction(UGC/NGC/PPS), Bikash Bhavan, Kolkata 700091
3. The Principal/Officer-in-charge/Teacher-in-charge _____

4. P.S. to Hon'ble MIC, Higher Education, Govt, of West Bengal
5. P.A. to the Principal Secretary, Higher Education, Govt, of West Bengal
6. Guard File

Sd/- Dr. K Roy
Additional Director of Public Instruction (P & S)
Government of West Bengal

**Government of West Bengal
Department of Higher Education
C.G. Branch, Bikash Bhavan, 6th Floor
Salt Lake, Kolkata -91.**

No. 23 Edn/EH/CG/4C-27/2015 .

Date: 07/04/2015.

MEMORANDUM

Subject: -Submission of schemes / Proposals for release of fund during 2015-16

For expeditious release / utilization of Budget Grants for financial assistance to Govt. Colleges/ institution, the state Govt, in the Higher education Department has decided to prescribe the following guidelines for submission of proposals for financial assistance relating to construction/ maintenance of building and other infrastructures, purchase furniture /computers, development grant etc under Plan budget provisions.

1. Proposals must be submitted to this Department (C.G Branch) with the endorsement of the Director of Public Instructions. Govt, of West Bengal not later than 30.6.2015.
2. Utilization certificate, in original, in prescribed format (Rule S.R.330 A of WBTR- vol I) during the FY 2014-15, must be submitted along with the proposal.
3. Estimate & Plan in original must be vetted by the competent authority (Assistant Engineer- up to 3.00 Lakhs, .Executive/ District Engineer - up to 45.00Lakhs, Superintending Engineer- up to 2.00 Crores, Chief Engineer-more than 2.00 Crores)- as prescribed under Finance Department (Audit) G. O. NO. 5458- F(Y) dt.27.06.2012. No- rough estimate & plan shall be entertained other than original-copy.
4. A report in the enclosed format for all the ongoing schemes, for which administrative approval have been accorded and funds released must also be submitted **within 30.06.2015**.

This order issues with the approval of the Principal Secretary- of this Department.

Sd/-

Joint Secretary to the Government of West Bengal

No. 23/1(7) Edn/EH/CG/4C-27/2015.

Date: 07/04/2015.

Copy forwarded for Information and necessary action to:

1. The Chief Engineer, PWD,
2. The Executive Engineer.
3. The Director of Public Instruction, West Bengal, **with a request to kindly take necessary action for circulation of the Memorandum to all Govt. Colleges in this state.**
4. The A.O & E.O. Joint Secretary. (Budget Branch) of this Department.
5. The N.G.C. Branch of this Department.
6. The Principal _____
7. Office copy.

Sd/-

Joint Secretary to the Government of West Bengal

Format for Progress report for the ongoing schemes for which Administrative Approval have been accorded:-

Name of the College	Name of the scheme	Amount of Administrative Approval (In Rs.)	Amount of Financial Sanction till date (In Rs.)	Whether UC Submitted in Original in proper format. If so Memo No. & dt. thereof	Amount & GO no which Could not be drawn, if any	Physical Progress In % out of the total work.	Further requirement of fund for the Scheme. (In Rs.)	Whether amount Surrendered, if so, Memo No & Dt. thereof and furnish Non-Drawal-Certificate	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SOCIAL WELFARE,
SECTOR - I, SALT LAKE CITY, KOLKATA - 700 064

No. 2152 -SWD

Dated Kolkata the May **14,2015**

From : The Director of Social Welfare,
West Bengal

To : The Commissioner,
Department of Higher Education, Bikash Bhaban, Kolkata - **700091**

Sub.: Proposal for active Involvement of colleges in Kanyashree Prkalpo
Ref.: This office earlier letter no. **2122-SWD** dated: May 12, **2015**

Sir,

In reference to the above mentioned subject and memo, this is to state that another meeting on Capacity Building of the HOIs on Kanyashree with the degree colleges within KMC may be urgently convened on May **22, 2015** at **12** noon in the Conference Hall of this Department at Bikash Bhaban (**10*** Floor). In this meeting, the **13** colleges (list sent earlier) who remained present in the meeting held on May **11, 2015**.

The attendance of the defaulting colleges may kindly be ensured in view of the guidelines relating to completion of work of Kanyashree for the year **2014-15**. The failure of the effective involvement of the colleges will lead to exclusion of all the eligible students from the scheme for the year **2014-15** if the related information are not fed into the portal by June **30, 2015**. This is extremely urgent.

Yours faithfully,
Sd/-

Director of Social Welfare,
West Bengal

No. 2152 – WD

Dated Kolkata the May 14, 2015

Copy forwarded for favour of information and necessary action to:

1. The Secretary to the Government of West Bengal, Department of Child Development and Department of Women Development and Social Welfare, Bikash Bhaban, Kolkata - **700 091**.

Sd/-

Director of Social Welfare,
West Bengal

Compendium

No: 501-Edn(u)/1U-70/14

Date: 15/20.05.15

Forwarded to

The Principal/TIC/OIC(AII)of the state aided /Govt Colleges of W.B under KMC area with the request to kindly make it convenient to attend the meeting as scheduled on 22nd May, 2015 at the' Conference Hall 'of the Deptt. of Women Development & . Social Welfare (10th Floor) at Bikash Bhavan ,North Block, West Bengal with the Proforma Report as annexed herewith.

This is extremely urgent.

Sd/-
Commissioner
H.E Deptt.

