

XVII. ESTABLISHMENT AND OFFICE MATTERS

**West Bengal Council of Higher Secondary Education
'Bikash Bhavan', North & East Block (2nd Floor),
Salt Lake, Calcutta-700091**

**LIST OF BOARDS/COUNCILS TREATED EQUIVALENT BY THE
WEST BENGAL BOARD OF SECONDARY EDUCATION**

1. Andhra Pradesh Board of Secondary Education, Hyderabad.
2. Assam Board of Secondary Education, Guwahati.
3. Bihar School Examination Board, Patna.
4. Central Board of Secondary Education, Delhi.
5. Council for the Indian School Certificate Examination, New Delhi.
6. Goa Board of Secondary and Higher Secondary Education, Goa.
7. Gujrat Secondary Education Board, Gandhinagar.
8. Haryana Board of School Education, Bhiwani.
9. Himachal Pradesh Board of School Education, Dharamsala, Kungra.
10. Jammu & Kashmir State Board of School Education, Jammu.
11. Karnataka Secondary Education Examination Board, Bangalore.
12. Kerala Board of Public Examinations, Trivandrum.
13. Maharashtra State Board of Secondary and Higher Secondary Education, Pune.
14. Madhya Pradesh Board of Secondary Education, Bhopal.
15. Manipur Board of Secondary Education, Imphal.
16. Meghalaya Board of School Education, Meghalaya.
17. Mizoram Board of School Education, Aizwal.
18. Nagaland Board of School Education, Kohima.
19. Orissa Board of Secondary Education, Cuttack.
20. Punjab School Education Board, Ropar.
21. Rajasthan Board of Secondary Education, Ajmer.
22. Tamil Nadu Board of Secondary Education, Madras.
23. Tripura Board of Secondary Education, Agartala.
24. U.P. Board of High School & Intermediate Education, Allahabad.

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**Government of West Bengal
Finance Department**

From :
The Chief Secretary to the
Government of West Bengal

To :
The Secretary,
..... Department.

No.4625(62)-F

Calcutta, the May 8, 1979

Sir,

It appears in spite of appeals made by the Chief Minister and several other ministers to all Government employees to observe punctuality in attendance to dispose of their day's work expeditiously, the situation in various Government offices has not improved. Apart from the delay in the disposal of Government business caused by late attendance the members of the public are put to inconvenience as they have to unnecessarily wait for the Government employees who are to attend to them. There is also a tendency among several Government employees to leave office earlier than the scheduled closing time - a practice which is highly reprehensible.

I would now request you to please urge on all the employees in your Department/office to observe absolute punctuality in their coming to office and departing therefrom and also to put in full day's work so that the arrears in Government Offices are brought down quickly. In this connection I

would request you to please refer to Finance (Audit) Department Memo No.5578-F dated 6th July, 1977 in which it was stated that the provisions contained in Finance (Audit) Department Memo No.2600(15)F dated 25th June, 1965 will continue to operate in respect of State Government Offices situated within the area of Calcutta Corporation and also apply mutatis mutandis in respect of State Government Offices situated elsewhere.

I would request you to please ensure that the above mentioned Government order (copy enclosed for ready reference) is strictly implemented. Further, in all Government offices the attendance register should be put up to the Head of the Department/office at 10.45 A.M. In the Secretariat, the attendance register should be placed by 11.00 A.M. every day before the Secretary of the Department (and in his absence, a Special Secretary or a Joint Secretary) A brief daily return about the punctuality of attendance should be sent by the Secretary to the Minister-in-Charge of the Department. I am also to request that as often as possible the Head of the Office may please go in the round in the morning and in the evening to check up the position with regard to attendance and disposal of work in his office.

Yours faithfully
A.K. Sen
Chief Secretary to the
Government of West Bengal

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

No.2600(15)-F

Calcutta, the 25th June, 1965

MEMORANDUM

So far as State Government' Offices situated within the area of Calcutta Corporation are concerned the Government has been pleased to decide as follows :-

- a) From 1st July, 1965 the hours of work in all such offices shall be from 10.30 A.M. to 5.30 P.M. on Weekdays with an interval of 30 minutes from 2 to 2-30 P.M. for Tiffin and from 10.30 A.M. to 2 P.M. on Saturday.
- b) On arriving at and before leaving office every member of the subordinate services shall note the hour of his arrival and departure in the Attendance Register and initial the entry. No one arriving after 10-45 A.M. shall be allowed to mark his attendance except with the prior permission and in the presence of the Head of the Office. A cross mark shall be put against the name of the staff who is permitted to mark his attendance though arriving after 10.45 A.M.
- c) One day's Casual leave or compensatory leave shall be deducted for every 5 days late attendance in a calendar month. If a member of the staff who has no casual leave or compensatory leave to his credit is late in his attendance for 5 days in a month, he may not, at the discretion of the Head of the Office, be allowed to join his duties on that date but may be asked to apply for such leave as may be due to him without prejudice to any further disciplinary action that may be taken against him for habitual late attendance.
- d) The Registrar of the Department or the Office Superintendent as the case may be, shall report to the next higher authority habitual late attendance on the part of any member of the staff. The Head of the department shall also satisfy himself by periodical inspections that punctuality is being observed.

J.L. Kundu
Financial Commissioner & Secy., to the
Government of West Bengal.

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

No.5578-F

Calcutta, the 6th July, 1977

ORDER

The Governor has been pleased hereby to cancel Finance Department Order No. 4897-F dated the 18th July, 1975.

The provisions contained in Finance Department Memorandum No.2600(15)-F dated the 25th July, 1965 will, however, continue to operate in respect of the State Government's Offices situated

within the area of Calcutta Corporation, and also apply mutatis mutandis in respect of State Government's Office situated elsewhere.

The Opening phrase "In continuation of the Department Order No.4897-F dated 18.07.1975" is deleted from out No.3836-F dated 13.05.1976.

A. K. Mukherji
Special Commissioner &
Ex-Officio Secretary
Government of West Bengal
Finance Department

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

No.5475-F

Calcutta, the 9th June, 1979

Subject : Time limit for late attendance

Under the existing orders a Government Employee who fails to attend office 10-45 A.M. is to be marked late (vide this Department Memo No.2600(15)-F dated 25.06.1965 read with G.O. No. 4625(62)-F dated 08.05.1979).

A question has been raised as to the actual hour upto which an employee may be permitted to come and attend office even after marking him late.

After careful consideration of the matter the Governor is pleased to decide that except in cases where half day's casual leave has been sanctioned in advance the Government Employees must report for duty in the forenoon i.e. before 12 noon; otherwise they should not be allowed to sign the attendance register but asked to apply for such leave as may be due and admissible to them.

J. Sanyal
Joint Secretary to the
Government of West Bengal

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

No.6885(62)-F

Calcutta, the 4th July, 1979

From : Shri A.K. Sen,

Chief Secretary to the Govt. of West Bengal.

To : The Secretary _____ Deptt.

Subject : Punctuality in attendance and expeditious disposal of work by Government employees.

Sir,

I am to refer to this office letter No.4625(62)-F dated May 8, 1979, and to say that the Chief Minister has directed that officers of all categories excepting the following should sign the Attendance Registers :

- 1) Departmental Secretaries and ex-officio Secretaries;
- 2) Head of Directorates (I.G. Police, Director of Health Services, Director of Agriculture, etc.)
- 3) Commissioners of Divisions, District Magistrates, Superintendents of Police, Executive Engineers and similar Heads of Offices in the Districts.

2. I would now request you to please ensure strict observance of the above orders by all officers in your organization.

Yours faithfully,
A.K. Sen
Chief Secretary to the
Government of West Bengal.

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

No.7779F

Calcutta, the 3rd August, 1979

MEMORANDUM

Subject : Punctuality in attendance.

In continuation of this Department letters No.4625(62)-F dated 08.05.1979 and No.6885(62)-F dated 04.07.1979 on the above subject the undersigned is directed to say that Governor has been pleased to decide that if the Controlling Authority is satisfied that the delayed arrival of a Government employee in office has been due to dislocation of traffic, heavy downpour or similar genuine and convincing circumstances over which the Government employee has had no control, such delay may be condoned by the Controlling Authority.

J. Sanyal
Joint Secretary to the
Government of West Bengal.

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

No.10100-F

Calcutta, the 12th November, 1979

MEMORANDUM

A question has been raised as to how late attendance for 5 days or more of Government servant should be regularized.

2. After careful consideration of the matter and in continuation of this Department Memo No.2600(15)-F dated 25.06.65, No.4625(62)-F dated 08.05.1979, No.5475-F dated 09.06.1979 and No.6885(62)-F dated 04.07.1979 the Government has been pleased to decide as follows :-

- i) If a Government employee is late on 5 days or more in a Calender month and he has Casual/Compensatory leave due to him, Casual/Compensatory leave shall be deducted at the rate of one day's attendance. If late attendance on any particular day is however, condoned by the controlling authority on account of traffic dislocation etc. in terms of Finance Department Memo. No.7779-F dated 03.08.1979 the same shall not be taken into account for the purpose of deduction of Casual/Compensatory leave.
 - ii) If a Government employee attends office late for 5 days or more in a particular calendar month and he has no casual/compensatory leave to avail of the Controlling Authority shall be competent to deduct Earned Leave and if there is no Earned Leave due and admissible to him taken half pay leave from his leave account and if no leave for which leave salary is admissible is due then the late attendance shall be regularized by granting extra-ordinary leave, without pay. In such cases also the leave shall be deducted at the same rate as the cases if casual leave were due.
4. Necessary amendments in the relevant rules will be made in due course.

S. Goswami
Deputy Secretary to the
Government of West Bengal

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

No.921-F

Calcutta, the 7th February, 1980

MEMORANDUM

In terms of this Department Memo No.7779-F dated 03.08.1979 if the controlling authority is satisfied that the delayed arrival of a Government employee in office has been due to dislocation of traffic, heavy downpour or similar genuine and convincing circumstances over which the Government employee has no control such delay may be condoned by the controlling authority.

A question has been raised as to who will be the controlling authority for the purposes of this order. After careful consideration of the matter, the Governor has been pleased to decide that the term "Controlling Authority" used in this G.O. will mean the Head of Office as defined in rule 5(16)A of the W.B.S.R., Part-I. The Governor has been further pleased to decide that the condonation may be considered only when the dislocation etc. occurs at the headquarter of the Government employees concerned and such dislocation should be of general and extensive nature. Dislocation due to local issues should not come within the purview of this order.

S. Goswami
Deputy Secretary to the
Government of West Bengal

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

No.3983-F

Calcutta, the 16th April, 1987

Orders have been issued from time to time regarding the necessity for observance of punctuality in attendance and prompt disposal of work by the Government employees. Chief Minister in his address on 07.04.87 before the State Government Employees has laid great emphasis on the role of the State Government employees in implementation of the policies/programmes formulated by the Government and has, in that context again highlighted the importance of punctuality in attendance and prompt disposal of work.

2. Government employees are expected to perform their full day's work so that the efficient & expeditious implementation of programmes of the Government are not held up. In this context attention of the State Government employees is drawn to the various circulars issued from time to time in the past in respect of punctuality in attendance in office. It is also necessary that Government employees do remain in their positions in office during the prescribed office hours and discharge their official duties sincerely and efficiently. No work should be allowed to fall in arrear.

3. Government orders contained in Finance (Audit) Department Memo No.5578-F dated the 6th July, 1977, No. 4625-F dated the 8th May, 1979, No.5475-F dated 9th June, 1979 and No.6085-F dated the 4th July, 1979 (Copies enclosed) must in future be strictly enforced.

It is also requested to ensure that orders under Finance (Audit) Department Memo No.2600(15)-F dated the 25th June, 1965 (Copy enclosed) regarding deduction of Casual leave, etc. for late attendance are strictly complied with. A monthly return should be put up to the Minister-in-Charge of a Department by the Secretary, which should contain inter-alia a note on the action taken on every case of late attendance or early departure.

5. It is further requested that a copy of this order may be forwarded to the Heads of all Public Undertakings and other organizations owned or controlled by Government with a direction to ensure strict compliance.

R.N. Sengupta
Chief Secretary to the
Government of West Bengal

**Government of West Bengal
Office of The Chief Secretary
Writers' Buildings**

Memo No.263(61)-CS/2008

Dated, Kolkata, the 10th September, 2008

From : Chief Secretary,
Government of West Bengal.

To : The Secretary,
Public Enterprises &
Industrial Reconstruction Department,
Government of West Bengal,
Writers' Buildings,
Kolkata - 700001.

Sir,

The present working hours in all State Government offices on working days are from 10.00 a.m. to 5.30 p.m., with an interval of 30 minutes from 1.30 p.m. to 2.00 p.m., for tiffin. The tiffin break is primarily meant for taking refreshments by the employees. In case some of the employees need to hold small informal meetings during the tiffin break, they are usually permitted to do so, on condition that they will not cause disturbances to other employees and will refrain from shouting slogans or staging demonstrations in the offices.

It has been observed that in recent times, on some occasions, the meetings held by the State Government employees during office hours extended beyond the scheduled hours of tiffin break. It is reiterated that such activities amount to acts of indiscipline on the part of concerned employees.

Employee's associations and individual employees must obtain prior permission of the Home Department in the State Government for staging any kind of demonstration and for holding meetings during tiffin hours, at Writers' Buildings, Kolkata and within the premises of other State Government offices situated in Kolkata.

The use of microphones in State Government offices is strictly prohibited.

This may be brought to the notice of all concerned and strictly enforced.

With regards,

Yours faithfully,
A.K. Deb
Chief Secretary
Government of West Bengal

[Setout BENGALI Matter]

[See Separate File]

[Setout BENGALI Matter]

[See Separate File]

<http://wblroa.in>

Copy of Memo.8332-PBII/331/82 dt. Calcutta, 9/13th August, 1982 from the Board of Revenue, West Bengal addressed to the D.L.R. & S. West Bengal.

Sub : Permission to sit for the law Final Examination by Sri Meghnad Das, Kgo-I.

Ref : His Memo. No.681/8529B/82-IVdt. 16.07.1982

Under the W.B.S. (Duties, Rights and Obligations of the Government employees) Rules, 1980, no permission is required for prosecuting studies.

A. K. Biswas
Asst. Secretary Board of Revenue
West Bengal

Memo No.601/78/B/82-IV

dt. Alipore, the 5th January, 1983.

Copy alongwith the application of Sri Meghnad Das, Kgo-I forwarded to the Settlement Officer, Midnapore for information and guidance with reference to his Memo No.23077/A-74/81 dated 21.06.82.

N.B. Lodh
For Director of Land Records & Surveys,
West Bengal

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

No.10467-F

Dated, the 27th September, 1982

MEMORANDUM

Sub : Extension of joining time - instruction regarding.

It has been noticed for sometime past that orders of transfer of Officers are required to be revised frequently by the administrative departments either due to unwillingness on the part of the Officers transferred to move to or from the stations from or to which they are transferred or due to unwillingness on the part of their heads of office in those stations to release them creating situations in some cases, where extension of joining time to such Officers become necessary. It has also been noticed that number of cases where an Officer after reporting for duties at Headquarters on the expiry of leave, deputation etc., has to wait for a considerable period for issue of posting orders, is also gradually on the increase. Their cases have to be regularized subsequently by treating the period as on compulsory waiting.

2. After careful consideration of the matter it is hereby impressed upon all Departments to take steps for posting the concerned Officers well ahead of their reporting for duties at the Headquarters on expiry of leave, deputation etc. and also to see that frequent revision of posting orders on transfer are not made so as to reduce the wasteful expenditure towards their pay and allowances for the period of compulsory waiting/extension of joining time.

G. Venkataramanan
Secretary to the
Government of West Bengal
Finance Department

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

MEMORANDUM

No.3000-F

Calcutta, the 1st April, 1985

Subject : Procedure for alternation in date of birth in the case of Matriculates of certain Universities.

It has been brought to the notice of the Government that according to the practice which was prevalent in the Universities of Calcutta, Patna etc., the actual date of birth was not shown in the Matriculation certificate and, instead, the age of the candidate as on 1st March, used to be indicated in

terms of years and months only, excluding days. Consequently, the date of birth, reckoned on the basis of such an entry, in the Matriculation certificate, always happened to be the first day of a month. In view of this position, the Government servants concerned had/have to retire on the last day of the previous month, irrespective of their actual date of birth.

2. After careful consideration of the matter, the Government has been pleased to decide that in such cases, the appointing authority may alter the date of birth recorded in the Service Book to correspond to the actual date of birth, if the official concerned is able to produce acceptable documentary evidence in the form of an extract from the Birth Register/Admission Register of the concerned Institutions etc. in support of the actual date of birth claimed by him and decision to retire him shall be taken on the basis of such altered date of birth.