SALIENT FEATURES OF THE DISCUSSION HELD IN THE MEETING OF CAPACITY BUILDING OF THE HOIS WITHIN KMC ON KANYASHREE PRAKALPO ON MAY 11, 2015 IN THE CONFERENCE HALL OF DEPARTMENT OF WCD & SW AT BIKASH BHABAN AT 12 NOON

- The Kanyashree Portal for entering data for the students whose DoB falls in the range of 01.4.1995 to 31.3.1996 is presently closed. No further entry is possible now for that period until Government issues order otherwise. However, colleges may submit the hard copy of the application forms (if any) to this office where there is no guarantee for uploading the same.
- The process of uploading fresh application forms and up-gradation, as well, for the year 2014-15 for eligible students will continue till June 30, 2015 and the portal will be made inactive for entries for 2014-15 beyond that. Therefore, all out efforts must be taken for all colleges to complete the uploading latest by June 30, 2015 without fail, to prevent eligible students from getting the One Time Grant for 2014-15.
- The portal for the year 2015-16 will be opened shortly. The span of DoB for the eligible students for the year 2015-16 will be from 01.4.1997 to 31.3.1998 (phase-wise), subject to attainment of age of 18 years on the day of application for the grant.
- This has been experienced that even after conduction of phase-wise meetings on Capacity Building of the Heads of Institutions for colleges since December 5, 2014, students from different colleges assemble every day in the Directorate of Social Welfare for getting the services for up-gradation which the colleges are supposed to provide the services for their respective students. This has to be discontinued forthwith. Colleges should also constitute a Kanyashree Cell for early intervention relating to this issue. Colleges are free to consult the Kanyashree Cell of this Directorate for all technical and administrative support for the job assigned to them. In case of non-availability of PDF file for a college student from the previous institution (school), colleges may get it done by the Kanyashree Cell, Directorate of Social Welfare after sending (1) Name of the student, (2) Her 20 digit ID, (3) Bank Account number and (4) DoB to [osd.dsw\(S?.gmail.com](mailto:osd.dsw(S?.gmail.com). But, referring the students to this office is highly discouraged and no further service will be made available to the students without the earlier intervention request of the respective college to that effect.
- Continuous non-response of colleges and non-attendance of the colleges in the meetings on Kanyashree is very unfortunate and being viewed seriously.
- Now onwards, Colleges are required to start uploading the information of their respective students of their own to the portal to avoid future complications.

Compendium

WEST BENGAL STATE MEDICINAL PLANTS BOARD

(Under Department of Health & Family, Govt, of West Bengal)
205, Vivekananda Road, 3rd Floor, Central Blood Bank Building, Kolkata - 700 006
Tele Fax ☎ (033)2350 4668 Phone : 2360-7014

● Website : www.wbhealth.gov.in ●

E-mail : dir_medbd@wbhealth.gov.in

No.WBSMPB/HG/70/15

Date : 26.05.2015

To

The Principal Secretary,
Department of Higher Education,
Government of West Bengal,
Bikash Bhavan, 6th Floor,
Salt Lake, Kolkata-700 091.

Sub : Proposal for Setting up of Herbal Garden at the School and College Campuses

Sir,

You are aware that medicinal plants are used as raw material for many drugs in the industry, and also can be consumed as food material in daily life. Our dependency on medicinal plants is becoming important day by day to give health security and longevity and as such, awareness on medicinal plants is vital for the economic and social growth of any community.

For the purpose of establishment of Herbal Garden at the School and College campuses, assistance will be given by National Medicinal Plants Board (NMPB), New Delhi for propagation of knowledge of Medicinal Plants. In this respect, you are requested kindly to instruct each and every school and college under your Department for sending proposal directly to **West Bengal State Medicinal Plants Board** for vetting, scrutiny and forwarding to NMPB for setting up of herbal gardens in their campus to enhance the knowledge of the students about the benefits and uses of the species in all over West Bengal.

In this connection, proforma for project relating to Herbal Garden should be submitted to West Bengal State Medicinal Plants Board (WBSMPB) at the above mentioned address, which may please be seen in **Annexure-V**. For making Herbal Garden in college, assistance will be given @ Rs.3 lakh per hectare and for annual maintenance Rs.60,000/- per year per hectare land for a maximum of four years, and making Herbal Garden in school @ Rs. 25,000/- per school for an area of 500 sq.mt. for first year and upto Rs.7,000/- per annum per school as maintenance cost for next four years.

Your co-operation is requested.

Yours faithfully,

Sd/-

(Shyamal Crrahdra Mondal)
Member Secretary

Enclo : Proforma of project with

Submission of Proposals

Eligible Organizations can apply to NMPB in the relevant proformas as at Annexure - V where the proposal Will go through scrutiny by the Project Screening-Committee (PSC) before approval by Standing Finance Committee (SFC).

4.5.2 School Herbal Garden

Setting up of herbal gardens in schools Is a good way of reaching the minds of children and make them acquainted with the commonly available and frequently used medicinal plants.

Activities

- Schools will be encouraged to set up herbal gardens with in their school complex. Schools can have separate plots to make up a total of 500 sq.m. for 10 - 15 species of medicinal plants including tree species.
- Schools will be responsible for maintenance of the Herbal Gardens including irrigation with the active involvement of the students and parent-teacher associations/ NGOs arid .also make special arrangements during school vacation' period. Students will be Involved in labelling the plants, watering,-weeding etc. which will enhance the knowledge of the students about the benefits and.uses of the species nurtured by them. The material-from School Herbal Gardens could be utilized for further.propagation.

Norms of Assistance

Assistance will be given ©Rs.25,000/-”per school for an area of 500 sq. m-firstyeartbr establishment a fid up to Rs.7,000/- per annum per school as maintenance cost for the next four years. In case/the schools are proposing area'for the School Herbal Garden, which is more of lesser 'than 500 sqitn., assistance can be considered on pro rata basis based on the justification provided.

Submission of Proposals

Eligible,Organizations can apply to NMPB through SMPB in the relevant proforrrria as at Annexure where-the proposal will go through scrutiny;by the Project Screening Committee (PSC) before . approval.by Standing Finance Committee'(SFC).