3. This order will take effect from 30th March, 1985.

S. Ghosh
Deputy Secretary to the
Government of West Bengal

Dated, Calcutta, the 1st April, 1985

No.3000/1(350)-F,

Copy forwarded for information to :-

- 1) The Dte. of Land Records & Surveys, W.B., Gopalnagar Road, Alipore, Calcutta.
- 2-9)

S. Ghosh
Deputy Secretary to the
Government of West Bengal

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Government of West Bengal
Finance Department
Audit Branch

No.5400-F

Dated Calcutta, the 7th June, 1985

Subject : Introduction of duplicate Service Book for each Government employee.

In terms of rule (38) of Appendix 7 of W.B.S.R.-I as amended in notification No.10607-F dated 25.09.1978, Service Book is to be maintained in duplicate for each Government employee. Since the issuance of the order in 1978 duplicate Service Book has not yet been opened in respect of most of the employees due to acute shortage of copies of the Service Book. As such, the work for printing of Service Books in sufficient number has been taken up by this Department.

2. While considering the question of printing of Service Books, it is felt that the old form of Service Book requires modification / simplification / addition, so that the essential service particulars of an employee can be reflected in it.

Besides, the leave report which is very important in the service career of an employee is not being properly maintained in the Service Book; it is recorded separately.

3. In consultation with the Accountant General, West Bengal, the Governor has been pleased to order that certain modifications be effected in the entries of the Service Book and that a revised form of leave account be appended to it. Entries on pages 3 and 4-5 of the Service Book in the amended form and the revised form of leave account are annexed.

4. The undersigned is directed by order of the Governor to say that henceforth the Service Book/Duplicate Service Book shall be maintained in the revised format.

5. The undersigned is further directed to say that since the duplicate Service Book is to be relied upon in the event of loss of the original one, all the entries in the original Service Book should be copied out in the duplicate one and each page of the duplicate Service Book should be attested by the competent authority. In the matter of opening the duplicate Service Book priority should be given in respect of officers & staff who will retire within a period of 5 years. The duplicate Service Book should be surrendered to Govt. at the time of sanctioning pension.

6. The employees other than those belonging to Group 'D' will copy their own Service Books and get them attested by the competent authority. As for Group 'D' employees, their Service Books shall be copied out by the concerned staff of the respective establishments.
7. All Heads of Departments/Offices will send their requisition directly to the Superintendent, Press & Forms for supply of the revised form of Service Book.

As soon as the revised Service Book are ready for supply, an intimation in this regard will be issued from this Department.

P.K. Sarkar
Secretary to the Government of
West Bengal.

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Government of West Bengal
Home (Personnel & A.R) Department
(Foreign Training & Assignments)

OFFICE MEMORANDUM

No.285-PAR(Trg)

Dated, Calcutta the 26th March, 1985

From : Shri S.V. Krishnan,
Chief Secy., to the Govt. of West Bengal.

To : The Secy., to the Govt. of West Bengal.
_____ Department.

The Government of India have recently drawn the attention of State Govts. to a case in which an Officer was deputed abroad to attend a conference without following the prescribed procedure laid down by Govt. of India (copy of Govt. of India's letter No.VI-14013/3/84-GBA-I, dated 13.11.1984 from the Ministry of Home Affairs together with Govt. of India guidelines dtd. 17.08.82 enclosed).

2. In our State also it has been observed that in some cases, the prescribed procedure is not being followed. Recently a case of the senior officer in one of the Deptts was processed for going abroad without following the prescribed procedure and timely detection of the lapse saved the State Govt. from embarrassment.

3. In order to prevent such lapses in future, it is directed that any proposal for foreign travel by State Govt. employees including proposals in respect of nomination of employees of Govt., Semi-or quasi-Govt. organisations, for foreign assignments, foreign training, fellowships, seminars, etc. under various schemes approved or to be approved by Govt. of India, either on deputation or study leave or any other leave, should invariably be sent to the Home (Personnel & A.R.) Deptt. with the prior approval of M.I.C. /M.O.S. of the Dept. concerned, for clearance and submission to the Chief Minister for his approval as enjoined in Circulars No.9202-GA, dtd. 29.10.1973 and No.7749-G.A, dtd. 01.11.1972 from the Chief Secy., addressed to all Deptts (Also endorsed for ready reference).

4. All proposals are required to be supported by the following among other relevant facts :-

- (a) Whether there is any Vigilance case pending or in contemplation against the nominee;
- (b) Whether the nominee had earlier been sent abroad on any of the aforesaid programmes; if so, the details thereof.

5. It is reiterated that no reference to Finance Department for concurrence or allocation of funds etc. need be made by the individual Deptts. until the proposals are finally cleared by the Home (Personal & A.R.) Deptt. which will obtain the orders of the Chief Minister.

Encl : As above.

S.V. Krishnan
Chief Secy., to the Govt. of West Bengal.

Extracts from the Govt. of India's guidelines dated 17.08.82 regarding foreign travel of Ministers of State Govt. and Union Territories, Members of State Legislatures and Union Territories and State Govt. Officials.

The following guidelines are being indicated which may be followed in the future in all such cases in respect of travel abroad of the aforesaid categories of persons :-

i) All proposals for visits of members of State Govt. abroad in their official capacity will be sent by the State Govt. addressed to Secretary to Government of India in the Ministry of Finance, Department of Economic Affairs for approval and release of foreign exchange, and copies of the letter would be endorsed to :-

1. Minister of External Affairs;
2. Central Administrative Ministry concerned with the subject matter of the visit, and
3. Ministry of Home Affairs.

It may be noted that MHA have also to consider applications under FCRA specifically when foreign hospitality or financial assistance is involved. It is the responsibility of the person concerned to obtain this clearance where such hospitality is involved.

This procedure will be applicable even in the case of proposals where the expenditure is borne by State Public Sector undertakings or Corporations.

ii) In case of official delegations other composition background of the Members may be indicated.

iii) The work proposed to be transacted in each place of visit together with duration may be indicated, specially where official meetings are to take place with functionaries of foreign Govt. It would be appreciated that keeping in view the need for conserving foreign exchange, the duration of stay abroad would be the minimum necessary.

iv) On receipt of recommendations from the different concerned Ministries, Deptts. Of Economic Affairs will consolidate the case and issue final orders regarding clearance of the visit, the number of persons to go abroad, the places to be visited and duration of visit at each place.

v) Department of Economic Affairs will thereafter issue instructions to the Reserve Bank of India for release of foreign exchange towards personal incidentals. Simultaneously, Ministry of External Affairs would be advised to issue instructions to the Missions for release of Daily Allowance and other allowances as per rates prevalent in the country of visit and also for extending appropriate courtesies to the official delegations.

vi) On the basis of formal clearance from the Deptt. of Economic Affairs, State Govt. would issue necessary formal deputation orders endorsing copies thereof to all concerned Ministries of the Central Govt. and our Missions in the places to be visited. The number and date of clearance received from the Deptt. of Economic Affairs should be quoted in the deputation orders. Without the Deptt. of Economic Affairs, reference number, the Missions will not be in a position to honour these deputation orders.

vii) 1. In places of visit where there are no Missions, or if otherwise DA etc. is required to be released in India itself, a certificate of entitlement may be obtained from the Ministry of External Affairs and forwarded to the Department of Economic Affairs for release of foreign exchange.

2. In making a reference to the Department of Economic Affairs, the name of the branch of the Reserve Bank of India, from where the foreign exchange is required to be released should be clearly indicated.

viii) 1. Within three weeks of the completion of the visit, the leader of the delegation should send a report to the Ministry of Finance, Department of Economic Affairs with copies to the Ministry concerned with the subject matter of the visit.

2. Attention is drawn in this connection to the provisions of the Foreign Contribution (Regulation) Act of 1976, which lays down certain restrictions on acceptance of foreign hospitality. Prior permission of the Central Government is necessary before such hospitality (which includes travel) Assistance or concession can be accepted by a Minister, Member of Legislature, office bearer of a political party, Government servant or employees of a Corporation. In cases, where foreign hospitality is involved, including travel expenses, therefore, specific and prior clearance of the Ministry for Home Affairs is required before any acceptance is conveyed. A separate reference in the prescribed form FC 2

indicating the source from which the travel and stay expenses are proposed to be met should be made directly to that Ministry well in time.

Extracts from the Ministry of Home Affairs letter No.VI-14013/3/84-GBA-I, dated : 13.11.84 on guidelines regarding foreign travel of Ministers of State Governments and Union Territories, Members of State Legislatures, and Union Territories and State Governments Officials.

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Recently one State Government has issued orders permitting their officers to go abroad to attend a conference without following the procedure prescribed by the Cabinet Secretariat in their letter and thereafter approached this Ministry to approve his deputation and also inform the Ministry of External Affairs to send a message to the Indian High Commission, U.K. to release the allowances sanctioned by the State Government. It is highly irregular on the part of the State Governments to depute the officers in this manner without obtaining the prior approval of the Government of India as this creates confusion. It is, therefore, requested that before deputing their officers etc. to attend meetings/conferences etc. abroad, the procedure contained in Cabinet Secretariat's O.M. referred to above should be followed strictly.

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Extract from Foreign Contribution (Regulation) Act, 1976.

Section -2(1) (d) : "Foreign hospitality" means any offer, not being a purely casual one, made by a foreign source for providing a person with the cost of travel to any foreign country or territory or with free board, lodging, transport or medical treatment.

Section - 9. : No member of a legislature, office-bearer of a political party, Government servant or employee of any corporation shall, while visiting any country or territory outside India, accept, except with the prior permission of the Central Government, any foreign hospitality.

Provided that it shall not be necessary to obtain any such permission for an emergent medical aid needed on account of sudden illness contracted during a visit outside India, but, where such foreign hospitality has been received, the person receiving such hospitality, shall give, within, one month from the date of receipt of such hospitality an intimation to the Central Government as to the receipt of such hospitality, and the source from which, and the manner in which, such hospitality was received by him.

Copy of letter No.9202() GA/3T-93/73, dated 29.10.73 from Shri A. Niyogi, IAS, Chief Secy. to the Govt. of West Bengal.

Sub: Deputation abroad of the officers of AIS and State services on foreign assignments on training under various schemes approved by the Govt. of India.

In continuation of this Department Circular issued under Memo No.7749-GA/8P-480/72 dated 01.11.1972, on the above subject it is further directed that approval of Minister-in-Charge of the Department concerned should invariably be obtained prior to sending any proposal for deputation abroad either on foreign assignment or on training to this Department for submission before Chief Minister.

It is also directed that no reference to Finance Department for concurrence and allocation of fund etc. need be made by individual until obtained orders of the Chief Minister.

A copy of the Circular No. 7749-GA, dated 01.11.72, referred to above is enclosed herewith for ready reference.

Copy of Circular No. 7749-GA, dtd. 1st November, 1972 from Shri A. Niyogi, IAS, Chief Secretary to the Government of West Bengal to all Departments regarding deputation abroad of the officers of All India Services and State Services on foreign Assignments or on training under various schemes approved by the Government of India.

* * * * *

Officers of All India Services and States Services are from time to time sent on deputation abroad on foreign assignments in developing countries under the UN Development Programme etc. or on training under various schemes approved by the Government of India. However, as the State Government themselves require the services of their officers for implementation of their own

Development the Plans and Projects continued absence of officers from the State for a considerable period may not be desirable. It is, therefore, directed that all cases of deputation abroad of State Government Officers either on foreign assignments or foreign training under schemes approved by the Government of India should invariably be submitted to Chief Minister through the Home (General Admn.) Department for approval.

FORM : FC : 2

See Rule 3(b)

Application for seeking prior permission of the Central Government to accept foreign hospitality.

Section 9 read with sections 10(d) and 11(I) of the Foreign Contribution (Regulation) Act, 1976 :-

1. Name of full (block letters).
2. Date of birth.
3. Name of father.
4. Present address.
5. Permanet address.
6. Passport particulars (if already in possession of).
7. Status.
 - (a) Member of a Legislature.
 - (b) Office bear of a political party.
 - (c) Employee of a Company/Corporation.
 - (d) Government servant.
 - (e) Any person or class of persons specified in Section 9.
8. Names of Countries / Places to be visited with duration of stay.
9. The countries and places where foreign hospitality is to be accepted.
10. Duration and purpose of visit to the country(ies) / place(s) mentioned in column 9.
11. Particulars of host(s) :-
 - (a) If an individual, his personal particulars including name, present address, permanent address, nationality, profession.
 - (b) If an organization/Institution/Association/Trust/Foundation/Trade Union, etc. full particulars thereof including :-
 - (i) Full Name and complete address.
 - (ii) Address of Head Office/Principal Office.
 - (iii) Aims and objects.
 - (iv) Particulars of important office bearers.
12. Full particulars as in serial numbers 11(a) & (b) of the Foreign source in case the actual course extending the hospitality is located in a country other than actually proposed to be visited.
13. Nature and duration of hospitality proposed to be accepted (give specific details).
14. Nature of connection / dealings with the host and/or foreign source extending the hospitality.
15. Approximate expenditure to be incurred on hospitality.
16. Any other information of significance which the applicant may like to furnish.

DECLARATION

I hereby declare that the above particulars furnished by me are true and correct.

Place :

Date :

Signature of the Applicant

**Government of West Bengal
Home Department
Personnel and Administrative Reforms
A.R. Cell**

No. 89-P&AR (AR)

Dated 17th February, 1986

NOTIFICATION

In exercise of the power conferred by sub-section (3) of section 7 of the Code of Criminal Procedure, 1973 (2 of 1974), and in supersession of all previous notifications relating to the area included within the Alipore Sadar subdivision in the district of 24-Parganas and the boundaries of that area, the Governor is pleased to declare that the limits of the Alipore Sadar subdivision in the district of 24-Parganas shall, with effect from the 1st day of March 1986, include the local areas of the following police-stations :-

Name of the police-stations

- | | |
|-----------------|-----------------|
| 1) Kasba, | 2) Tiljala, |
| 3) Jadavpur, | 4) Regent Park, |
| 5) Behala, | 6) Metiabruj, |
| 7) Vishnupur, | 8) Sonarpur, |
| 9) Budge Budge, | 10) Mahestala, |
| 11) Baruipur, | 12) Jayanagar, |
| 13) Bhangar, | 14) Canning, |
| 15) Kultali, | 16) Basanti and |
| 17) Gosaba. | |

By order of the Governor
S.V. Krishnan
Chief Secretary to the
Government of West Bengal

●

**Government of West Bengal
Home Department
Personnel and Administrative Reforms
A.R. Cell**

No. 90-P&AR (AR)

Dated 17th February, 1986

NOTIFICATION

In exercise of the power conferred by sub-section (3) of section 7 of the Code of Criminal Procedure, 1973 (2 of 1974), and in supersession of all previous notifications relating to the area included within the Basirhat subdivision in the district of 24-Parganas and the boundaries of that area, the Governor is pleased to declare that the limits of the Basirhat subdivision in the district of 24-Parganas shall, with effect from the 1st day of March 1986, include the local areas of the following police-stations :-

Name of the police-stations

- | | |
|-------------------|------------------|
| 1) Basirhat, | 2) Baduria, |
| 3) Swarupnagar, | 4) Haroa, |
| 5) Minakhan, | 6) Hasnabad, |
| 7) Hingulganj and | 8) Sandeshkhali. |

By order of the Governor
S.V. Krishnan
Chief Secretary to the
Government of West Bengal

**Government of West Bengal
Home Department
Personnel and Administrative Reforms
A.R. Cell**

No. 91-P&AR (AR)

Dated the 17th February, 1986

NOTIFICATION

In supersession of all previous orders on the subject, it is hereby notified for general information that the Governor is pleased to direct that, with effect from the 1st day of March, 1986, the Presidency Division in West Bengal shall comprise the town of Calcutta and the following districts, namely :-

- 1) Howrah,
- 2) Nadia,
- 3) Murshidabad,
- 4) 24-Parganas (North), and
- 5) 24-Parganas (South).

By order of the Governor
S.V. Krishnan
Chief Secretary to the
Government of West Bengal.

**Government of West Bengal
Home Department
Personnel and Administrative Reforms
A.R. Cell**

No. 116-P&AR (AR)

Dated the 28th February, 1986

NOTIFICATION

The Governor is pleased hereby to make, with effect from the 17th February, 1986, the following amendment in this department notification No.91-P&AR(AR), dated the 17th February, 1986, published at page 174(1) of the "Calcutta Gazette, Extraordinary", Part I, dated the 18th February, 1986 (hereinafter referred to as the said notification) :-

Amendment

In the said notification, for serial numbers (4) and (5) and the entries relating thereto, substitute the following serial numbers and entries :-

- "(4) North 24-Parganas, and
- (5) South 24-Parganas."

By order of the Governor
S.V. Krishnan
Chief Secretary to the
Government of West Bengal.

●
**Government of West Bengal
Office of the Board of Revenue, West Bengal
Section-B(I), Apptt. Branch.**

No. 12617(3)-Apptt.
5/SB/85

Dated, Calcutta the 7th August, 1987

From : Sri D. Goswami,
Deputy Secretary,
Board of Revenue,
West Bengal.