4.5.3 Institutional/Public Herbal Gardens

To-sensilize the AYUSH Professional College students/public at large about the usage of medicinal in colleges.runiyersities, hospitals.-other places^of-ediiioational/ **Tecrciaion/** public. importance,assistance will be provided for planning and establishing larger herbal 'Esta'blisfimerit of herbal garden with medicinal plants and aromatic plants with medicinal value considering the importance of species/varieties cf concerned areas. Use proper cultivation practices

Activities

- Establishment of herbal eith medicinal plant and aromatic plants with medicinal value concideting the importance of species/verietaies of concerned areas.
- Walking y-ails, signages etc. to be established in the garden.
- Proper documentation, data collection, harvest and post-harvest management.operations to bi a part of the herbal garden.
- Material harvested could be used for value addition or further propagation. . Norms of Assistance

Norms of Assistance

- The activities supported would include land development, site protection, setting up irrigation facilities and procurement of basic planting material, laying of beds, planting, initial maintenance, signages, walking trails etc. @ Rs. 3 lakhs per,ha. for establishment
- Thereafter annual maintenance of the Herbal Garden @ Rs. 60,000/- per year per ha. for a maximum of four years; .”

Submission of Proposals

Eligible Organizations can apply to NMPB in the relevant proforma as at Annexure - V where the proposal ‘will go through scrutiny by the Project”Screening Committee (PSC) before approval by Standing Finance Committee (SFC).

4.5.4 Herbal Gardens of State and National Importance

A few Herbal Gardens of National Importance will be supported in various Eco-regions of the count” in project mode. - Similarly, Herbal Gardens of State importance-can be established .to. promote an! popularize medicinal plants in an organized manner on a bigger scale. These type of gardens will a established at important or prominent places like the Herbal Gardens at President’syvempr’s.Esat in.the past and will.be supported for maintenance for a longer period. Similarly, Herbal,Gardens cei be creafed in State Secretariats, Institutions of National importance.’ prominent tourism spots”. Defend establishments,; Railways, Corporations and, Municipalities,,etc. in-project mode.; 2,— 4.such Herb Gardens wiil.be supported In each state at sites notified .by the state government .specifically for th; purpose in consultation with NMPB. - ,wtcsad *tm itomsW*

Activities

Establishment and maintenance of herbal gardens, keeping in view all the required modalities lik’ walking trails, signages, landscaping, planting in beds and proper documentation, :etc. Use of herb gardens in supplying propagation/raw material will also be explored.

Norms of Assistance

The proposal received in a project’rriode will be examined at PSC level and financial assistance will b provided as per the actualTequiremerit with theapprovaiof SFC, NMPB.

Submission of Proposals

Eligible Organizations can apply to NMPB where the proposal will go through scrutiny by the Project Screening Committee (PSC) before approval by Standing Finance Committee (SFC)

Management Support

PROFORMA FOR PROJECT PROPOSAL' RELATING TO HERBAL GARDEN

PART-I

1. Title of the Project.
2. Name of the organization -with full address, telephone, fax and e-mail ID.
3. Status.
4. Registration number and date (for NGO, Trusts and Companies). NGOs and companies should also send the Articles of Association, Memorandum of Association and Annual Report.—
5. Name of the Principal Investigator/Project Leader and Co -Pis and their full address.
6. 'Brief introduction of concept and justification of the project (The detailed project report should" contain the profile of the project area, objectives, problem identification, suggested solutions and alternatives along with anticipated physical and financial benefits, outcomes both in terms of products and process, sustainability mechanism, expertise available with the organization).
7. Project period.
8. Detailed infrastructure available:
 - (i) Land details (Location, Extent, Ownership, Area etc.)
 - (ii) Buildings
 - (iii) Agri-accessories
 - (iv) Manpower
 - (v) Experience
9. Physical targets and financial outlays.
10. Outcome/ Benefits from the project (both tangible and intangible).
11. Internal monitoring and evaluation mechanism.
12. Summary of similar work particularly in medicinal plants sector undertaken by the organization /PI in the .last 3 years.
13. Other sources of financial assistance received by the applicant/organization if any so, furnish
14. Details of financial assistance already.received from the Board, if any may be given in the .following proforma

Year	Amount of grant	Purpose in brief	Total expenses incurred
Amount of grantulized	Hasutilization certificate been accepted by the Board	Remark	

15. Detailed Bio-data (including details of published work) of Pi & Co-PI

Note

Compendium

- i) Proof of land ownership/leasehold and market mechanism (wherever applicable) to be submitted.
- ii) Detailed maintenance mechanism beyond the duration of project and () 'Mechanism for Herbal Garden.
- iii) Costing' pattern to be provided in the form of schedule of rates as applicable.
- iv) Supporting documents including map (where applicable) must be attached.

16. Certified that:

- i) The organization shall abide by all the Terms and Conditions' of the grant stipulated the operational guidelines of the scheme of NMPB,' Ministry of AYUSH, Government: India.
- ii) All records and reports related to the project have been maintained separately and Shall be shown and furnished as and when required by the Ministry of AYUSH or its - authorized representatives.
- iii) Project shall be open for evaluation of physical progress and utilization of funds at the discretion of Ministry of AYUSH.
- iv) The undersigned shall be responsible for the authenticity of the information an'dj documents furnished in the application and proposal.
- v) Ministry of AYUSH shall have the right to recover the grant or take legal action againsj the organization for any default or deviation from the terms and conditions of sanction;?! of grant.
- vi) No financial assistance/grant has been sought and or obtained from any Central of| State Govt, organization.
- vii) It is certified that all applicable laws/rules and legal provisions are followed while; preparing the project proposal for this purpose.
- viii) It is also certified that the project proposal is formulated as per the relevant provisions/ clauses of the guidelines of the Central Sector Scheme for Conservation, Development and Sustainable Management of Medicinal Plants.