- To :
- 1) The General Secretary,
W.B. Senior Land Reforms Officers' Asson.,
35, Gopal Nagar Road, Calcutta - 700027.
 - 2) The General Secretary,
W.B. Land & Land Reforms Officers' Association,
L-232, Netaji Colony, Calcutta - 700090.

- 3) The General Secretary,
Association of Land & Land Reforms Officers, West Bengal
13/1C, Hazi Zakeria Lane,
Calcutta – 700006.

Sir,

I am directed to say that a discussion will be held on Friday, the 21st August, 1987 at 11.30 a.m. in the Chamber of the Member, Board of Revenue, West Bengal to finalise the draft transfer policy in respect of the executive officers under the Board of Revenue, West Bengal.

You are requested to make it convenient to attend the meeting.

Yours faithfully,
D. Goswami
Deputy Secretary,
Board of Revenue, West Bengal.

**Draft Transfer Policy for the Executive
Officers under the Board of Revenue, W. Bengal**

1. Introduction :- For some time past the Board of Revenue was considering the necessity of evolving a rational transfer policy in respect of their Executive Officers, viz. SRO-Is, LRO-Is, SRO-IIs, Members of the WBSLRS, Gr.I, CIs/Kgo-IIs and AROs. While under the relevant Recruitment Rules, the Executive Officers under the Board of Revenue are liable to transfer anywhere in West Bengal and are liable to be transferred to any post equivalent to ranks and grades and periodical transfer is necessary in public interest and for administrative reasons, it is also necessary to minimise the hardship and uncertainty of transfer. The following transfer policy, formulated after discussion with the different Associations of Executive Officers under the Board of Revenue, is accordingly laid down for information and guidance of all concerned.

2. General :- i) General transfers should be made usually at an interval not exceeding 5 years, and such general transfers should not be made in the middle of the year in order to avoid dislocation in the education of the children of the Government employees. While considering home district posting, officers staying for the longest period outside their home district should be considered first for posting to their home district. Implementation of the Transfer Policy laid down hereinafter will always be subject to availability of vacancy.

ii) While sending out such officers on deputation it would be clearly indicated that officers on deputation to foreign service (e.g. the Central or State Undertakings, Statutory bodies, etc.), will be for a period not exceeding four years and for deputation to other departments of this Government (e.g. R.R. & R. Deptt., I & W Deptt., S.C. & T.W. Deptt. etc.) and posting as L.A. Kgo, or Enquiry Officer or Urban Land Ceiling or Thika Controller's Offices, the period of deputation / posting shall not exceed five years. For such officers on deputation or for posting in other department, selection will be normally on the basis of seniority and due consideration to the willingness of the incumbents. For posting as L.A. Kgo., or Enquiry Officer or in U.L.C. Branch or Thika Controller's Offices, a member of the WBSLRS, Gr. I should have to be in at least 3 years' service as Settlement Kgo. and due regard will be paid to seniority and willingness as mentioned above.

iii) The Transfer Policy as laid down hereunder will be subject to change when the Integrated set up of Land Reforms Administration is introduced, (if and when the interim order is vacated by the Hon'ble High Court).

iv) Officers of the age of 53 years or above may be posted in their home district or in the district of their choice.

v) Notwithstanding anything contained in the Transfer Policy as stated herein, the Board of Revenue shall have the discretion to pass any order in case of administrative action like departmental / vigilance enquiries and in public interest and on compassionate grounds.

3. Circle Inspectors/A.R.Os/Kgo IIs :-

i) Circle Inspectors on promotion from the post of L.D. Clerks may be posted in their respective home district, but not in their home P.S.

KGO Is/JLROs/ACOs etc. :-

ii) Circle Inspectors/AROs of the age of 45 years or above will be generally posted as JLRO/ACO on promotion to WBSLRS, Grade-I. Kgo-IIs will be generally posted as Kgo.-Is on promotion to WBSLRS, Grade – I.

iii) No Kgo-II/CI/ARO, immediately after promotion to WBSLRS, Grade – I, will be normally posted in the same district to which he was attached as Kgo-II/CI/ARO.

iv) A promotee Kgo/JLRO/ACO may be posted in their home district after five years of service as such, subject to the condition that they will not be posted in their home Sub-Division, where there is more than one Sub-Division, and not in their home P.S. where there is only one Sub-Division in the district.

v) Officers on transfer from Settlement Wing or on reversion from deputation may be posted in their home district unless they were already posted in their home/same district in the Settlement Wing or on deputation.

4. SRO-IIs/LRO - IIs :-

i) No SRO-II/SLRO/SDCO, immediately after promotion, will be normally posted in the same district to which he was attached as a member of WBSLRS, Grade-I, unless his stay in the district at the time of promotion is less than one year, in which he may be retained in the same district on promotion.

ii) Direct recruit WBSLRS Grade-I Officers, immediately on promotion, will be posted as SRO-IIs and not as SLROs/SDCOs.

iii) Promotee WBSLRS Grade-I Officers may be posted in their home district as SLRO/SDCO after five years of service outside their home district, subject to the condition that they will not be posted in their home sub-division.

iv) SRO-IIs may be posted in the Management Wing as SLRO/SDCO having seniority in the length of service as SRO-II and having due regard to the willingness of the incumbents.

5. SRO-I/LRO-I : No SRO-I/LRO-I, immediately after promotion, will be normally posted in the same district to which he was attached as SRO-II/LRO-II.

6. Change of wing for officers below 45 years of age :-

JLROs/ACOs below the age of 45 years and having continuously worked as such for five years or more may be transferred as Settlement Kgos in the interest of public service, provided there is no injunction in the matter pending in the High Court.

The same principle will be followed in case of SLROs/SDCOs for posting as SRO-IIs.

7. Special provision for Association :-

Presidents and General Secretaries of an Association of the Executive Officers under the Board of Revenue at the State and District level should be posted at convenient places, as desired by the respective Association and should not normally be transferred during the tenure of their office if they do not themselves seek for any transfer and unless such transfer is required in the interest of administration.

**Government of West Bengal
Home (Personnel & AR) Department
(Foreign Training & Assignments)
Writers' Buildings, Calcutta-700001**

OFFICE MEMORANDUM

No.285-PAR(Trg)

Dated, Calcutta, the 3rd March, 1990

From : Shri T.C. Dutta,
Chief Secretary to the Govt. of West Bengal.

- To :
- 1) The Secretary to the Govt. of West Bengal,
_____ Department.
 - 2) The D.G. & I.G.P., West Bengal.
 - 3) The C.P., Calcutta,
 - 4) The Divisional Commissioner,
_____ Division.
 - 5) The District Magistrate,
_____.

Subject : Procedure to be followed for granting permission to visit foreign countries including Bangladesh only on private capacity.

Enclosed herewith are copies of the O.M. No. 987(47)-PAR(Trg), dated 31.10.87 and O.M. No. 285-PAR(Trg), dated 26.03.1985 alongwith the Government of India, Ministry of External Affairs (PV Divn)'s O.M. No. VI/401/40/83, dated 14.6.1985 for information on the above subject.

1. In terms of existing procedure, all categories of employees of the Government, Semi or quasi-Government organisations are permitted to visit abroad in private capacity with the prior clearance of the Home (P.& A.R.) Department and approval of the Chief Minister subject to fulfilment of the following conditions :-

- 1) no expenditure devolves on the Central or State Government;
- 2) no vigilance case/disciplinary proceeding case is either pending or under contemplation against them;
- 3) the visits do not involve acceptance of foreign hospitality which comes under the purview of F.C.R.A., 1976 or prior clearance from foreign hospitality angle has been obtained from the Ministry of Home Affairs (FCRA Section) in the appropriate cases;
- 4) prior clearance from the political angle only in appropriate cases, has been obtained from the Ministry of External Affairs;
- 5) prior clearance from the foreign exchange angle has been obtained in appropriate cases, from the Department of Economic Affairs, Ministry of Finance;
- 6) the person concerned undertakes that he would not accept any foreign assignment abroad for the purpose of earning money or undergoes any kind of foreign training / fellowship programme etc. while abroad without prior permission of the Government;
- 7) the person concerned undertakes to return to his/her duty in India immediately on the expiry of the leave already sanctioned for the purpose by the appropriate authority.

2. Now, in supersession of all previous instructions issued in this connection, it has been decided by the State Government that prior clearance of the Home (P&A.R.) Department as well as approval of the Chief Minister will continue to be necessary as usual, only in cases of proposals in respect of Group - A employees while proposals in respect of Group - B, Group C & Group D employees for under taking private visit abroad, need not be referred to the Home (P&A.R.) Department for clearance and instead, such proposals may be cleared by the Secretary / Head of the respective Departments strictly ensuring the provisions enumerated in para-1 pre page.

3. All concerned under the administrative control of the respective Departments may be informed suitably for information and compliance.

T.C. Dutta
Chief Secy. to the Govt. of West Bengal

No.285/1(8)-PAR(Trg)/3T-22/90

Copy with enclosures forwarded to :

1. The Regional Passport Officer, Calcutta,
4, Brabourne Road, Calcutta – 700001.
2. The Asstt. Secy. to the Govt. of West Bengal,
Home (Passport – IBP) Department.
3. The Accountant General, West Bengal,
Treasury Buildings, Calcutta – 700001.
4. The Pay & Accounts Officer,
Calcutta Pay and Accounts Office,
81/2/2, Phears Lane, Calcutta – 700012.
5. The Accounts Officer,
West Bengal Secretariat, Writers' Buildings, Calcutta – 700001.
6. The Secretary, Vigilance Commission, West Bengal.
7. The Director, Administrative Training Institute, West Bengal.
8. The Registrar,
Board of Revenue, West Bengal, Government of West Bengal.

for information and circulation among all concerned for guidance and compliance.

Calcutta,
The 3rd March, 1990.

D. Sen
Under Secy. to the Govt. of West Bengal.

**Government of West Bengal
Home (Personnel & A.R.) Department
Writers' Buildings, Calcutta-700001**

OFFICE MEMORANDUM

No.987(47)-PAR(Trg).

Dated, Calcutta, the 31st October, 1987

From : Shri R.N. Sengupta
Chief Secretary to the Govt. of West Bengal.

To : Shri _____
Secretary to the Govt. of West Bengal,
All Department,

Subject : Foreign Travel – procedural instructions regarding.

It has come to the notice of the State Government that the instructions regarding procedure to be followed contained in the Home (Personnel & A.R.) Department's O.M. No. 285-PAR(Trg), dated 26.03.1985 have not been followed in a number of cases which has given rise to some complications.

2. In order to prevent recurrence of such deviations, all Departments should henceforth strictly ensure, before sending any nomination to Government of India and/or permitting anybody under administrative control of the Department concerned to proceed out of India, that the said procedural instructions are complied with, and prior clearance of the Chief Minister is obtained through the Home (Personnel and A.R.) Department.

3. A serious view will be taken on any violation of the instructions on the subject.

R.N. Sengupta
Chief Secretary
Calcutta, the 31st October, 1987

No. 987(47)1()-PAR(Trg).

Copy forwarded to :-

for information and guidance.

A. K. Majumdar
Secretary to the Govt. of West Bengal

**Ministry of External Affairs
(P.V. Division)**

No.VI/401/40/83

New Delhi, the 14th June, 1985

OFFICE MEMORANDUM

Subject : Issue of 'No Objection Certificate' for grant of passport facilities to Central/State Govts. officials and employees of statutory bodies and public sector undertakings.

The undersigned is directed to say that of late this Ministry have been receiving numerous references from various Government Ministries / Departments regarding grant of "No Objection Certificate" to their employees who want to apply for passport facilities. It would be pertinent to point out here that according to pass port Application Form for ordinary passport prescribed under the Passport Act. 1967 and the Passport Rules, 1980, a Central / State Government employee or an employee of a statutory body or of a public sector undertaking is required to produce "No Objection Certificate" in original from his Department.

2. The following guidelines are prescribed for the guidance of the Departments before the issue of "No Objection Certificate" to their employees. The concerned Ministry / Department should before issuing a "No Objection Certificate" verify :-

- (i) Whether any disciplinary proceeding are pending or contemplated against the individual;
- (ii) Whether any vigilance case is pending or contemplated against him;
- (iii) Whether there are grounds to believe that the applicant could figure adversely on the Security records of the Government.

In case an employee does not attract any of the above grounds, an "N.O.C." may be invariably issued in his favour.

3. An Officer not below the rank of Under Secretary to the Government or equivalent should be authorized to sign the "No Objection Certificate" and decision for the grant of "No Objection Certificate" should be taken at the level of an officer not below the rank of Director / Joint Secretary to the Government or equivalent or Head of Office if he is of lower rank than a Director in the Central Government.

4. All Ministries / Departments, etc., are requested to follow the above guidelines while issue "No Objection Certificate" to their employees.

A. S. Arya
Under Secretary to the
Government of India.

A State Governments and Union Territories.

A. S. Arya
U.S. (PV)

APPLICATION FOR NO OBJECTION CERTIFICATE FOR PASSPORT FOR VISITING FOREIGN COUNTRIES ON PRIVATE CAPACITY

1.	Name in full (in block letter with designation)	:	
2.	Name of Office (Presently attached to)	:	
3.	Father's/Husband's name	:	
4.	Present address	:	
5.	Permanent Address	:	
6.	Passport particulars (if already in possession of)	:	
7.	Name of countries/places to be visited with duration of stay	:	
8.	Purpose of visit and address	:	

9.	Name and address of relative(s) to be visited/who will support during stay at foreign country.	:	
10.	(a)Whether the visit will be undertaken at my own accord and at my risk.	:	
	(b)Whether no expenditure devolves in Central or State Government	:	
	(c)Whether my visit will not involve acceptance of foreign hospitality. If so whether prior clearance from the foreign hospitality angle has been obtained from the Ministry of Home Affairs (F.C.R.A. Section).	:	
	(d)Whether prior clearance from the foreign exchange angle has been obtained in appropriate cases from the Department of Economic Affairs, Ministry of Finance (Applicable in cases of Group – A Officer).	:	
	(e)He would return to his duty in India immediately on expiry of the leave to be sanctioned by the appropriate authority.	:	
	(f)Whether he would not accept any foreign assignment abroad for the purpose of earning money or undergo any kind of foreign training/fellowship programme which is abroad without prior permission of the Government.	:	

Place :
Date :

Signature of the applicant

Head of office will certify

12.	(a) Whether no vigilance enquiry/disciplinary proceeding is either pending or contemplated against the applicant.	:	
	(b) Whether the applicant has got any liability	:	
	(c) Whether there are grounds to believe that the applicant could figure adversely on the security record of the Government.	:	
	(d) Whether the office work will not suffer and whether leave substitute not to be arranged during leave.	:	

Signature of Head of Office
with designation

●

Government of West Bengal
Office of the Board of Revenue, West Bengal
Establishment Branch

Memo. No.2812(20)-Estt.
127/90

Dated, Calcutta, the 5th April, 1990

To
The Director of Land Records and Surveys, West Bengal,
35, Gopalnagar Road, Alipore,
Calcutta-700027.

Subject : Procedure to be followed for granting permission to visit foreign countries including Bangladesh only on private capacity.

The undersigned is directed to send herewith a copy of the letter No.285-PAR(Trg), dated 03.03.90 alongwith its enclosures on the above noted subject from Home (P&AR) Department of this Government for his information and necessary action.

Sd/- Illegible
Assistant Secretary
Board of Revenue, West Bengal

Memo No.376/7430-66/B-II/90,

Dated, Alipur the 24th July, 1990

Copy alongwith its enclosures forwarded to :-

1. The District Land & Land Reforms Officer,
2. Shri
3. O.S./H.A.(I-V)/H.C.
4. The Principal, West Bengal Survey Institute, Bandel,
for information and necessary action.

M.K. Sarkar
for Director of Land Records and Surveys,
and Jt. Land Reforms Commissioner, West Bengal.

————— ● —————
Government of West Bengal
Excise Directorate, West Bengal
P-15, India Exchange Place Extension
Calcutta - 700073.

No.871(26)-E.

Dated : 12.07.1991

From : The Excise Commissioner,
West Bengal.

To: The Collector of Excise, Calcutta.
The Deputy Commissioner of Excise, _____
The Special Superintendent of Excise, _____
The Superintendent of Excise, _____

Sub : Chief Secretary's circular regarding transfer of Government Staff during the middle of the year.

An extract of Chief Secretary's order forwarded to this Directorate under Excise Department Memo No.435-Ex., dated 10.07.1991 is sent herewith for information and necessary action.

Samar Ghosh
Excise Commissioner
West Bengal

Extract of Chief Secretary's order communicated Vide Memo No.435-Ex., dt. 10.07.1991

It has been reported that some departments have undertaken normal transfer of different categories of staff. Such transfers could not be considered or given effect to because of the Elections. Representations have been made that such transfers during the middle of the year will affect the education of the children of the Government Staff. The Chief Minister desires that the entire question should be seriously examined and a general view taken in respect of the different departments of the Government.