Date:

Signature of Authorised Authority and
Head of the Institution

PART - II TECHNICAL DETAILS OF THE PROJECT

1. Description of the problem.
2. Alternatives strategies possible.
3. Objectives of the project
4. Suggested solutions.
5. Project coverage in geographical spread, demography and socio - economic profile of the area (wherever reguijed).
6. Work Plan (Year-Wise)

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

7. Likely impact on the adjoining area and society.
8. Exit strategy/sustainability.
9. Suggested parameters for monitoring during and -after the project
10. List and no. of species of Medicinal Plants proposed for Herbal Garden.

Note: In case, the organization wishes to engage the expertise from the government organization/ - national labs/ institute for the overall project duration, written consents from the competent authority of the organization/ lab/ institute is required to be obtained before submitting the proposal.

Retired professionals can be engaged in the project as per the norms of the organization, provided they are actively engaged with them in the field-implementation nature of projects and would not be allowed to be associated as and when required for the activity implementation.

Signature of the Project Leader

Signature of the Head of the Organization

Compendium

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
(INTEGRATED LAW CELL)
BIKASH BHABAN, SALT LAKE
KOLKATA-700091**

No. 08 -ILC/ OM-131L/15

Date: 13.01.2016

MEMORANDUM

Consequent upon issuance of Finance Department Memo No. 5560-F (P) dated 17.07.2015 and No. 5780-F (P) dated 29.07.2015 regarding extension of benefit of Child Care Leave (CCL) for a period of 2 (two) years, i.e. 730 days to the regular female employees of Government-aided Colleges, State-aided Universities and other Statutory Bodies coming under the administrative jurisdiction of this Department, the issuance of a guidelines in this regard granting the actual benefit to such female employees and laying down the terms and conditions for the said leave, has been under active consideration of this Department for sometime past.

After careful consideration of the matter, the Governor is hereby pleased to extend the benefit of Child Care Leave (CCL) for a maximum period of 2 (two) years, i.e. 730 days to the regular whole-time permanent female teaching and non-teaching employees of Government-aided Colleges, State-aided Universities and the regular/ permanent female employees of the West Bengal State Council of Higher Education, West Bengal College Service Commission and the West Bengal Joint Entrance Examinations Board subject to the following terms and conditions:-

- (i) The Child Care Leave (CCL) will be admissible for a maximum period of 2 (two) years, i.e. 730 days during the entire period of service for taking care of up to 2 (two) children up to 18 years of age, whether for rearing or to look after any of their needs like examinations, sickness etc.
- (ii) During the period of such leave, the female employee concerned shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (iii) CCL may not be granted in more than 3 (three) spells in a calendar year.
- (iv) CCL may not be granted for less than 15 days in a spell.
- (v) Child Care Leave (CCL) shall not be debited against the leave account.
- (vi) It may be combined with leave of the kind due and admissible.
- (vii) Child Care Leave (CCL) should not ordinarily be granted during the probation period except in case of certain extreme situation where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which such leave is sanctioned during probation is minimal.
- (viii) Other terms and conditions as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.
- (ix) An account for the purpose shall have to be maintained under proper attestation by the leave sanctioning authority.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- (x) While granting Child Care Leave, the leave sanctioning authority should ensure that not more than one employee (teachers or non-teaching) of a particular department/ faculty/ office is granted such leave during the same time, so as to ensure there is no disruption or disturbance in the conduct of duties/ service.
 - (xi) A separate roster at the beginning of the year is to be maintained by the sanctioning authority. At the time of sanctioning the leave, the classes assigned to the incumbent concerned should not suffer.
2. The Universities concerned and the West Bengal State Council of Higher Education, West Bengal College Service Commission and the West Bengal Joint Entrance Examinations Board are hereby advised to amend their relevant Statutes/ Regulations/ Ordinances/ rules/ by-laws etc, in this regard in due course.

By order of the Governor.

SD/- M. Ray
Secretary
Higher Education Department

Compendium

**GOVERNMENT OF WEST BENGAL
FINANCE (AUDIT) DEPARTMENT
NABANNA, MANDIRTALA. HOWRAH-711 102**

No. 799-F(Y).

Dated, Howrah the 11th February, 2016.

MEMORANDUM

IDFC Bank Limited, a Private Sector Bank, **has** been authorized by Reserve Bank of India to undertake the following activities related to the State Government.

1. Furnishing of Bank Guarantees / Security Deposits etc. through Banks by Government Contractors / Suppliers, which constitute Banking transactions undertaken by the Banks for their customers.
2. The Banking business of autonomous / statutory bodies.
3. Payments of a capital nature such as capital contributions / subsidies / grants made by Governments to cover losses incurred by autonomous / statutory bodies.
4. The pre-funded schemes which may be implemented by a Central Government Ministry / Department (in consultation with CGA) and a State Government Department through any Bank without reference to RBI.

Therefore, the undersigned is directed to authorize IDFC Bank Limited, having its registered office at KRM Towers, 8th Floor, No.1, Harrington Road, Chetpet, Chennai-600031, which has been included in the Second Schedule to the Reserve Bank of India Act, 1934 to do the following business which does not constitute agency function of the State Government.

1. Issuing Bank Guarantees for Security Deposits etc., to be furnished by Government Contractors / Suppliers.
2. Opening of Bank Accounts by autonomous / statutory bodies for financial business.
3. Opening of a scheme related Bank account where the scheme fund is authorised to be drawn and credited to a Bank account opened for the purpose.

The terms and conditions of Finance Department's Memo. Nos.675-F, dated 22.01.2008, 585-F(Y), dated 21.02.2013 and 2261-F(Y), dated 15.03.2013 will apply for opening of Bank account and its operation at IDFC Bank as well.

This order will take immediate effect.

Sd/- H. K. Dwivedi.

**Principal Secretary to the
Government of West Bengal.**

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

No. 799/1 (500)–F(Y).

Dated, Howrah the 11th February, 2016.