You are accordingly requested -

- a) not to give effect to any transfer immediately.

* * *

N. Krishnamurthi
28.06.1991

Government of West Bengal
Office of the Director of Land Records & Surveys &
Joint Land Reforms Commissioner, West Bengal.

Memo No.108/1577-93/E/89

Dated, Alipore, the 31st July, 1992
10th August, 1992

From : Shri P.K. Agrawal, I.A.S.,
Director of Land Records & Surveys &
Joint Land Reforms Commissioner, West Bengal.

To : Shri/Shrimati
Collector,

Subject : Placement of vehicles purchased under E.A./L.R. Schemes with the District
Land & Land Reforms Officer.

In view of the circular issued by the Finance Department to adopt economy measures adopted at all levels, no. of hired vehicle has to be reduced. The Directorate does not have adequate no. of Govt. vehicles to cater to the requirements of the District Land & Land Reforms Officers and Sub-Divisional Land & Land Reforms Officers. With the introduction of the Integrated Set-up of Land Reforms Administration both the Settlement and Managements Wings have merged and District Land & Land Reforms Officers in the districts have been asked by the Govt. to take care of all the Govt. properties previously under the disposal of Settlement Officers and A.D.M. (L.R.)s.

2. It is being noticed with grave concern that even after more than two years of coming up of the Integrated Set-up, vehicles of the L.R. Set up lying with the disposal of A.D.M. (L.R.)s have not been placed with the District Land & Land Reforms Officers. Due to acute shortage of vehicles in the districts, land reforms works in the State are suffering badly. When purchase of new vehicles is not possible and there is strict restriction in regard to hiring of vehicles it has become imperative to explore our own measures for public interest.

3. In the light of what have been stated, there should be no more delay in placing of the vehicles purchased under E.A./L.R. Schemes with the District Land & Land Reforms Officers. He is, therefore, requested to place the vehicle immediately to the District Land & Land Reforms Officer.

With best wishes,

P. K. Agrawal
Director of Land Records & Surveys &
Joint Land Reforms Commissioner, W. Bengal.

Memo. No.108/1594-1612/E/89

Dated, Alipore, the 31 July, 1992
10th August, 1992

Copy forwarded for information and for favour of taking necessary action to :-

1. The Secretary, Board of Revenue, West Bengal. This has a reference to Board's no. 8558-S&S
96/91
dt. 24.12.91 and this Dte's no. 108/136/E/89 dt. 12.2.92.
1.1.92
2. The District Land & Land Reforms Officer, 24-Parganas (South)/24-Parganas (North) / Howrah / Hugli / Nadia / Tamruk / Medinipur / Purulia / Bardhaman / Bankura / Murshidabad / Birbhum / Malda / Dakshin Dinajpore / Uttar Dinajpore / Jalpaiguri / Kochbehar / Darjeeling.

S. Chakraborty
for Director of Land Records & Surveys &
Joint Land Reforms Commissioner, West Bengal.

Government of West Bengal
Office of the Director of Land Records & Surveys and
Joint Land Reforms Commissioner, West Bengal
35, Gopalnagar Road, Alipore, Calcutta-700027.

Order No. 91/1423/E/93

Dated, Alipore, the 28th July, 1993

C I R C U L A R

Sub : Use of different Govt. forms.

It has been observed during inspection that different Govt. forms as supplied from this end or printed locally are being misused. Lot of money is being spent for printing such forms inspite of acute financial hardship of the Government. It is expected that every office is maintaining Stock Register of forms. Use of such forms be specifically mentioned in that Register.

Under no circumstances any piece of form should be allowed to be misused. Before sending any requisition for forms an Utilisation Certificate regarding use of forms requires to be sent to this Directorate.

Indent for forms should be submitted well ahead so that arrangement for printing could be made. The indent should reflect the actual demand. At the Directorate level requirement of various forms is assured on the basis of the monthly Progress Report. This at the district level use of forms should be regulated strictly on performance. The Officer-in-Charge of Store in the district office should closely scrutinize the indents received from the Sub-Divisional offices and should ensure that no exaggerated requirement is sent to the Directorate.

P.K. Agrawal
Director of Land Records & Surveys and
Jt. Land Reforms Commissioner West Bengal.

Memo No.91/1424-42/E/93

Dated, Alipore, the 28th July, 1993

To

- 1) The District Land & Land Reforms Officer,
- 2) Officer-on-Special Duty, A.R.T.I
- 3) Principal, West Bengal Survey Institute, Bandel
- for information and necessary action.

S. Chakraborty
for Director of Land Records & Surveys and
Jt. Land Reforms Commissioner West Bengal.

●
Government of West Bengal
Office of the Director of Land Records & Surveys
West Bengal

No. 240/525-26/BI/92

Dated Calcutta, the 7.2.1994

From : Director of Land Records & Surveys, West Bengal
& Joint Land Reforms Commissioner, West Bengal

- To :
- 1) The Director of Public Instruction, W.B.
 - 2) The Secretary, West Bengal Board of Secondary Education,
77/2, Park Street, Calcutta.

Sub : Whether Madhyama Pariksha Marksheets issued by Bihar Sanskrit Siksha Board, Patna can be treated as equivalent to Madhyamik Examination Pass Certificate issued by the West Bengal Board of Secondary Education for the purpose of employment under Govt. of West Bengal.

He is requested kindly to let this Directorate know whether Madhyama Pariksha Pass Marksheet issued by the Bihar Sanskrit Siksha Board, Patna can be treated as equivalent to Madhyamik Pariksha Certificate issued by the West Bengal Board of Secondary Education for the purpose of the Employment and other service benefits under this Govt. and whether the Bihar Sanskrit Siksha Board is a registered Board. Xerox copies of concerned marksheet and Admit Card are enclosed herewith.

An early reply in this regard is solicited.

S. Khaddar
for Director of Land Records & Surveys and
Jt. Land Reforms Commissioner West Bengal

Memo No.240/527/BI/92

Dated, Alipore, the 7.2.94

Copy forwarded to :

The Sub-Divisional Land & Land Reforms Officer, Howrah for information with reference to his office Memo No. E-16/137/94 dt. 12.1.94.

S. Khaddar
for Director of Land Records & Surveys and
Jt. Land Reforms Commissioner West Bengal

West Bengal Council of Higher Secondary Education
Bikash Bhawan
North & East Block (2nd Floor) Salt Lake, Calcutta-700091.

No.132/D.S(A)S.D/94

Date : 05.07.1994

From : The Deputy Secretary (Academic)
W.B. Council of H.S. Education.

To : The Sub Divisional Land and Land Reforms Officer, Howrah(s)
Office of the Sub-Divl. Land and Land Reforms Officer
3, Kartick Dutta Road (Circuit House Complex)
Howrah - 711101.

Sub : The question of Equivalence of 'Madhyama' Examination

Ref : Your memo No.E-16/1166/94 dt. 27.04.94.

Sir,

I am directed to inform you that the Madhyama Examination conducted by the Bihar Sanskrita Siksha Board, Patna, is deemed conditionally equivalent to the Madhyamik Pariksha conducted by the W.B. Board of Secondary Education, for only those candidates who have passed the Madhyama Examination with English and are considered eligible to seek admission to the H.S. Course under the Council with non-laboratory-based subjects only.

It appears from the photocopies of the marksheets of Sri Raj Kumar Ghosh and Sri Swapan Nath, which you have enclosed with your letter under reference, that they have passed the Madhyama Examination with English. Therefore, the Examination these two persons have passed may be considered equivalent to the Madhyamik Pariksha conducted by the W.B. Board of Secondary Education in consideration of the eligibility of such Madhyama passed candidates to apply for admission to the H.S. course with non-lab-based subjects on fulfilment of stipulated norms.

Thanking you,

Yours faithfully,
R.K. Sarkar
Dy. Secretary (Academic)

Government of West Bengal
Office of the Director of Land Records & Surveys
and Joint Land Reforms Commissioner, West Bengal
35, Gopalnagar Road, Alipore, Calcutta-700027.

Memo No.243/3903-20/B-I/92

Dated, Alipore, the 1st August, 1994

From : Shri P. Bandyopadhyay, I.A.S.,
Director of Land Records & Surveys &
Joint Land Reforms Commissioner, West Bengal.

To : The District Land & Land Reforms Officer,
Sub : Correction/alteration of date of birth.

His attention is invited to this Directorate Memo No.243/6522-39/B-I/92 dated 30.10.92 (Copy enclosed) laying down certain guidelines as detailed below, on the above subject :-

- i) Verification of date of birth accorded in the Service Book on the basis of the acceptable documentary evidences and noting of the verified date of birth both in figures and in words – in the Services Book under proper attestation;
- ii) Obtaining declaration as to the date of birth in Form – I or in Form – II as specified in Rule 9(1) of the W.B.S.R., Pt-I and pasting of the same in the Service Book with the Orders of the appointing authority (viz., the Director of Land Records & Surveys, West Bengal, District Land & Land Reforms Officers and Secretary, Board of Revenue, West Bengal as the case may be.)
- iii) Restoration of the altered date of birth to its original position where such alteration has been made without obtaining approval of the Government;
- iv) Non-acceptance of the claims for alteration of date of birth on the basis of the School Final Certificate procured by the respective Govt. employee as an external candidate after entry into Govt. service and also on the basis of the affidavit or horoscope produced by the employee concerned.

2. It was impressed upon all the District Land & Land Reforms Officers to complete process of verification of date of birth of the Govt. employees concerned according to the above noted guideline by the 30th November, 1992 (vide copy of Dte's order enclosed). But this Directorate is not in the know if the aforesaid process has since been finalized according to the specified guidelines.

3. He is, therefore, requested to let this Directorate know the latest development in the matter by the 16th August, 1994 positively.

P. Bandyopadhyay
Director of Land Records and Surveys,
and Joint Land Reforms Commissioner, West Bengal.

Government of West Bengal
Office of the Director of Land Records and Surveys
and Joint Land Reforms Commissioner, West Bengal
35, Gopalnagar Road, Alipore, Calcutta-700027.

Memo No.243/6522-39/B-I/92

Dated, Alipore the 30th Oct, 1992

To
The District Land and Land Reforms Officer,

Sub : Correction of date of birth of a Govt. employee.

In terms of Rule 9 of the W.B.S.R.Pt.I date of birth of a Govt. employee as finally accepted by the appointing authority, shall be recorded in his service book both in figures and in words under proper attestation by the competent authority with reference to the acceptable documentary evidence like, Extract from Birth Register, Admission Register of an Educational Institution or School leaving certificate issued by the Head of an Educational Institution and School Final Certificate. Under the

said Rule, the power for alteration of the date of birth originally recorded in the service book of a Govt. employee, except the cases coming under the purview of note below rule 75(a) of the WBSR Pt.I, rests with the Finance Deptt. and not with the appointing authority.

2. It has come to the notice of this Dte. that alteration of date of birth originally recorded in the service book of many Govt. employees have been made by the appointing authority without obtaining the approval of the Finance Department. It has also come to the notice of this Dte. that dates of birth of Govt. employees as recorded in the service books, have not at all been verified with reference to the acceptable documentary evidences nor featured in words. These are the serious defects in the system of maintenance of service books. With a view to removing such defects, he is requested to please take recourse to the following steps :-

- a) to cause verification of the date of birth recorded in the service book on the basis of the acceptable documentary evidences produced by the employees concerned. For this purpose, declaration in Form I or Form II as specified in rule 9(I) of the WBSR Pt. I, may invariably be obtained from all concerned and orders thereon passed by him in cases where he is the appointing authority.
- b) the date of birth so verified and accepted, must be written at page 3 of the service book both in figures and in words, under proper attestation. The declaration in Form I or in Form II as the case may be, with the orders passed by him thereon must be pasted in the service book.
- c) where the date of birth of a Govt. employee has already been altered without the approval of the Finance Department, such altered date of birth should be treated as void. Accordingly, the date of birth as was originally recorded in the service book, must be treated to have been restored. Consequently, the Govt. employee concerned should be released on superannuation on the basis of the date of birth originally recorded in the service book. The Govt. employee concerned in cases of whom such change was effected without authority should be kept informed of the fact of the restoration of the date of birth to its original position with due as in the enclosed form (Annexure-A).
- d) the claim for alteration in the date of birth on the basis of the School Final Certificate procured by the Govt. employee as an external candidate, long years after entry into Govt. service must not be entertained under any circumstances as the date of birth recorded in the School Final Certificate in such cases is based on the affidavit sworn in a Court of Law mentioning therein the date of birth convenient to and suitable for the purpose. Similarly, no claim for alteration of the date of birth can be entertained on the basis of the affidavit or horoscope.
- e) the proposal for alteration of the date of birth, if any, should be sent to this Dte. along with the Service Book and the relevant documentary evidence produced by the Govt. employee concerned.
- f) the lists of employees retiring on each calander month should be prepared in advance on the basis of office records by D.L. & L.R.O., and should be communicated to the Controlling Officer for discharging the incumbent from service, in time. Responsibility should be fixed for lapse in this regard strictly.

3. He is requested to please take an all-out efforts immediately to complete the aforesaid task by the 30th November, 1992 positively. Details of the employees whose dates of birth were altered without the approval of the Finance Department and whose dates of birth have been restored to their original position may be sent to this Directorate, in the enclosed proforma (Annexure-B) by the 15th December, 1992 positively.

4. The Sub-Divisional Land and Land Reforms Officers are being informed of the decision direct.

5. This may please be treated as extremely urgent.

P.K. Agrawal
Director of Land Records & Surveys and
Joint and Reforms Commissioner,
West Bengal

Government of West Bengal
Office of the District Land & Land Reforms Officer

To

Sri

Whereas it appears from the original entry dated in the service book of that his date of birth was recorded as

And whereas it appears that the said date of birth originally entered in the Service Book was corrected on recording his date of birth as on the basis of produced by him.

The said entry which was done without the approval of the Government in the Finance Department on altering his date of birth is an illegal act within the meaning of Rule 9 of W.B.S.R. Pt-I and is without any force.

The said altered date of birth viz., is, therefore, not acceptable. And as such the date of birth viz., as was originally recorded in the service book stands.

He was, therefore, supposed to be ceased to be in Government since when he was deemed to have retired from Government service.

Accordingly, he is given an opportunity for hearing on.....

If he has anything to represent before me or to produce any document, he is directed to appear before me personally on at a.m./p.m.

District Land and Land
Reforms Officer,

●

Government of West Bengal
Land and Land Reforms Department
Land Reforms Branch
Writers' Buildings, Calcutta-700001.

No.991(6)-L.Ref./6M-59/94.

Calcutta, the 26th July, 1994

To

The Director of Land Records & Surveys, West Bengal,
35, Gopalnagar Road,
Calcutta-700027.

The undersigned is directed to forward herewith a copy of the Memo No.1546-PA dated 28.6.94 of the department of Parliamentary Affairs, Govt. of West Bengal alongwith the copies of No.11013/2/92-Estt(A) dated 27.5.93, No.11013/2/92-Estt. (A) dated 21.12.92 from the Ministry of Personnel, P & G & Pension (Deptt. of Personnel & Training) Govt. of India and No.25/19/64-Estt(A) dated 8.11.74 from the Cabinet Sectt./Mantrimandal Sachivalaya, Deptt. of Personnel & Administrative Reforms, Govt. of India, New Delhi for information and necessary action.

Sd/- Illegible
Officer on Special Duty & Ex-Officio
Deputy Secretary

Memo. No.6/5041-5078/BI/94.

Dated, Alipur, the 21st September, 1994

Copy forwarded to the :-

1. District Land & Land Reforms Officer, for information and guidance.

2-5) ***

S.C. Bera
for Director of Land Records & Surveys
and Jt. L.R.C., West Bengal

**Government of West Bengal
Department of Parliamentary Affairs
Writers' Buildings, Calcutta-700001**

No.1546-PA.

Dated : 28th June, 1994

MEMORANDUM

The XIth All India Whips' Conference held at Bangalore from 17th to 19th Jan. 94 made recommendations that the instructions regarding official dealings between the Administration and Members of Parliament and the State Legislatures issued by the Central Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Trainings) may be reiterated to all the departments of the Government and the said instructions may also be made available to the members of Parliament and State Legislatures.

In view of this the official memoranda issued from time to time by the Ministry of Personnel, P.G. & Pension (Department of Personnel & Training, Govt. of India) is being reproduced below and circulated for favour of information and necessary action.

Manish Gupta
Secretary to the Government of West Bengal.

**Government of India
Ministry of Personnel, P.G. & Pension
(Department of Personnel & Training)**

No.11013/2/92-Estt.(A)

New Delhi, the 27th May, 1993

OFFICE MEMORANDUM

Subject : Official dealings between the Administration and Members of Parliament and State Legislatures – Observance of proper procedure — Instructions reg.