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A & E), West Bengal, Treasury Buildings, 2, Government Place (West), Kolkata-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place (West), Kolkata-700 001.
3. The Accountant General (Receipt, Works and Local Bodies Audit), West Bengal, C.G.O. Complex, C East Wing, 5th Floor, Sector-I, Salt Lake, Kolkata-700 064.
4. The Chief Secretary to the Government of West Bengal.
5. The Resident Commissioner, Government of West Bengal, A/2, State Emporia Buildings, Baba Kharak Singh Marg, New Delhi-110 001.
6. The Additional Chief Secretary / Principal Secretary / Secretary, _____
_____ Department, Government of West Bengal.
7. The Secretary, Finance (Audit) Department, Government of West Bengal.
8. The Commissioner _____ Division,

- 9) The Special Secretary / Additional Secretary / Joint Secretary / Deputy Secretary, Finance Department, Government of West Bengal.
- 10) Shri Sumit Mitra, Network Administrator, Finance (Budget) Department.
— He is requested to upload this order in the Finance Department's website.
11. The _____ Department / Directorate

12. The Director of Treasuries and Accounts, West Bengal,
New India Assurance Buildings (2nd and 3rd Floor), 4, Lyons Range, Kolkata-700 001.
13. The Director, _____

14. The District Magistrate / District Judge, Superintendent of Police,

15. The Sub-Divisional Officer, _____

16. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-I,
81/2/2, Phears Lane, Kolkata-700 012.
17. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-II,
P-1, Hyde Lane, Jawahar Building, Kolkata-700 073.
18. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-III,
IB. Market, First Floor, Sector-III, Salt Lake, Kolkata-700 106.
19. The Treasury Officer, _____

20. The Group _____ / _____ Branch, Finance Department.

Sd/-

**Joint Secretary to the
Government of West Bengal.**

Compendium

**Government of West Bengal
Education Directorate
Bikash Bhavan, Salt Lake, Kolkata-91**

ORDER

Memo No. 1814

Date-15.06.2017

In consequence of the implementation of HRMS sub-module of IFMS software for releasing salary by the respective Pay & Accounts Offices/Treasury Offices w.e.f 1st April 2017 in respect of Govt. aided/Sponsored Colleges of West Bengal some modifications of the previous order No. ED-591/2016, dated-02.04.16 are made for submission of Pay Packet claim to the Education Directorate. With a view to streamline the process to ensure payment of salary in time, the College Authorities are directed to take necessary steps as follows:-

1. Allotment of funds for pay packet will be done for the period of January to March. April to July, & August to December in every year.
2. The College Authority will submit pay packet claims by the 15th of December, 15th of March & 15th of July for the respective salary disbursement periods of every year until further order.

The following documents are to be submitted with the claim of TS/NTS/PTT/CWTT:-

- (i) Photo copy of challan for submission of 50% tuition fees collected upto November, February & June to Government account through the bank in TR 7
- (ii) Renewal order of PTTs/CWTTs.
- (iii) Up to date Disbursement Certificate of salary.
- (iv) Since the dates of submission of the claims are being pre-poned to 15th of December, 15th of March and 15th of July, the Disbursement Certificate of those months must be submitted within 10th of the following months i.e 10th of January, 10th of April and 10th of August.
- (v) HRA declaration of the incumbent must be submitted within 10th August once a year

As disbursement of salary through the HRMS software has been made mandatory by the Finance Department, Government of West Bengal, timely submission of claims to the Pay Packet Section of the Education Directorate has become imperative. Principals/TICs are directed to submit the claims for each period of pay packet disbursement within the time frame stipulated above positively. Any disruption in disbursement of salary due to non-submission of claims by the College Authority will be liable to be viewed adversely.

Sd/-

Director of Public Instruction
Govt, of West Bengal

Copy forwarded for information to:

1. P.S. to Hon'ble MIC, Deptt of H.E, S&T & B.T., Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata 700091
2. P.A. to Principal Secretary, Deptt. of H.E, S&T & B.T., Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata 700091

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

3. The Secretary, Deptt. of H.E, S&T & B.T, Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata 700091
4. JDPI (PPS), Education Directorate, Deptt. of H.E, S. & T. & B.T, Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata 700091
5. Nodal Officer, HRMS, Deptt. of H.E, S&T & B.T, Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata 700091

Compendium



**Indian Audit And Accounts Department
Accountant General (A & E), West Bengal**

No. : A.M./3-37/XVI/1145

Dated : 12-03-2018

To

**The Deputy Secretary to the Government of West Bengal
Department of Higher Education, Science «& Technology and Biotechnology
C.S. Branch, 6th Boor, Bikash Bhavan
Salt Lake
Kolkata-700 091.**

Subject:- Opening of Deposit Accounts in favour of Non-Government Aided Colleges.

Reference:-Letter No. 139/1(16)-Edn(CS)/IOM-02/2018 dated 09-02-2018.

Sir.

In inviting a reference to the above I am to slate that the following documents arc required for according approval for opening and operating of Deposit Accounts in favour of the Non-Government Aided Colleges.

- i) Copy of order of creation of the College under the Department of Higher Education, Science & Technology and Biotechnology. Government of West Bengal.
- ii) Copy of concurrence of Group-T. finance Department, Government of West Bengal.
- iii) Copy of Departmental order regarding declaration of Operators based on the concurrence of Group-T.
- iv) Concurrence of Group-N, Finance Department regarding Head of Accounts to be operated.
- v) 4 sets of original specimen signature teach sheet carrying four signatures) of each of the Operator of the Colleges dul> attested by the competent authority of the Department.

The proposal may be submitted in a profunna given below: -

Registration No. of the College	Name and Address of the College	Name and Designation of the Operator	Name of the Treasury for operation of Deposit Account
(1)	(2)	(3)	(4)

The above requirements may be intimated to Joint Secretary, Budget Branch, if necessary.

Yours faithfully,

Sd/-

Accounts Officer / A.M.