The undersigned is directed to refer to this Department OM of even number dated 21.12.1992 on the subject mentioned above and to say that for facility of a clear understanding a summary of points contained in the said guidelines is given below.

- (i) Courtesy and consideration should be shown to Members of Parliament and State Legislature, while considering carefully what they have to say Government Servants should act according to their own best judgement strictly adhering to the Rules.
- (ii) Officers must provided help to the extent possible to the Members of Parliament and State Legislatures in the discharge of their important functions under the Constitution. If unable to accede to the request of a Member, reasons to be courteously explained.
- (iii) Any deviation from an appointment made with a Member must be promptly explained to him to avoid any possible inconvenience. Fresh appointment should be fixed in consultation with him.
- (iv) An officer should be meticulously correct and courteous and rise to receive and see off a Member visiting him.
- (v) Members of Parliament/State Legislatures of the area to be invariably invited to a public function organized by a Govt. Office. Proper and comfortable seating arrangements at public functions to be made for M.Ps who appear above officers of the rank of Secretaries to Government of India in Warrant of Precedence.
- (vi) Letters from M.Ps and Members of State Legislature must be promptly acknowledged and a reply sent at an appropriate level expeditiously. Relevant provisions in the Manual of office Procedure should be observed.
- (vii) Information of statistics relating to matters of local importance must be furnished to M.Ps and M.L.As. when asked for. If request is to be refused, instructions from higher authority should be taken.

- (viii) A Government Servant should not approach M.Ps/M.L.As for sponsoring his individual case; and
- (ix) References from Committees of Parliament must be attended to promptly. A Senior Officer at the level of D.S. or equivalent should be charged with the responsibility for ensuring this.

Ministries/Departments are again requested to ensure that these instructions are followed by all concerned in letter and spirit.

V. Natarajan
Deputy Secretary to the Govt. of India.

To
All Ministries/Departments of Govt. of India.

Copy to :-

1. C. & A.C.
2. U.P.S.C.
3. Chief Secretaries of all State Governments/U.T. Admns.
4. Lok Sabha Secretariat/Rajya Sabha Secretariat.

Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel and Training)

No.11013/2/92-Estt.

New Delhi, the 21.12.1992

Subject : Official dealings between the Administration and Members of Parliament and State Legislatures – Observance of proper procedure – instructions reg.

The undersigned is directed to refer to Department of Personnel & A.R.O.M. No. 25/19/64-Estts.(A), dated 8th November, 1974 (Copy enclosed) wherein broad guidelines were laid down to Government Official dealings between the Administration and the Members of Parliament and State Legislatures. These guidelines were re-circulated on 23.06.1988 and again on 23.04.1991 with the request to bring these instructions to the notice of all concerned for strict compliance.

2. It has been noted that of late there have been cases where due and proper courtesy was not shown to MPs/MLAs, thereby inviting adverse comments. There is, therefore, need for ensuring that proper courtesy is always shown to the members of Parliament / State Legislatures. Therefore, it is once again reiterated that Ministries / Departments should ensure that the guidelines contained in the O.M. dated 8th November, 1974, are observed strictly at all levels.

3. It has further been noted that references from Committees of Parliament were not being attended to promptly. It has, therefore, been decided that all such references should be attended to promptly and should not be passed on routinely down the line. Ministries / Departments should immediately identify a senior officer at the level of Joint Secretary or equivalent who should be charged with the responsibility of ensuring that the references are attended to promptly.

4. As regards treatment of letters received from Members of Parliament / State Legislatures, attention is invited to the following para contained in the instruction issued by the Government of India in 1974 (referred to in para 1 above).

“7. Letters received from Members of Parliament and of State Legislatures should be acknowledged promptly. All such letters should receive careful consideration and should be responded to at an appropriate level and expeditiously. The Officers should furnish to members of Parliament and of State Legislatures when asked for, such information or statistics relating to matters of local importance as are readily available and are not confidential. In doubtful cases instructions should be taken from a higher authority before refusing request.”

5. It has also been decided that Ministries/Departments should issue instructions to ensure that in a public function organized by any of its offices in any part of the country, the members of Parliament/States Legislatures of the area are invariably invited and entry passes wherever necessary, are sent to them in advance to avoid any inconvenience to them in this regard.

6. Ministries/Departments may also ensure that while addressing communications to the Members of Parliament, proper protocol conforming to their position in the Warrant of Precedence (copy

enclosed) should be observed. In all official correspondence, where the name of an MP is to appear alongwith others, the name should be listed according to the position assigned to the MPs in the Warrant of Precedence. Care should also be taken to address each of them as member of Rajya Sabha. If it is desired to be more specific about the House to which they belong they may be addressed as Member of Parliament or MP (Lok Sabha)/Rajya Sabha).

7. With a view to ensuring that those instructions are scrupulously followed by all concerned, it is necessary that these instructions are made available to all the Offices preferably in local languages.

8. It may please be ensured that these instructions are followed by all concerned in letter and spirit. It may also be emphasized on all concerned that a serious note will be taken of any violation of these instructions.

Sanjay Patra
Deputy Secretary to the Govt. of India

To

- i) All Ministries/Departments of Govt. of India with usual number of spare copies.
- ii) C & A.G. of India.
- iii) UPSD/SSC/LOSNA/ISTM/CVC/CBI
- iv) Chief Secretaries of all States & UTs. It is requested that these instructions are brought to the notice of all concerned particularly the Police Officers and Officials at the lower level, alongwith a copy translated in the local language.
- v) Loksabha Secretariate / Rajya Sabha Secretariat.

**Government of India/Bharat Sarkar
Cabinet Secretariat/Mantrimandal Sachivalaya
Department of Personnel & Administrative Reforms
(Karmi Aur Prashasanik Sudhar Vivhag)
New Delhi - 110001.**

No.25/19/64-Estt(A)

The 8th November, 74.

OFFICE MEMORANDUM

Subject : Official dealings between the Administration and Members of Parliament and State Legislatures-Observance of proper procedure - instructions reg.

The undersigned is directed to state that Members of Parliament and State Legislatures occupy in our democratic set-up a very important place as accredited representatives of the people. They have important functions to perform under the Constitution and they may occasionally find it necessary to seek information from the Ministries/Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with officers in connection with their parliamentary and allied public duties. In this connection, certain well-recognised principles and conventions to govern the relations between Members of Parliament and of State Legislatures and Government Servants have already been established. These principles and conventions were communicated in Ministry of Home Affairs (Now Department of Personnel and Administrative Reforms) Office Memorandum No.25/29/56-Estt(A) dated the 28th August, 1957 and Office Memorandum No.25/9/68-Estt(A) dated the 27th March, 1968 (copies endorsed as Annexure - I and II respectively). However, on a review of the position it has been considered necessary to reiterate, and to spell out in some detail the principles and practices that should govern the relations between Members of Parliament and of State Legislatures and Government Servants. The instructions in this regard are contained in the subsequent paragraphs. The Ministry of Finance etc. are requested to bring the contents of this Office Memorandum to the Notice of all concerned for guidance and strict compliance.

2. The two basic principles to be borne in mind are (i) that Government Servants should show courtesy and consideration to Members of Parliament and of State Legislatures and (ii) that while they should consider carefully or listen patiently to what the Members of Parliament and of State Legislatures may have to say, they should always act according to their own best judgement.

3. It should be the endeavour of every Officer to help the Members of Parliament and of State Legislatures to the extent possible in the discharge of their important functions under Constitution. In

cases, however, where an officer is unable to accede to the request or suggestion of a Member, the reasons for his inability to do so should be courteously explained to the member.

4. It is realized that many officers have very heavy public duties and responsibilities and if they are to function effectively they should be permitted to plan out their day's work with some care and adhere to the plan. An officer should feel free to set apart some hour when he can refuse to meet visitor without being considered guilty of discourtesy lack of consideration and the like. He should however, set apart some time every day when anybody can see him and, within these hours and also during other office hours in which he is to meet visitors he must give priority to Members of Parliament and of State Legislatures except when a visitor has come by previous appointment and a Member of Parliament or of a State Legislatures has come without an appointment.

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Government of West Bengal
Scheduled Castes & Tribes Welfare Department
Writers' Buildings

No.40(71)-TW/EC/M-6/82(I).

Calcutta, the 12th January, 1995

From : Dr. U.K. Ray
Secretary to the Govt. of West Bengal.

To : 1. The District Magistrate,

2. The Sub-Divisional Officer,

Sub : Inclusion of Additional Sub-Divisional Officer as also competent authority to issue Backward Classes' Certificate.

In continuation of this Deptt.'s letter No.374(71)-TW/EC/103/94, dated 27th July, 1994, the undersigned is to say that for the purpose of issuing certificates to the Backward Classes in the prescribed proforma, "the Sub-Divisional Officer of the Sub-Division Concerned" includes the Additional Sub-Divisional Officer/Sub-Divisional Officers who will also be the competent authority to issue Backward Classes certificates to the bonafide petitioners.

U.K. Roy
Secretary to the
Govt. of West Bengal

No.40(71)/1(414)-TW/EC

Copy forwarded for information and necessary action to :-

1. The Dist. Land & Land Reforms Officer,
2. The Block Development Officer,

3. The District Inspector of Schools (S.E.)

4. The District Inspector of Schools (Pry.)

5. The Director, S.C.&T.W. Directorate, West Bengal.

Sd/- Illegible
Joint Commissioner for Reservation
& Ex-Officio Joint Secretary

●

**Government of West Bengal
Home (PAR) Department**

No.1065-PAR(WBCS)/ID-4/95

Calcutta, the 18th April, 1995

CIRCULAR

The undersigned is directed to state that on occasions of transfer of charges i.e. taking over and making over of charges due to transfer of an officer proceeding on and returning from leave, and retirement on superannuation or otherwise etc. involving taking over or making over charges on regular temporary or additional basis a form has been prescribed and circulated under Finance Deptt. Memo. No. 5315-F dt. 6.7.85 and also incorporated in Hand Book for use by DDO published by the Directorate of Treasuries and Accounts, Finance Deptt. In the notes below the said prescribed form of transfer of charges under rule 61 of WBFR, Vol-I it has been specifically advised to state in brief on the margin of the form the occasions of transfer of charge, quoting the Govt. order no. with date and the authority issuing the said order. It has also been advised to write the full name and the service designation of the relieved and relieving officer in Capital letters but in most of the cases, it appears, the WBCS (Exe.) Officers only put their initials without writing their full names and service designations and also do not mention the occasion of their transfer of charge. As a result it becomes very difficult to identify the persons and to take further follow up actions on these charge reports.

In view of the circumstances explained it is requested that all the WBCS (Exe.) Officers be directed to follow the instructions as contained in the foregoing paragraph at the time of their transfer of charges so that the difficulties faced can be avoided and proper and appropriate action can be taken on the certificates of said transfer of charges.

Attention of all officers under him including those in the Directorates/Autonomous Bodies etc. under him may also be drawn to this Circular.

K.M. Mondal
Secretary to the
Government of West Bengal

— ● —
The Calcutta Gazette
Extraordinary
Published by Authority

JYAISTHA 22]

WEDNESDAY, JUNE 12, 1996

[SAKA 1918

**Government of West Bengal
Land & Land Reforms Department
L.R. Branch**

NOTIFICATION

No.568-L.R.

Dated : 11th June, 1996

In exercise of the power conferred under Sub-section (2) of Section 1 of The West Bengal Board of Revenue (Repealing) Act, 1995 (West Bengal Act XXIII of 1995) (hereinafter referred to as the said Act), the Governor is pleased hereby to appoint 17th June, 1996 as the date on and from which the said Act shall come into force.

By Order of the Governor
S.N. Roychowdhury
Jt. Secy. to the Govt. of West Bengal.

— ● —
**Government of West Bengal
Home (P&A.R) Department**

From : Shri R.N. Das
Deputy Secy. to the Govt. of West Bengal.

To : The Pay & Accounts Officer,
Calcutta Pay & Accounts Office

No.2374-PAR(IAS)

Dated, Calcutta, the 17th June, 1996

Sub : Redesignation of the four posts of the Board of Revenue, West Bengal included in the cadre schedule of the State IAS Cadre of West Bengal.

Sir,

I am directed to state that the West Bengal Board of Revenue (Repealing) Act, 1995, will be coming into force with effect from the 17th June, 1996, and with effect from the said date, the Board of Revenue will

stand merged with the Land & Land Reforms Department, Accordingly the Governor is now pleased to re-designate the existing four posts of the Board of Revenue included in the Cadre schedule of the State IAS cadre of West Bengal with effect from 17th June, 1996, as stated hereinunder:-

- i) the cadre post of "Member, Board of Revenue" would be re-designated as cadre post of "Commissioner General, Land Reforms" in the fixed pay level of IAS of Rs.8,000/-;
 - ii) the cadre post of "Additional Member, Board of Revenue" would be redesignated as the cadre Post of "Land Reforms Commissioner" with the supertime pay scale of IAS of Rs.5900-200-6700/-;
 - iii) the two cadre posts of "Secretary, Board of Revenue" and "Special Secretary, Board of Revenue" would be redesignated as two cadre posts of "Joint Secretary to the State Govt." with pay in the senior time scale/Junior Administrative Grade/Selection Grade of IAS.
2. This issues in anticipation of formal amendment in the IAS Cadre Schedule and pay schedule of this State Cadre by the Govt. of India in due course.
 3. This issues with concurrence of the Finance Department vide their U.O. No.1/639 dated 17.6.96.
 4. All concerned are requested to take necessary actions accordingly.

Yours faithfully,
R.N. Das

Deputy Secy. to the Govt. of West Bengal.

Dated, Calcutta, the 17th June, 1996

No.2375()-PAR(IAS)

Copy forwarded for information and necessary action to :-

- 1-11) ***
- 12) D.L.L.R.O., ***/24 Parganas (S)/***
- 13-21) ***

Sd/-Illegible
Deputy Secy. to the Govt. of West Bengal.

●

Government of West Bengal
Office of the Director of Land Records and Surveys
and Joint and Reforms Commissioner, West Bengal
35, Gopal Nagar Road, Alipore, Calcutta-700027.

Memo No.376/391-408/B-II/95

Dated, Alipore, the 31st January, 1997

To
The District Land and Land Reforms Officer,

Subject : Submission of application seeking no objection certificate to secure International Passport for visiting Foreign Countries.

It is being observed for sometime past that the applications seeking 'No Objection Certificate' for grant of passport facilities for visiting foreign countries do not contain all the relevant particulars/information required in terms of Home (P. & A.R.) Department's No.285-P.A.R. (Trg.) dated 3.3.90. This causes inordinate delay in finalization of the process.

To avoid un-necessary correspondences and inordinate delay, it has been decided that from now on the Government Employees seeking permission for issue of no objection certificate to apply for International Passport/Indo-Bangladesh Passport/Visa for the purpose of their visiting foreign countries/Bangladesh, will submit their applications through proper channel, as in the enclosed format. The District Land and Land Reforms Officer concerned shall examine that the particulars furnished by the incumbent are in order and issue necessary certificate as specified at Col. 12 of the said format before forwarding such applications to this office for taking necessary action.

This may be circulated to all concerned.

P. Bandyopadhyay
Director of Land Records and Surveys
and Joint Land Reforms Commissioner,
West Bengal.

Encl : As stated.

APPLICATION FOR NO OBJECTION CERTIFICATE FOR PASSPORT FOR VISITING FOREIGN COUNTRIES ON PRIVATE CAPACITY

1.	Name in full (in block letter with designation)	:	
2.	Name of Office (Presently attached to)	:	
3.	Father's/Husband's name	:	
4.	Present address	:	
5.	Permanent Address	:	
6.	Passport particulars (if already in possession of)	:	
7.	Name of countries/places to be visited with duration of stay	:	
8.	Purpose of visit and address	:	
9.	Name and address of relative(s) to be visited/who will support during stay at foreign country.	:	
10.	(a) Whether the visit will be undertaken at my own accord and at my risk.	:	
	(b) Whether no expenditure devolves in Central or State Government	:	
	(c) Whether my visit will not involve acceptance of foreign hospitality. If so whether prior clearance from the foreign hospitality angle has been obtained from the Ministry of Home Affairs (F.C.R.A. Section).	:	
	(d) Whether prior clearance from the foreign exchange angle has been obtained in appropriate cases from the Department of Economic Affairs, Ministry of Finance (Applicable in cases of Group – A Officer).	:	
	(e) He would return to his duty in India immediately on expiry of the leave to be sanctioned by the appropriate authority.	:	
	(f) Whether he would not accept any foreign assignment abroad for the purpose of earning money or undergo any kind of foreign training/fellowship programme which is abroad without prior permission of the Government.	:	

Place : _____

Signature of the applicant

Date : _____

Head of office will certify

12.	a) Whether no vigilance enquiry/disciplinary proceeding is either pending or contemplated against the applicant.	:	
	b) Whether the applicant has got any liability	:	
	c) Whether there are grounds to believe that the applicant could figure adversely on the security record of the Government.	:	
	d) Whether the office work will not suffer and whether leave substitute not to be arranged during leave.	:	

Signature of Head of Office
with designation

**Government of West Bengal
Transport Department**

No.6961-W.T.

Dated Calcutta, the 28.5.97

Sub : Illegal Hiring of Motor Car

The undersigned is directed to say that several orders have been issued by the Transport Deptt. of this Govt. to restrain the Govt. Office, Semi Govt. Office and other organizations from using private cars on hire. Hiring of motor car, as defined under section 2 (26) of M.V. Act. 1988, is illegal and liable for prosecution under section 192 of M.V. Act. 1988. No relaxation for allowing a motor car not having contract carriage permit to operate as a hired vehicle is possible under prevailing rules, including operating on hire for offices. The question of regularization of such hiring does not therefore arise. In spite of repeated caution the practice of hiring of Private Cars is going on.

In view of the above it is once again requested that such illegal hiring of private cars should be stopped immediately. All subordinate offices/Depts/Organisations should be advised accordingly.

Sd/- Illegible
OSD&Ex. Office Dy. Secy.
to the Govt. of W.B.

**Government of West Bengal
Judicial Department**

No.RG-57(56)

Dated, Calcutta, the 14th January, 1999

From : Shri N. C. Sil, W.B.H.J.S.,
Joint Secretary.

To : Shri R. N. De, I.A.S.,
Pr. Secretary to the Govt. of West Bengal
Land & Land Reforms Department & L.R.C., Govt. of West Bengal.

Sub : Registration of marriages.

Sir,

You know that registration of marriages is done under different Marriage Acts such as Special Marriage Act, 54, Hindu Marriage Act, 55, Muslim Marriage & Divorce Act, 1876, Christian Marriage Act, 1872, Parsi Marriage Act, 1936. At present, advantage of this registration is taken of by only limited sections of the members of the society under compelling circumstances. You know the advantages and disadvantages of registrations of marriages. You have certainly come across cases where more than one wives/husbands have come forward for claiming the pension benefits of the deceased; so it would be convenient if you kindly advise the service cell under you dealing with pension etc. for insisting on production of marriage registration certificates in cases where the Govt. employee nominates his/her wife/husband and children for pension, gratuity etc. etc.

To start with if we can persuade at least Govt. employees / employees in Govt. undertaking to come out of with certificates of registration of marriages for nominating their wives/husbands/children, we will be going a long way ahead and the rest of the process may wait for sometime to come.

I hope you will kindly take the trouble of advising your service cell in this respect.

Yours faithfully,
N. C. Sil
Jt. Secy. to the Govt. of West Bengal.

No.1250(10)-Estt.

Dated Calcutta, the 1st March, 99

From Assistant Secretary to the Govt. of West Bengal, Land and Land Reforms Department, Establishment Branch, Writers' Buildings, Calcutta-1, to the Director of Land Records and Surveys, and Joint Land Reforms Commissioner, West Bengal.

The undersigned is directed to send herewith copies of the marginally noted Govt. orders for information & taking necessary action.

2. Judicial Department's letter No.RG-57(56), dated 14.1.1999 regarding registration of marriages.

Encl : as stated above.

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

No.11305-F.

Calcutta, the 17th December, 1999

MEMORANDUM

Every year representations are received from the Muslim employees of this Government for granting them concession for early departure from office during the month of Ramzan. The matter has been under active consideration of the Government for some time past.

After careful consideration of the matter and in supersession of all previous orders in this respect, the undersigned is directed by order of the Governor to say that the Governor has been pleased to order, in relaxation of para A(2) (c) of Memorandum no. 7345-F dated 27.07.99, that the Muslim employees of this State Government, who will be on Roja (i.e. fasting for Ramzan) may be permitted to leave office at 4 p.m. during the month of Ramzan.

The Head of Offices/Departments are to make necessary arrangements to ensure that the normal works and functions of the Offices/Departments are not hampered in the event of early departure of the concerned employees.

S. K. Ghosal
Deputy Secretary to the
Government of West Bengal
Finance Department

●
**Government of West Bengal
Office of the Director of Land Records & Surveys
and Joint Land Reforms Commissioner, West Bengal
35, Gopalnagar Road, Alipore, Calcutta-700027.**

Memo No.30/454-471/E/2000

Dated, Alipore, the 18th May, 2000

From : S. Suresh Kumar
Director of Land Records & Surveys
& Jt. Land Reforms Commissioner, W.B.

To : The District Land & Land Reforms Officer
Bankura/Barddhaman/Birbhum/Darjeeling
Haora/Hugli/Jalpaiguri/Kochbehar/Malda/
Medinipur/Tamluk/Murshidabad/Nadia/
Purulia/North 24 Parganas/South 24 Parganas/
Dakshin Dinjapur/Uttar Dinajpur.

Sub : Disposal of waste papers.

I find in my visits to the DL&LRO, SDL&LRO and BL&LRO offices that there are substantial quantities of old papers which need to be disposed off. Most of the papers relate to correspondence or registers which have been brought from the Management set up and have not been examined since then. Disposal of these papers is not being done due to which they are cluttering up the office and are making the office untidy. Not only that, in the clutter current files and papers are getting misplaced and are not traceable at times. All papers should be disposed off after sorting and classifying as per the list prescribing the period of preservation for correspondence and registers as given in the Bengal Record Manual 1942, extracts of which are given below :-

Correspondence :-

Sl.No.	Type	Period of Preservation
1.	Case Records relating or containing to : a)Govt. filed suits b)Long term settlement c)Resumption of Govt. lands d)Plaints and pleadings e)Maps f)Final judgement/decision/order inclusive of appeals, if any g)Gombined Title-page & fly-leaf	Class 'A' To be preserved permanently
2.	Case record in certificate cases involving recording of arrears of land revenue	Class 'A' To be kept for 25 years
3.	Others types of disposed off certificate cases	Class 'A' To be kept for 12 years after disposal
4.	Disposed off certificate cases involving sale of immovable property	Class 'A' To be kept for 12 years after disposal
5.	Survey volumes and Maps of all kinds prepared by Supdt. of Surveys or Revenue Surveyor	Class 'A' To be preserved permanently
6.	Case records relating to boundary disputes	Class 'A' To be preserved permanently
7.	Case Records relating to Long Term Settlement / Raiyati Settlement	Permanent
8.	Case Records in case of objections or applications for correction of record-of-rights	Class 'A' To be preserved permanently
9.	Case Records relating to vesting under WBEA Act, 1953 and WBLR Act 1955	Permanent
10.	Case Records of Summary settlements of sairati or other interests more than 6 yrs old	Class 'B' To be preserved for 12 years only
11.	Applications for long term settlement if they are successful	Class 'B' To be preserved for 12 years only
12.	All reports and returns sought by a superior office	Class 'B' To be preserved for 12 years only
13.	Any other correspondence outside those specified	Class 'C' To be preserved for 2 years only.
14.	Duplicate office copy of Contingent Bills	3 years
15.	Acquittance Rolls	35 years
16.	Duplicate copy of Salary Bills	12 years
17.	Duplicate copy of Pension Bills	3 years
18.	Duplicate copy of Medical Bills	3 years
19.	Duplicate copy of House Building Advance Bills	15 years
20.	Duplicate copy of the Vehicle Advance Bills	6 years
21.	Duplicate copy of any other Bills relating to any other loan	5 years
22.	Duplicate copy of Vehicle Advance Bills	6 years
23.	Duplicate of any other Bills relating to any other loan	5 years
24.	Copy of Challan of money paid into Treasury / Bank	3 years
25.	G.P.F. and all other kinds of recovery schedules	3 years
26.	Application for information/copy as per Records Manual or in Form No. (M), 54, Volume 11 of the Calcutta High Court.	1 years
27.	Used Duplicate Carbon Receipt Books	6 years and after performance of audit
28.	Used Rent Receipt Books	6 years and after performance of audit

Registers :

	Sl.No.	Type	Period of preservation
I	1	Attendance Register	6 years
	2	Earned Leave Register	Permanent
	3	Forward Diary/Work-cum-Tour Diary	1 year after a new one is opened
	4	Forward Diary of Bench Clerk	2 years after a new one is opened
	5	Register for Rent Receipt Books	6 years from the date of last entry in the book
	6	Guard Files (Survey & Settlement/ Management / General)	Permanent (individual orders can be weeded out if one is superceded by any G.O. or G.I.)
	7	General Provident Fund Register	Permanent
	8	General Cash Book	6 years and after performance of audit
	9	Court & Process Fee Register	6 years (it should have been inspected by audit)
	10	Dead Stock Register	3 years after a new one is opened
	11	Issue Register of letters	12 years
	12	Receipt Register of letters	Permanent
	13	General Register of Survey Records	Permanent
	14	Register of Duplicate carbon Receipts Books / Rent Receipt Books (Register-94)	6 years from the date of last entry (it should have been inspected by audit)
	15	Stationery Register	3 years after a new one is opened
	16	Inspection Book (Register-26)	6 years from the last date of use of a fresh Register
	17	Standing Order Book	12 years from the last date of use
	18	Casual Leave Register	3 years
	19	Subsidiary Cash Book	12 years
	20	Bill Register	12 years
	21	Bill Transit Register	12 years
	22	Contingent Expenditure Registers	5 years
	23	Service Postage Stamp Account Register	3 years
II	24	Record Room Register	Permanent
	25	Record Room Movement Register	6 years after receipt of all records
	26	Register for application for quarry permit	12 years after the date of last entry
	27	Big Raiyat Register or Control Register	Permanent
	28	WBEA Act Compensation General register	Permanent
	29	Bargadar Register	Permanent
	30	Pattadars Register	Permanent
	31	Register of Beneficiaries of the WB Acquisition of Homestead Land for Artisans, Agricultural Labourers etc., 1975	Permanent
	32	Register of boundary disputes & appeals	Permanent
	33	Certificate Register (Register 10 under PDR Act 1913)	6 years
	34	Register of village records	Permanent
	35	Register of applications for information	3 years
	36	Register of applications for copy	3 years
	37	General Register of Survey Records	Permanent
	38	Register for the Supply of Maps	12 years
	39	Register – I Jamabandi or Rent Roll	Permanent
	40	Register II – Tenants' ledger	12 years from the date of closing of the register
	41	Register III – Collection Register	6 years
	42	Register IV – Cash Book	6 years (should have been inspected by audit)

43	Register V – Treasury Pass Book	6 years (should have been inspected by audit)
44	Register VI – Miscellaneous Demand Register	9 years
45	Register VII – Miscellaneous Collection Register	9 years
46	Register VIII – Register of Unoccupied lands	Permanent
47	Register IX – Mutation Register	12 years
48	Register X – Leases & Settlement of Land	Permanent
49	Register XI – Abatement & Remission of Rent	6 years
50	Register XII – Proposals for Settlement	8 years
51	Register XIII – Petition Register	4 years
52	Register XIV – Petition Monitoring Register	3 years
53	Register of Civil Suits	Permanent
54	Register of Land used for public purposes, local bodies and other departments	Permanent
55	Register of Stock of Maps	12 years
56	Village Note	Permanent
57	Mouzawary Register for the issue of Records	6 years

The task of sorting papers should be entrusted to the officers and experienced staff who should be assisted by some labour for cleaning / dusting of the old papers and should be done on holidays. After sorting of papers the 'C' class papers and registers may be bounded for disposal to a waste paper contractor. Rates for the disposal have already been fixed by the Collector of the District for the District Record Room. Any waste paper contractor can lift the waste paper at the rates specified. You should ensure that the message reaches the SDL&LROs and BL&LROs also and should co-ordinate the entire work to ensure that it can be done quickly.

S. Suresh Kumar
Director of Land Records & Surveys &
Jt. Land Reforms Commissioner, W.B.

Memo No.30/472-473/E/2000

Dated, Alipore the 18th May, 2000

Copy forwarded to –

- 1) The Principal Secretary, Land & Land Reforms Department, W.B.
- 2) The Joint Secretary, Land & Land Reforms Department, W.B.

S. Suresh Kumar
Director of Land Records & Surveys
and Jt. Land Reforms Commissioner
West Bengal.

●

Government of West Bengal
Land and Land Reforms Department
Section –C(III), Branch-S&S

No. 4534-S&S.
LL/N/32/99

dated Calcutta, the 7.8.2000

ORDER

The undersigned is directed to say that the Governor has been pleased to accord permission for hiring of 75 nos. Vehicles (Seventy Five) only for a period upto 31.3.2001 to perform smooth running of the Land Reforms Works in the integrated set-up of Land Reforms Administration in the State of West Bengal for allocation of the same as stated below to the Directorate Offices (I.S.U.) under the Land and Land Reforms Department :-

- a) The Director of Land Records & Surveys and Joint Land Reforms Commissioner, West Bengal is entitled to hire 2 (two) Vehicles.

- b) The District Land & Land Reforms Officer of each district, out of 18 are entitled to hire upto 2(two) Vehicles provided there is no Govt. Vehicle at the District Hqr. It is further clarified that if there is one Govt. Vehicle in the District Head-quarters the D.L. & L.R.O. is entitled to hire only one vehicle and if there are two Govt. Vehicle, the D.L.& L.R.O. can hire none.
- c) In the case of the Sub-Divisional Land & Land Reforms Officers, each of them, having 5 Blocks or more under his jurisdiction & having no Govt. Vehicle under his control is entitled to hire 1(one) Vehicle for 22 days and each of the rest of the Sub-Divisional Land & Land Reforms Officers having no Govt. Vehicle is entitled to hire 1(One) Vehicle for 15 days a month.

The order issues with the concurrence of the State Finance (A) Department Vide their Group-DII/U.O. No.436 dt. 25.7.2000.

The expenditure on this account is debitable in the respective head of accounts subject to the availability of funds.

The offices of the A.G., West Bengal are being informed.

R.K. Biswas
Deputy Secretary to the
Government of West Bengal.

No.4534/1(40)-S&S

dated : 7.8.2000.

Copy forwarded for information and necessary action to :-

1. The Accountant General (A&E), W.B., Treasury Buildings, Cal-1.
2. The Accountant General (Audit-I), W.B., 4, Brabourne Rd., Cal-1.
3. The Accountant General (Audit-II), W.B., 18, Rabindra Sarani, Cal.
4. The Director of Land Records and Surveys & Joint Land Reforms Commissioner, West Bengal, 35, Gopal Nagar Road, Alipore, Calcutta-27, with reference to his memo No.5/555/E/98, Dt. 07.06.2000.
5. The District Land and Land Reforms Officer,
6. The Treasury Officer, _____

R.K. Biswas
Deputy Secretary to the
Government of West Bengal.

●
Government of West Bengal
Finance Department
Audit Branch
Writers' Buildings, Calcutta-700001.

No. 10391-F

Calcutta, the 13th December, 2000

MEMORANDUM

In reiteration of all earlier orders, for improving accountability and efficiency in the administration, the Governor is pleased to decide in supersession of all previous orders in this regard that the following instructions be strictly adhered to for ensuring punctuality in attendance and prompt disposal of work by the State Government staff/officers at all levels as well as staff/officers working in different statutory bodies including local self-government institutions, autonomous bodies and corporations/undertaking owned or substantially controlled by the State Government.

A. For Staff and Officers engaged in office duty as well as those working in Hospital :

- (1) Every staff/officer shall sign the relevant Attendance Register noting both the time of arrival and the time of departure.
- (2) (a) In all categories of establishments, the grace period for signing the Attendance Register in the morning shall be 15 minutes after, the scheduled time and staff/officers reporting for duty after this grace period shall be marked "late".

(b) Staff/Officers may be allowed to sign the Attendance Register and record attendance upto and within 45 minutes of the scheduled time of attendance in the morning. Anybody coming thereafter will be marked 'Absent' and will not be allowed to join duty on that day, unless he has been granted 'half-day' causal leave for the fast half of the day.

Examples : If the time for attendance in an office is 10.00 a.m. any staff/officer reporting after 10.15 a.m. will be marked 'late'.

Any employee whose duty is to start, say, at 8.00 a.m. will similarly be marked 'late' if he does not turn up within 8.15 a.m.

Note : In places where attendance is recorded through a Card Punching system, the existing provisions may continue provided these do not exceed the relaxation as enjoyed in Para 2(a) and 2(b) above of this Memorandum.

(c) Attendance Registered should be kept with a designated Officer from 15 minutes after the scheduled time of attendance to 15 minutes before the scheduled time of departure. The Attendance Register should be sent to the office where required 15 minutes before the scheduled time of departure so that the employees can put their signature in the departure column. At the scheduled time of departure 'cross marks' will be given against the names of those who have not signed in the departure column.