Treasury Buildings, 2, Governmont Place West, Kolkata - 700 001

Phone : (033) 2213 0000, Fax : (033) 2248-7849

e-mail: agaowestbengal@cag.gov.in Web Sito : <http://agwb.cag.gov.in>

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Government of West Bengal
Higher Education Department
CS Branch
Bikash Bhavaxi. SaltLake. Kolkata-91.

No. 137-Edn(CS)/3A-22/ 13.

Kolkata, the 20th February, 2014'?

From : Joint Secretary to the Govt, of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : Drawal of full House Rent Allowance in favour of Sri () Das,
Assistant Professor of Education, Kidderpore College Kolkata -

Ref : His memo no. 1240-UGC dt. 12.08.13.

Sir/Madam,

I am directed to say that a good number of proposals regarding drawal of full HRA by husband and wife together (either of whom are "attached with Non-Government College) was under consideration of Government for some time past.

After careful consideration, I am directed to say that in terms of Finance Department's Order No. 10570-F(P) dt.25.11.2009 ceiling of drawal of House Rent Allowance by husband and wife together has been fixed to Rs.6,000/- p.m. The said ceiling is applicable whether they reside separately or together.

Yours faithfully,
Sd/-

Joint Secretary

No. 137/ 1(4)-Edn(CS)/3A-22/13.

Kolkata, the 20* February, 2014.

Copy forwarded for information to the:

1. The Joint Director of Public Instruction (PPS), West Bengal;
2. Principal, Kidderpore College, 2 & 3, Pitamber Sirkar Lane, Kidderpore, Kol - 23;
3. Sri Premendra Das, Assistant Professor of Education, Kidderpore College, 2 fit 3, Pitamber Sirkar Lane, Kidderpore, Kolkata - 23;
4. Guard file.

Sd/-

Assistant Secretary

The

Kolkata **Gazette**
सत्यमेव जयते

Extraordinary
Published by Authority

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FRIDAY, JUNE 30, 2017

[SAKA 1939

PART III—Acts of the West Bengal Legislature.

GOVERNMENT OF WEST BENGAL
LAW DEPARTMENT
Legislative

NOTIFICATION

No. 722-L.—30th June, 2017.—The following Act of the West Bengal Legislature, having been assented to by the Governor, is hereby published for general information :—

West Bengal Act XXVI of 2017
THE WEST BENGAL COLLEGE SERVICE COMMISSION
(AMENDMENT) ACT, 2017.

[Passed by the West Bengal Legislature.]

[Assent of the Governor was first published in the *Kolkata a Gazette, Extraordinary*, of the 30th June, 2017.]

An Act to amend the West Bengal College Service Commission Act, 2012.

WHEREAS it is expedient to amend the West Bengal College Service Commission Act, 2012, for the purposes and in the manner hereinafter appearing;

West Bengal
XXIX of 2012

(Sections 2-5)

It is hereby enacted in the Sixty-eighth Year of the Republic of India, by the Legislature of West Bengal, as follows:—

Short title and commencement

1. (1) This Act may be called the West Bengal College Service Commission (Amendment) Act, 2017.

(2) It shall come into force at once.

Amendment of section 3 of the West Ben. Act XXIX of 2012.

2. In section 3 of the West Bengal College Service Commission Act, 2012 (hereinafter referred to as the principal Act), for sub-section (7), the following sub-section shall be substituted:—

“(7) (a) There shall be three full-time members amongst whom one shall be a woman, and twelve part-time honorary members of the Commission who shall be appointed by the State Government, by order.

(b) The full-time members of the Commission shall hold office for a period of four years or till they attain the age of sixty-five years, whichever is earlier; whereas the part-time honorary members shall hold office for a period of four years or till they attain the age of seventy years, whichever is earlier.

(c) Part-time honorary members shall be eligible for re-appointment for a second term or till they attain the age of seventy years, whichever is earlier.

(d) The State Government, while appointing the members of the Commission, shall take into account the fact that persons belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes are adequately represented in the Commission.”.

Amendment of section 5.

3. In section 5 of the principal Act,—

(1) to sub-section (1), the following proviso shall be added:—

“Provided that in case of non-availability of an officer, the State Government may, by order appoint a teacher or an officer of a Government college, Government-aided college or State-aided University to act as the Secretary to the Commission, on such terms and conditions and for such period as may be determined by the State Government.”;

(2) after sub-section (3), the following sub-section shall be inserted:—

“(4) There shall be a Finance Officer of the Commission who shall be appointed by the State Government from amongst the officers of the West Bengal Audit and Accounts Service, on deputation:

Compendium
(Sections 6, 7.)

Provided that in case of non-availability of such officer, the State Government may appoint a teacher or an officer having adequate knowledge of accounts and finance, from Government colleges or from Government-aided colleges or from State-aided Universities, on such terms and conditions and for such period as may be determined by the State Government”.

Amendment of section 7.

- 4.** In section 7 of the principal Act,—
- (1) in sub section (1), after the word “Principals”, the words “Associate Professors, Professors” shall be inserted;
 - (2) in sub section (3), after the words “State wide empanelment of, the words “Associate Professors, Professors,” shall be inserted.

Amendment of section 8.

- 5.** In section 8 of the principal Act,—
- (1) in sub-section (1), after the word “Principals,” the words “Associate Professors, Professors,” shall be inserted;
 - (2) in sub-section (2), after the word “Principals,” the words “Associate Professors, Professors,” shall be inserted;
 - (3) in sub-section (4), after the words “to the post of, the words “Associate Professors, Professors,” shall be inserted.

Amendment of section 10.

- 6.** In section 10 of the principal Act,—
- (1) in sub-section (1), after the word “Principals,” the words “Associate Professors, Professors,” shall be inserted;
 - (2) in the proviso to sub-section (1), after the words “re-recommend such”, the words “Associate Professors, Professors and” shall be inserted.

Amendment of section 25.