(d) No staff/officer shall leave office before closing hours without permission of the Controlling Authority i.e. the Head of Office as defined in Rule 5(16A) of the W.B.S.R. Part-I

(e) One day's Causal Leave or Compensatory Causal Leave shall be deducted from Causal Leave/Compensatory Causal Leave at the credit of a staff/officer for every three days' late attendance in a calendar month. If a staff/officer has no Causal Leave or Compensatory Causal Leave to his credit, one day's Earned Leave shall be deducted from the accumulated earned leave at his credit for every 3 (three) day's late attendance. Departmental Secretaries and other Superior Officers shall ensure that proper procedures/ mechanisms are devised to keep an account of deducted leave.

(f) In general, condonation of late attendance will not be allowed. In only extreme cases, if the controlling authority is satisfied that the delayed arrival of a Government employee in office has been due to dislocation of traffic, heavy rains or similar genuine and convincing circumstances over which the Government employee has no control, such delay may be condoned by the Secretary of the Department in the Secretariat Offices, Head of Directorate in Directorate Offices and the District Magistrate/concerned District level Officers in Regional Offices, provided such dislocation of traffic etc. is of general and very extensive in nature.

(g) (i) Normally, no officer/ staff posted in a District shall leave Head Quarters;

(ii) If any officer/staff is required to proceed on leave on personal grounds, he/she shall obtain prior concurrence before departure.

(iii) Even when a officer/ staff has to leave H.Q. on official duty, he/she shall have to obtain prior written permission from the District Magistrate/concerned District level officer/ Head of the Directorate or Secretary of the Department as the case may be.

(h) All Heads of Offices shall maintain up-to-date Leave Register and keep in operation regular periodic checks.

(i) The Competent Authority may initiate disciplinary action against a staff/ officer for persistent late attendance or persistent early departure from office without permission under the West Bengal Services (Classification, Control and Appeal) Rules, 1971.

(j) Every officer/ staff of the Secretariat Department shall keep record of his daily performance in the Case Book as provided in Section 22 of the West Bengal Secretariat Manual. Staff and Officers of the Directorates, Regional Offices etc. shall maintain Case Book/Case Diary /Note Book for recording daily performance. They should record notes in these diary/ books of their output with regard to allowed duties. Wherever applicable they should mention the issues handled, meeting attended, site inspections/inspections of sub-ordinate offices conducted etc. during the day. The performance of all employees must be checked regularly by superiors, and

the performance of the superior officers shall also be checked similarly by the competent authority. The Departmental Secretaries are to ensure that the role of the concerned 'superior officer' and/or the competent authority is clearly notified and that they are made accountable.

B. For the staff/officers engaged in field duties

Field staff/officers engaged in various field-duties / project work etc. must attend their places of work daily and shall submit a programme of work for every week to the Controlling Authority in advance and at the end of the week the detailed field – diary shall also be submitted to the Controlling Authority.

C. Every Department/ Directorate should immediately issue detailed orders based on this circular incorporating specific instructions for any distinct characteristics/ condition/ cadre of the concerned Department/Directorate for implementation of this order.

D. Every Department/ Directorate must specifically identify the Officers to be held accountable for supervising the implementation of this order and related instructions.

E. It shall be the duty of the concerned Departmental Secretary, Head of Directorate, Head of Regional Offices, etc., Head of Hospitals and District Magistrate to see that these instructions are rigorously followed in all the offices for which surprise visits/ inspections should be undertaken by the Departmental Secretary and other superior officers.

F. Performance of employees as well as supervisory officers shall be checked regularly by the Departmental Secretary, who will submit a fortnightly report on all the aspects of this order to the Departmental Minister, and the Departmental Minister may facilitate review of the performance of his Department every month.

G. This order shall take effect from December 15, 2000.

Manish Gupta
Chief Secretary to the
Government of West Bengal.

●

**Government of West Bengal
Home (C&E) Department
Writers' Buildings, Calcutta-700001**

From
Chief Electoral Officer & Ex Officio
Secretary to the Govt. of West Bengal

To
Chief Electoral Officer

No. 80-Home(Elec)/R3E-204/98.

Dated the 11th Jan, 2001

Subject : Change in the name of the City of 'Calcutta' to 'Kolkata'

Sir,

I am directed to forward herewith a copy of an extra-ordinary issue of the Calcutta Gazette bearing No. 376-Home (Cons) dated 27.12.2000 notifying the changed name of "Calcutta" to 'Kolkata' with effect from 1.1.2001 with correct and approved spellings in Bengali, Roman and Devnagri Scripts for information and necessary action.

Yours faithfully,
Sd/- Illegible
for Chief Electoral Officer, W.B.

Encl : As stated.

No.80/1-Home (Elec)

Dated The 11th January, 2001.

Copy with a copy of the above Gazette notification forwarded for information and necessary action to the :- D.L.R. & S. & JT. L.R.C. W.B.

It is requested that necessary directions be issued to all concerned immediately.

Sd/- Illegible
for Chief Electoral Officer, W.B.

Copy with a copy of its enclosure forwarded for information and necessary action to :-

- 1-18) The District Land and Land Reforms Officer,,
 19) Assistant Director, A.R.T.I. Shalboni, Midnapore.
 20-30)

S. Khaddar
 for Director of Land Records and Surveys
 and Joint Land Reforms Commissioner, W.B.

The Calcutta Gazette
 Extraordinary
 Published by Authority.

PAUSA 61

Wednesday, December 27, 2000

SAKA 1922

**Government of West Bengal
 Home Department
 Constitution & Elections**

No. 376-Home(Cons)

Calcutta, the 27th December, 2000

WHEREAS it is expedient to rename 'Calcutta' as 'Kolkata' in consideration of the historical, social and cultural aspects of this state and its Capital City;

AND WHEREAS the West Bengal Legislative Assembly adopted a resolution to rename the Capital City of the State as 'Kolkata';

AND WHEREAS the Government of India in the Ministry of Home Affairs have no objection to the change in the name of 'Calcutta' to 'Kolkata';

The Governor is now pleased to order that with effect from the 1st day of January, 2001 the name of the Capital City of this State be changed from 'Calcutta' to 'Kolkata' in all languages. The correct and approved spellings of the name of Capital City of State in Bengali, Roman and Devnagri Scripts shall be as under :-

Bengali „pœ„py“py	Roman Kolkata	Devnagri

By order of the Governor
 M. Gupta
 Chief Secretary

**Government of West Bengal
 Personnel & Administrative Reforms Department
 Administrative Reform Cell**

No. 100-PAR(AR)

Date, Kolkata the 16th March, 2001

NOTIFICATION

In exercise of the power conferred by sub-section (3) of Section 7 of the Code of Criminal Procedure, 1973 (2 of 1974) (hereinafter referred to as the said Code) and in suppression of all previous notifications of the subject, the Governor after consultation with the High Court at Kolkata, is pleased hereby -

- (1) to divide with effect from the 1st day of April, 2001, the district of Jalpaiguri into three sub-divisions of Jalpaiguri (Sadar) sub-division, Mal Sub-division and Alipurduar sub-division, and
- (2) to declare that with effect from the said date, the limits of the 3 (three) sub-divisions as aforesaid shall comprise the local areas included within the jurisdiction of the Police Stations, specified from time to time by notification under clause (s) of section 2 of the said code as shown in the Schedule below:

THE SCHEDULE

Sl. No.	Name of the sub-division	Name of the police stations
1.	Jalpaiguri (Sadar)	Kotwali, Rajganj, Dhupguri, Moynaguri, Banarhat & Bhaktinagar
2.	Mal	Mal, Matiali and Nagrakata
3.	Alipurduar	Kumargram, Falakata, Kalchini, Madarihat, Alipurduar, Birpara and Jaigaon.

By order of the Governor
Manish Gupta
Chief Secretary to the Government
of West Bengal

S.B. Bhattacharya
Principal Chief Postmaster General

India Post
O/O the Principal Chief Postmaster General
West Bengal Circle : Yogayog Bhawan,
Kolkata- 700012.
Telephone : 2253800

D.O. No. Tech/CSD/Dialy Stocks/200102

17th September, 2001

Dear Mr. Kumar,

This is to inform you that India Post has decided to discontinue printing of Service Postage stamps (SPS) for transmission of official postal articles with effect from January 01, 2002. Ministries and Departments of Govt. of India and State Governments as well as Semi-Government and autonomous bodies were earlier permitted to use Service Postage Stamps. It is now decided that instead of Service Postage Stamps (SPS) they will use Public Postage Stamps (PPS) for official postal articles with effect from the date mentioned above.

2. Usage of normal postage stamps will simplify the procedure for despatch of official articles by obviating the use of office stamp with signature of the dispatcher on the cover. You will have the opportunity of using Franking machines viz. postage stamps which ensures higher security and better accounting systems besides the benefit of rebate by the Department. In the bigger cities, if you have large number of articles to post in a day, you can take the opportunity of the Business Post services of the Department where the Department take the responsibility of getting your articles franked and despatched at a very nominal cost. In this connection if you have any query you may be in touch with Sri H.P. Singh APMG (BD & TO) in my office (Tel 225-7471) for further details.

3. If you opt for having franking machines on your own I am to request you to apply for licence on priority basis to enable you to pay postage through franking machines with effect from January 01, 2002. If you are already having licence for Franking machines, I am to advise you to substitute the present dye bearing "Ashoke Chakra" by the one used for public postage.

With regards,

Yours sincerely,
S.B. Bhattacharya

To
Mr. S. Suresh Kumar
Director, Land Records & Surveys,
Government of West Bengal,
35, Gopalnagar Road, Alipore, Kolkata.

Mem No.230/7402-90/A/01,

Dated : Alipore, 27th September 2001.

Copy forwarded to the 1) District Land & Land Reforms Officer,/SDL&LRO
_____ for information & necessary action as indicated in the memo. with request to send his
valuable suggestion.

S. Biswas
for Director of Land Records & Surveys & Joint
Land Reforms Commissioner, West Bengal.

Government of West Bengal
Urban Development Department
18, Rabindra Sarani, Kolkata-700001.

No. 3743-UD/o/M/SB/A-1/2001(Pt.)

Date, 20.09.2001

NOTIFICATION

In terms of the Section 5 of the West Bengal Capital City (Change of Name) Act, 2001, (West Bengal Act XVIII of 2001) the Governor is pleased to notify that the word "Calcutta" occurring in any place of the West Bengal Town and Country (Planning and Development) Act, 1979, and the Calcutta Improvement Act, 1911 shall be read as Kolkata and that Calcutta Metropolitan Development Authority, Calcutta Metropolitan Water and Sanitation Authority and Calcutta Improvement Trust shall be read as Kolkata Metropolitan Development Authority, Kolkata Metropolitan Water and Sanitation Authority and Kolkata Improvement Trust respectively with immediate effect.

By Order of the Governor
R. Bandyopadhyay
Principal Secretary to the Government of West Bengal.

●
Government of West Bengal
Backward Classes Welfare Department
Writers' Buildings, Kolkata.

No. 4088(56)-BCW
MR-436/99

Dated, Kolkata the 3rd October, 2001

From : Shri N. Bhattacharyya,
Asstt. Commr. for Reservation &
Ex-Officio Asstt. Secretary

To : The Deputy Secretary
Land & Land Reforms Department

Sir,

I am directed to send herewith copies of each of the Notifications No.2927-BCW dt. 10th July, 2001 and No. 2928-BCW dt. 10th July, 2001 published in the Kolkata Gazette in Original for information and necessary action.

I am also to request you to take appropriate steps for its being circulated to all subordinate establishments under the administrative control of your department.

Yours faithfully,
N. Bhattacharyya
Asstt. Commr. for Reservation &
Ex-Officio Asstt. Secretary

●
Government of West Bengal
Land and Land Reforms Department
Establishment Branch
Writers' Buildings, Kolkata.

No. 7956(8)-Esstt./LL/N-IM-1/99

Dated,22.11.2001

From : The Asstt. Secy. to the Govt. of West Bengal

To : The Director of Land Records and Surveys, West Bengal
"Survey Building", 35, Gopalnagar Road, Alipore,
Kolkata - 700027.

The undersigned is directed to send herewith copies of the marginally noted Government order for information and taking necessary action.

- 1) B.C.W. Deptt's No.4088(56)-BCW dt. 3.10.01 regarding inclusion and omission of some specific words in the W.B. Act of 1993 for Backward Classes.
- 2) U.D. Deptt.'s No. 3743/2-UD/O/M/SB/A-1 2001 (Pt.) dt. 20.09.01 regarding change of the word "Calcutta" occurring in any place of the W.B. Town & Country (Planning & Development) Act, 1979 and the Calcutta Improvement Act, 1911, as "Kolkata".
- 3) Minorities Development and Welfare Deptt's No. 1513-MW dt. 3.10.01 regarding prompt action on the communication and recommendations etc. received from the National Commission for Minorities.

Sd/- Illegible
Assistant Secretary to the
Government of West Bengal.

Memo No.25/564-95/BI/2000

dated, the 1st February, 2002.

Copy with copies of its enclosures forwarded for information and necessary action to :-

- 1-18) The District Land & Land Reforms Officer,
- 19) The Assistant Director Training, ARTI, Shalboni, Medinipur.
- 20) Guard File, B-I, Group
- 21-32) P.A./DDL/DC/DDS/ADS/ADC/ADLR/OSD-I/OSD-II/OSD-III/OS/HA, B-I

S. Khaddar
for Director of Land Records & Surveys
& Joint Land Reforms Commissioner, West Bengal.

●

Government of West Bengal
Personnel & Administrative Reforms Department
Training Cell
Writers' Buildings, Kolkata-700001

No. 238()-PAR(Trg)/HR/3T-50/99

Dated, Kolkata, the 10th April, 2003

OFFICE MEMORANDUM

From : Shri D.K. Chakraborty
Principal Secretary to the Government of West Bengal

To :

- 1) The Principal Secretary/ Secretary to the Government of West Bengal,
_____ Department
- 2) The Director General & Inspector General of Police, West Bengal.
- 3) The Commissioner of Police, Kolkata
- 4) The Director, Administrative Training Institute, West Bengal.
- 5) The Divisional Commissioner, Presidency/Burdwan/Jalpaiguri Division
- 6) The District Magistrate, _____

Sub : Application for obtaining ordinary International Passport facilities by the officials and employees of the State Government, Semi or Quasi Government Organization – Guidelines regarding.

The undersigned is directed to refer to this Department's earlier O.M.No.669()-PAR(Trg)/3T-164/94 dated 17th August, 1994 (copy enclosed) containing guidelines on issuance of "No Objection Certificate" for grant of ordinary International Passport facilities by the officials and employees of the State Government, Semi or Quasi – Government Organization and to say that the CPV Division of the Ministry of External Affairs, Government of India had decided vide their O.M. No.VI/401/40/83 dated 9th July, 2002 (copy enclosed), on the basis of the recommendation of the Inter-Ministerial Committee, constituted by the Standing Committee of Secretaries on Grievance Redress and established in the Cabinet Secretariat, that if Central/ State Government officials and employees of Statutory bodies and Public Sector Undertakings apply for the passports, passports would be issued on prior verification

basis, if only such declarations as referred in Para 2 is submitted. In case, proper "No Objection Certificate" is submitted, then passport will be issued without police verification.

2. The undersigned is, accordingly, directed to say that henceforth the officials and employees of the State Government, Semi or Quasi – Government Organization, Statutory Bodies and Public Sector Undertakings may apply directly to the Regional Passport Officer for grant of ordinary international passport facilities with a declaration that he/she has intimated to his/ her employer about his /her intention for applying passport, duly acknowledged by his/her Head of Office. In case of getting passport without Police Verification the officials and employees of the State Government, Semi or Quasi – Government Organization, Statutory Bodies and Public Sector Undertakings may apply to his Head of Office for issuance of "No Objection Certificate" for grant of ordinary International Passport and the case will be processed in terms of the guidelines of this Department's O.M. No.669()-PAR-(Trg)/3T-164-94 dated 17th August, 1994.

3. This should be brought to the notice of all concerned for information and strict compliance.

D.K. Chakraborty
Pr. Secy. to Govt. of West Bengal

**Government of India
Ministry of External Affairs
(CPV Division)**

No. VI/401/40/83

New Delhi, the 09.07.2002

OFFICE MEMORANDUM

Sub : Regarding "No Objection Certificate" for grant of passport facilities to Central/ State Government officials and employees of Statutory Bodies and Public Sector Undertakings.

The undersigned is directed to inform that in March, 2001, the Standing Committee of Secretaries on Grievance Redress had constituted an Inter-Ministerial Committee to review the system for issue of passports. This Inter-Ministerial Committee established in the Cabinet Secretariat made important recommendations to liberalize the issue of passports.