- 7.** In section 25 of the principal Act, in clause (i) of sub-section (2), after the word “Principals”, the words “Associate Professors, Professors,” shall be inserted.

By order of the Governor,

MADHUMATI MITRA,
Secy, to the Govt, of West Bengal,
Law Department.

**Government of West Bengal
Department of Higher Education, Science and
Technology and
Biotechnology
Budget Branch
Bikash Bhavan, Salt Lake, Kolkata - 700 091**

ORDER

No. 08 - EH/N/M&MS-06/2013 (Pt.-I)

Date 28.07.2017

The State Government for some time past has been considering the need to provide financial assistance to Kanyashree girls under Swami Vivekananda Merit Cum means Scholarship Scheme in order to encourage & incentivize them for pursuing Post Graduate studies. Now, the Governor has been pleased to order that there will be a sub-scheme under Swami Vivekananda Merit Cum means Scholarship Scheme which will be known as 'K-3 Component/ and the Kanyashree girls/ who are enrolled in Kanyashree Prakalpa of the Department of Women and Child Development and Social Welfare and have received financial assistance under Kanyashree Prakalpa, stage 2 (K-2), if admitted in Post Graduate courses, may apply for getting financial assistance under the aforesaid 'K-3 Component/ of Swami Vivekananda Merit Cum means Scholarship Scheme in the following manner :-

- (i) Kanyashree girls, whether single or married, may apply for financial assistance for pursuing PG studies under 'K-3 Component' of the Swami Vivekananda Merit cum Means Scholarship Scheme, if they get at least 45% marks in Graduation and enroll themselves for Post Graduate courses in the State of West Bengal. For pursuing Post Graduate studies in Arts and Commerce, each K-3 beneficiary will receive Rs.2000 /- p.m. and for pursuing Post Graduate studies in Science, each K-3 beneficiary will get Rs.2500 /- p.m.
 - (ii) The ID allotted to the Kanyashree girls by the Department of Women and Child Development and Social Welfare will continue to be used while they are in receipt of financial assistance under 'K-3 Component' of the Swami Vivekananda Merit Cum Means Scholarship and the Kanyashree Portal of the aforesaid Department (www.wbkanyashree.Rov.in) will provide a secure interface for the 'K-3 Component' of the Swami Vivekananda Merit cum Means Scholarship Scheme of this Department to verify the names of bona fide K-3 beneficiaries, along with their Kanyashree ID, bank account details, and any other particulars that may be required to facilitate transfer of scholarship directly to their respective bank accounts.
2. This order is issued with the concurrence of the Finance Department, Group B, vide U.O. No. 26 dated 24.07.2017.

By order of the Governor,
Sd/-
Secretary to the
Government of West Bengal

Compendium

Government of West Bengal
Department of Higher Education,
Science & Technology and Biotechnology
Budget Branch
Bikash Bhavan, Salt Lake, Kolkata - 700091

ORDER

No. 65 -Edn(B)/5B-15/2017

Date: 11.07.2017

With the objective of promoting research in the higher education institutions in West Bengal, the Governor is pleased to give direction that the benefits of the Government Order No.52-Edn(B)/5B-15/2017 dated the 7th June, 2017, shall also extend to those research scholars who have cleared NET-LS and are conducting full time research as M.Phil or Ph.D. scholars and still have not got employment as teachers in higher education institutions, and are not in receipt of any financial assistance from any other source.

The Governor is further pleased to say that the financial assistance will be admissible to those non-NET candidates and NET-LS candidates registered as full time M.Phil, or Ph.D. research scholars as on 1/4/2017 or on a date thereafter, with effect from 1/4/2017 and (subject to the overall time limit of two years for M.Phil, and four years for Ph.D.) up till the day of submission of the Dissertation and no further. Further, NET-LS scholars shall stop receiving the assistance from the day they are appointed as teachers and it shall be their duty to inform the University authorities of the same, and the same shall be informed forthwith to this Department.

Since the financial assistance shall be disbursed from the Higher Education Department directly into the beneficiaries' accounts, the Universities must send the details of the candidates (strictly in conformity with the terms and conditions laid down in the Notification dated 7/6/2017 and applying the checks and safeguards enumerated) in the proforma as prescribed by the Department, clearly indicating the bank account details of the candidates along with the required certificates from the University. It will be the responsibility of the University authorities to ensure that the beneficiary lists have been drawn up with due care and diligence and any slippage in this regards shall be liable to be viewed adversely.

Sd/-

Secretary to the
Government of West Bengal

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

No. 65/1(12) -Edn(B)/5B-15/2017

Date: 11.07.2017

Copy forwarded for information and necessary action to:-

1. The Accountant General (A&E), West Bengal, Treasury Building, Kolkata
2. The Vice-Chancellor, _____ University (all)
3. Finance Department. (Group *N') Government of West Bengal
4. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-III, I.B. Market, Salt Lake. Kolkata-700 106
5. The Director of Public Instruction, Government of West Bengal
6. Joint Secretary, Budget Branch, Department of Higher Education, Science & Technology and Biotechnology, Bikash Bhavan, Salt Lake, Kolkata - 700091
7. Joint Secretary. University Branch. Department of Higher Education, Science & Technology and Biotechnology. Bikash Bhavan, Salt Lake, Kolkata - 700091
8. Joint Secretary, CS. Branch, Department of Higher Education, Science & Technology and Biotechnology, Bikash Bhavan, Salt Lake, Kolkata - 700091
9. Dr.Gopal Chakrabarti Joint DPI, DDO, Swami Vivekananda Merit cum Means Scholarship Scheme, Bikash Bhavan, Salt Lake, Kolkata - 700091
10. Financial Advisor, Education, Bikash Bhaban, 8th Floor, Salt Lake, Kolkata- 700091 II.P.S. to Hoivble Minister-in-Charge, Department of Higher Education, Science &
11. Technology and Biotechnology, Bikash Bhavan, Salt Lake, Kolkata - 700091 12. Senor P.A. to the Additional Chief Secretary, Department of Higher Education, Science & Technology and Biotechnology, Bikash Bhavan, Salt Lake, Kolkata - 700091
12. Government of West Bengal Department of Higher Education, Science & Technology and Biotechnology Bikash Bhahan, Salt Lake, Kolkata 700 091

Sd/- (K. K. Jha)
Joint Secretary to the
Government of West Bengal

Compendium

Government of West Bengal

Department of Higher Education, Science & Technology and Biotechnology
Bikash Bhavan, Salt Lake, Kolkata - 700091

No. 52-Edn (B)/5B-15/2017

Date: 07/06/2017

Subject: Scheme for non-NET Fellowship to Full-Time M.Phil / Ph.D scholars in State-funded Higher Education Institutions in West Bengal

With the objective of promoting research in the higher education institutions in West Bengal, as a part of the State Government's vision of establishing West Bengal as a Higher Education Hub, the Governor is pleased to sanction a scheme for providing financial assistance to full-time non-NET research scholars pursuing M.Phil, or Ph.D. in the State-funded higher education institutions in West Bengal, as per the following guidelines:

- 1) The funds for the said fellowship shall be provided from the Swami Vivekananda Merit cum Means Scholarship Scheme of the Higher Education, Science & Technology and Biotechnology Department; however, there shall be no reference to the 'family income' criterion;
- 2) The amount of Fellowship to full-time M.Phil scholars who have not qualified for the NET Research Fellowship shall be Rs.5,000/- per month (not exceeding a period of two years), and Rs.8,000/- per month (not exceeding a period of four years) for full-time Ph.D. scholars;
- 3) Candidates for the Fellowship shall be selected by each university / institution through a transparent and fair screening process, ensuring that any person involved in a criminal case or in an offence related to moral turpitude or has been punished under disciplinary/ penal proceedings of the educational institution concerned shall not be eligible for this financial assistance;
- 4) Candidates already in receipt of financial assistance from any other source, including the Central or the State Governments or their agencies/ bodies, shall not be eligible for this Fellowship; a certificate to this effect may be obtained from the candidates by the university/ college authority; further, an undertaking shall be taken from each candidate that he shall submit his dissertation along with relevant published papers at the end of his Fellowship;
- 5) The list of selected candidates shall be signed by the Vice Chancellor/ Head of Institution and forwarded to the Department of Higher Education, Science & Technology and Biotechnology, giving therein the name, mobile phone number, email address and bank account details (including IFSC code and one cancelled cheque) of the candidates, to enable direct transfer of the Fellowship amounts to the beneficiaries' account.
- 6) Once the Fellowship amount starts flowing, each university / institution shall be required to furnish a quarterly report enclosing a certificate from the Ph.D. Guide, to be countersigned by the Dean of the concerned faculty and the Vice Chancellor that the Scholar has been duly registered as a M.Phil / Ph.D. scholar and has met all the conditions of his course/ research work as laid down by the regulatory authorities, and that his conduct as a research scholar

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

has been above board, along with a specific recommendation that the financial assistance be continued to be disbursed.

- 7) In the event of a complaint, this Department may call for such reports from the beneficiary institutions as necessary, including on the performance assessment of any candidate, from time to time;
- 8) A candidate who receives this Fellowship shall be duty bound to produce documentary evidence at the end of his Fellowship period that he has submitted his M.Phil. / Ph. D. dissertation. If the candidate is found to have discontinued his research work/ left the institution mid-way or if it is found that the Fellowship assistance is not being utilised for the purpose for which it was sanctioned, in the event of an adverse report being received from the university / institution concerned, the Department may discontinue the disbursement of financial assistance under this scheme.
- 9) The charge will be met from this Department's current year's budget provision under the Head of Account "70-2202-80- 107-NP-008- 34-00-V". The allotment of fund shall be placed at the disposal of the concerned DDO of the Swami Vivkananda Merit cum Means Scholarship to enable him to draw the fund from the Kolkata Pay and Accounts Office-III and disburse the fund to the beneficiaries' accounts.
- 10) The lists containing the names and other particulars of the selected candidates may be sent by the respective institutions to Dr. Gopal Chakrabarti, Joint DPI, 9th Floor, Bikash Bhaban, Salt Lake, Kolkata 700 091 (mobile no. 9432267262; email: gl_chaka@yahoo.co.in) at the earliest but not later than 31 July 2017.
- 11) This order issues with reference to Finance (Budget) Department's U.O. no. 2417 dated 6/12 '2016.
- 12) The Accountant General, West Bengal and the Pay and Accounts Officer, Kolkata Pay & Accounts Office-III are being informed.

Sd/-

(Vivck Kumar)
Principal Secretary

Compendium

398998/2018/SE SEC(HED)

**Office of Additional Chief Secretary
Department of Higher Education, Science & Technology and
Biotechnology
Government of West Bengal**

No.62-ACS-HESTBT/2018

This Department has been issuing Circulars/ Orders/ Notifications on various subjects pertaining to Higher Education in the State of West Bengal. Therefore, easy availability of such documents is required for processing of various matters on files. The Officers in charge of various Branches / Directorates are requested to collect and document all such circulars/ notifications / orders. A compendium of all such papers will be published by the Department for quick reference.

Sd/- (*R. S. Shukla*)
Additional Chief Secretary

- 1) SS(Apptt. Branch), (CG Branch) & (CS Branch)
- 2) SS(University Branch) & (Technical Branch)
- 3) SS(Sc. & Tech and Biotech Branch) & (RUSA)
- 4) SS(Social Edn Branch) & (District Gazetteer)
- 5) SS(Establishment Branch)
- 6) JS(NCC Br) & (NSS Br)
- 7) JS(Budget Branch)
- 8) Director of Public Instruction [DPI]
- 9) Director of Technical Education[DTE]
- 10) Director of Archive

COMPENDIUM

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