2. This Committee had also examined the required of NOC for Government employees and had noted that by making NOC obligatory, the passport system was placing the Government employees at a disadvantage vis-à-vis an ordinary citizen. It was also noted that obtaining an NOC for a field level employees may itself be a source of considerable delay and harassment. Considering that the right to hold a passport flows from the Fundamental Rights of a citizen, the insistence on an NOC in case of Government Servants may not be strictly legal. The Committee, therefore, recommended that an intimation by an employee to the employer that he is applying for a passport and declaration, duly acknowledged by his Head of Office, to the effect that he has informed his employer of his intention to apply for a passport, should be adequate for acceptance and processing of his case in normal course. However, in such cases, the passport should be issued on prior verification of citizenship and character only. Also, the employer will always have an opportunity to issue directions to the employee not to proceed abroad and refuse leave should the circumstances warrant such an action i.e. pendency of a disciplinary enquiry on grave charges etc. apart from advising the RPO concerned not to issue passport on ground to be specified.

3. Therefore, on the basis of Committee's recommendation, it has been decided that henceforth, if Central/State Government Officials and employees of Statutory Bodies and Public Sector Undertakings apply for the passports, passports would be issued on prior verification basis, if only such declaration is submitted. In case, proper "No Objection Certificate" is submitted, then passport will be issued without police verification.

4. All concerned may please note the above change and follow the revised instructions.

5. This issues in partial modification of this Ministry's O.M. of even no. dated 14.06.85 on the above subject.

A. K. Sharma
Director (PV)

**Government of West Bengal
Home (P&AR) Department
(Foreign Training & Assignments)**

No. 669()-PAR (Trg)/ 3T-164/94

Calcutta, the 17th August 1994

OFFICE MEMORANDUM

From : Shri K.M. Mandal, IAS
Secretary to the Government of West Bengal

To :

- 1) The Secretary to the Government of West Bengal,
_____ Department
- 2) The Director General & Inspector General of Police, West Bengal.
- 3) The Commissioner of Police, Calcutta.
- 4) The Divisional Commissioner, Presidency/Burdwan/Jalpaiguri Division
- 5) The District Magistrate, _____

Sub : Issuance of "No Objection Certificate" for grant of ordinary International Passport facilities to the Officials and employees of the State Government, Semi or Quasi-Government organization – Guidelines regarding.

The undersigned is directed to say that this Department have been receiving numerous references from various Departments regarding grant/renewal of "No Objection Certificate" to their employees who want to apply for passport facilities or to renew their passports. According to Passport Application Form for ordinary International Passports prescribed under the Passports Act, 1967 and the Passport Rules, 1980, a Central/State Government employee or an employee of a Statutory Body or of a Public Sector Undertaking is required to produce "No Objection Certificate" in original from his/her Department.

2. A copy of the Government of India, Ministry of External Affairs (P.V. Division), O.M. No.VI/401/40/83, dated 14.06.1985 (circulated vide this Department's circular O.M. No.285-PAR(Trg), dated 03.03.90) regarding guidelines on issuance of "No Objection Certificate" for grant/renewal of an ordinary International Passport facilities is again enclosed for information and guidance.

3. The following procedural instructions should meticulously be followed while issuing "No Objection Certificate" for grant/renewal of ordinary International Passport facilities to the officials or the employees of the Government, Semi- or Quasi- Government Organizations :-

A) A "No Objection Certificate" may be issued in favour of an official or an employee belonging to any Group of Service in the office of State Government, Semi- or Quasi- Government and intending to apply for an ordinary International Passport facilities, by his/her cadre controlling Department with the signature of an officer not below the rank of Joint Secretary to the State Government or equivalent after taking the decision for the issuance of such certificate at the level of an officer not below the rank of the Secretary of the State Government or equivalent or Head of Office provided:

- i) if there is no disciplinary proceedings or vigilance case either pending or under contemplation against the individual;
- ii) If there is no ground to believe that the applicant could figure adversely on the security records of the Government;
- iii) If he/she undertakes that he/she should seek and obtain permission from the Government prior to undertaking any visit abroad.

B) The cases of issuance of "No Objection Certificate" for granting ordinary International passport facilities need not be referred to the Home (P&AR) Department for obtaining approval of the Chief Secretary/ Chief Minister. But as per the Chief Secretary's Circular O.M. No. 285-PAR (Trg.) dated 3.3.90, only when the officials belonging to Group-A categories intend to visit abroad either in official capacity or private capacity the cases of proposals of such visits abroad should be referred to the Home (P&AR) Department as usual after obtaining the approval of the Departmental Minister-in-Charge, or Minister of State, for obtaining the approval of the Chief Minister.

4. This should be brought to the notice of all concerned for information and compliance.

K.M. Mandal
Secy. to the Govt. of West Bengal

**Government of India
Ministry of External Affairs
(PV Division)**

No. VI/401/40/83

New Delhi, the 14th June, 1985

OFFICE MEMORANDUM

Sub : Issue of "No Objection Certificate" for grant of passport facilities to Central/State Govts. officials and employees of statutory bodies and public sector undertakings.

The undersigned is directed to say that of late this Ministry have been receiving numerous references from various Government Ministers/Departments regarding grant of "No Objection Certificate" to their employees who want to apply for passport facilities. It would be pertinent to point out here that according to Passport Application Form for ordinary Passports prescribed under the Passports Act, 1967 and the Passport Rules, 1980, a Central/ State Govt. employee or an employee of a statutory body or of a public sector undertaking is required to produce "No Objection Certificate" in original from his Department.

2. The following guidelines are prescribed for the guidance of the Departments before the issue of "No Objection Certificate" to their employees. The concerned Ministry/Department should before issuing a "No Objection Certificate" verify :-

- i) Where any disciplinary proceeding are pending or contemplated against the individual;
- ii) Whether any vigilance case in pending or contemplated against him;
- iii) Whether there are grounds to believe that the applicant could figure adversely on the security records of the Government.

In case an employee does not attract any of the above grounds, an "No Objection Certificate" may be invariably issued in his favour.

3. An officer not below the rank of Under Secretary to the Government of India or equivalent should be authorized to sign the "No Objection Certificate" and decision for the grant of "No Objection Certificate" should be taken at the level of an officer not below the rank of Director/ Joint Secretary to the Government or equivalent or Head of Office if he is of lower rank than a Director in the Central Government.

4. All Ministries/ Departments, etc., are requested to follow the above guidelines while issue "No Objection Certificate" to their employees.

A. S. Arya
Under Secretary to the
Government of India

●
The Kolkata Gazette
Extraordinary
Published by Authority

PAUSA 14]

THURSDAY, JANUARY 4, 2007

[SAKA 1928

**Government of West Bengal
Personnel & Administrative Reforms Department
Writers' Buildings, Kolkata - 700001**

No. 4-PAR(AR)/1P-1/2006

Dated, Kolkata, the 3rd January, 2007

NOTIFICATION

WHEREAS it is considered necessary to examine different aspects relating to improvement in governance, better delivery system of services to citizens and speedier implementation of development schemes;

AND WHEREAS it is considered necessary to set up an official level Expert Committee on Administrative Reforms to study the matter and advise Government;

Now, therefore, the Governor is pleased hereby to constitute an Expert Committee with the following members :

- (i) Shri A.K. Deb, IAS, Chief Secretary – Chairman.
 - (ii) Shri P. Bhattacharya, IAS, Additional Chief Secretary, Development and Planning Department and Director, Administrative Training Institute.
 - (iii) Shri A.K. Patnaik, IAS, Commissioner General, L&LR and Additional Chief Secretary, Sports & Youth Services Departments.
 - (iv) Shri P. Ray, IAS, Additional Chief Secretary, Home Department & Home Secretary.
 - (v) Shri Samar Ghosh, IAS, Principal Secretary, Finance Department.
 - (vi) Shri D.K. Chakraborty, IAS, Principal Secretary, Information & Cultural Affairs Department
 - (vii) Prof. Bhargab B. Bhattacharya, Advanced Computing & Microelectronics Unit, Indian Statistical Institute, 203, B.T. Road, Kolkata- 700108.
 - (viii) Dr. D. Gunasekharan, Registrar of IIT Kharagpur, Kharagpur-721302
 - (ix) Prof. Raghavendra Chattopadhyay, Professor in the Business Environment Group, Indian Institute of Management Calcutta, Diamond Harbour Road, P.O. – Joka, Kolkata - 700104.
 - (x) Shri Trilochan Singh, IAS, Principal Secretary, P&AR Department – Member-Convener
2. The terms of reference to the Expert Committee are enclosed.
 3. The Committee will determine its own procedure.
 4. The Committee may invite any other person to assist in their work.
 5. The Committee will submit its recommendations as soon as practicable, preferably within a period of six months from the date of this Notification.

TERMS OF REFERENCE

To recommend changes in the system of administration in the state government at all levels in the context of socio-economic and technological changes in the 21st century such as globalization, e-governance, right to information and education as newly guaranteed citizen's rights. In doing so, the recommendations of the ARC (April 1983) shall be taken into consideration along with taken thereon so far by the government.

The recommendations will, in particular, cover the following areas:

- 1) Reorganizing and streamlining the number of departments by suggesting sector-wise grouping under a superior officer for bringing about co-ordinated functioning to deliver optimal public service.
- 2) Using the Chapman Report on the staff-strength of divisional, district and sub-divisional offices as the baseline, studying manpower requirement of field and state headquarters offices in the context of the changed and rapidly altering external environment.
- 3) Institutionalizing a mechanism for regular monitoring and evaluation of the functioning of departments and directorates administering key government programmes in the core area of reduction of poverty.
- 4) Selecting departments that have the maximum interaction with the public for recommending steps for:
 - i) adopting good governance measurers that will be citizen- centric (such as Citizen's Characters) including setting up a Centre of Excellence in Public Administration that will document and propagate best practices;
 - ii) shifting from the existing overwhelming dependence on paper work to e-governance with emphasis on systematizing the back-office support system behind the front-office interface with the citizen;

- iii) institutionalizing a computerized fund-flow loop mechanism from the release by Finance Department → Department release to Directorate with intimation to FD → Directorate release to Field Office with intimation to Department → Field Office expenditure with intimation → Directorate → Department – FD;
 - iv) ensuring computer literacy of all staff;
 - v) introducing concepts of level-jumping and single-file system between key directorates and the parent departments to remove duplication of paper-work;
 - vi) shifting from the existing approach of reviewing performance of schemes in terms of budgeted outlays to computerized concurrent monitoring and evaluation of the planned outcomes followed by long term assessment of the impact the department is having on the socio-economic front (social audit) with respect to the objectives of each scheme;
 - vii) changing from top-down planning to bottom-up decentralized plan formulation, implementation and evaluation in both rural and urban sectors;
 - viii) promoting widespread application of Bengali language in the day-to-day functioning of the government in order to bring the departments and the government organizations, agencies, public bodies and authorities closer to the people.
- 5) Suggesting concrete remedial measures for removing the defects such as inefficient maintenance and problems of retrieval of records, absence of a departmental memory, lack of uniform procedure, absence of accountability for failure to perform.
 - 6) Suggesting measures for fixing specific responsibility based on a job chart for each government employee and speedy follow-up action for delinquency.
 - 7) Formulating a Human Resource Development programme for scientific cadre-management along with regular up-gradation of the morale and the skills of employees through focused training interventions at the induction and the in-service levels dealing with specific functional skills and knowledge peculiar to individual departments and incorporating modern management and e-governance concepts and skills involving values and ethics in administration, team building techniques, leadership issues, problem solving and management of change.
 - 8) Recommendations regarding personnel policy covering cadre management including recruitment, training, tenures, performance appraisal, modalities for promotions based on merit and selection procedure for holding higher responsibilities, measures for below average performances, training for improving performance of low performers, measures for checking corruption by ensuring optimal transparency of all financial transactions particularly tenders etc. in the context of the Right to Information Act.
 - 9) Recommending changes in the system with the specific goal of efficient disposal of work intra-and-inter-departmental through electronic movement of files instead of physical movement of papers, electronic interfacing with field offices and building up an electronic data bank for the state.
 - 10) Suggesting measures for quick decision- making such as specific recommendations for delegation of administrative powers in departments and directorates and a thorough revision of the delegation of financial powers rules in the light of the current requirements.

By order of the Governor
Trilochan Singh
Principal Secretary
to the Government of West Bengal.

**Government of West Bengal
Land and Land Reforms Department
Section B1, Appointment Branch
Writers' Buildings, Kolkata-700001**

No. 4721-Apptt.
1M/68/07

Dated : 20.07.2007

From : The Joint Secretary,
Land & Land Reforms Department

To : The D.L.R.& S. and Jt. L.R.C.,
35, Gopal Nagar Road, Alipore,
Kolkata - 700027.

Subject : Deployment of Officers & Staff in Election works

It has since been decided in a meeting with the Chief Secretary to the Government of West Bengal in his Office Chamber on 02.07.2007 in presence of the L.R.C. & Principal Secretary of this Department that the deployment of Booth Level Officers, Staff and AEROs in connection with the work of the revision of the Electoral Rolls and others under Election Commission, shall be restricted to 50% of the total number of staff presently available in any of the D.L.& L.R.O. Offices and the Offices under Integrated Set Up under his control. No Officers may be released for this purpose except those who are appointed as AERO.

This order shall come into force with immediate effect. He is therefore requested to act upon this.

Sd/- Illegible
Joint Secretary to the
Government of West Bengal
Land & Land Reforms Department.

No.4721/1(18)-Aptt.

Dated : 20.07. 2007.

Copy forwarded for information and necessary action to the:-

1-18. The District Magistrate & Collector.
.....
.....

Sd/- Illegible
Joint Secretary to the
Government of West Bengal
Land & Land Reforms Department.

Memo. No.1/314(18)/EL/07/1

Dated, Alipore the 23rd July, 2007.

Copy forwarded to District Land & Land Reforms Officers (All) for information and necessary action accordingly.

B.P. Gopalika
District Election Officer, Kolkata South &
Director of Land Records & Surveys and
Jt. Land Reforms Commissioner, WB.

**Government of West Bengal
Land & Land Reforms Department
Section B1, Appointment Branch
Writers' Buildings, Kolkata-700001**

No. 4713-Apptt.
1M-68/07

Dated : 20.07.2007

ORDER

It has since been decided in a meeting with the Chief Secretary to the Government of West Bengal in his Office Chamber on 02.07.2007 in presence of the L.R.C. & Principal Secretary of this Department that the deployment of Booth Level Officers, Staff and AEROs in connection with the work of the revision of the Electoral Rolls and others under Election Commission shall be restricted to 50% of the total number of staff strength of the following Offices.

1. Office of the Commissioner Presidency Division
2. Office of the Collector Stamp Revenue, Kolkata.
3. Office of the D.L.R & S and Jt. L.R.C., West Bengal
4. Office of the Rent Controller Kolkata.
5. Office of the 1st L. A.C. Kolkata.

This order shall come into force with immediate effect. All concerned are requested to act upon this order.

T. K. Chakraborty
Joint Secretary to the
Government of West Bengal
Land & Land Reforms Department.

No.4713/1(9) Apptt.

Dated: 20.07.2007.

Copy forwarded for information and necessary action to the:.

1. The Commissioner, Presidency Division, 11, N.S. Road, Kolkata- 700001.
2. The Collector, Stamp Revenue, Kolkata.
3. The Director of Land & Surveys and Joint L.R.C., W.B., 35, Gopal Nagar Road, Alipore, Kolkata-700027.
4. The Rent Controller, Kolkata, 35, Gopal Nagar Road, Alipore, Kolkata- 70027.
5. The 1st L.A. Collector, Kolkat, 5, Bankshall Street, Kolkata- 700001.
6. P.S. to M.I.C. of this Department
7. P.A. to L.R.C. & Pr. Secretary of this Department.
8. Sr.P.A. to Addl. C.S. & C.G. of this Department
9. Copy for Guard tile to Section B-I, Appointment Branch.

Sd/- Illegible
Deputy Secretary to the
Government of West Bengal .

●
**Government of West Bengal
Office of the Director of Land Records & Surveys and
Jt. Land Reforms Commissioner, West Bengal
35, Gopalnagar Road, Alipore, Kolkata-700027**

No. 13/CON/1134-51/07

Dated, Alipore, the 21st November, 2007

From : The Director of Land Records & Surveys and
Joint Land Reforms Commissioner, West Bengal.

To : District Land & Land Reforms Officer, (All)

Please find enclosed a copy of the Proforma which are to be filled up by all Revenue Officers/Special Revenue Officer-IIs and Special Revenue Officer-I, who are presently posted in your district.

This form along with photograph of the Officer has to be filled up by officers without any exception. The form has to be signed by the Officer and countersigned by the Head of his Office in which he is currently posted.

A copy of the form may please be circulated amongst all officers immediately. Copies of the form may also be circulated to the Officers posted in the Land Acquisition Set-up, Urban Land Ceiling, Compensation and Thika. This is required to update their gradation list and for other purposes.

This may please be treated as urgent and all forms duly filled up by the Officers and collected by the Office should be sent to the undersigned latest by 15th December, 2007.

This should be treated as most urgent and important.

B. P. Gopalika
Director of Land Records & Surveys and
Joint Land Reforms Commissioner, WB.

Memo. No. 13/CON/1152/07.

Dated, Alipore, the 21st November, 2007.

Copy forwarded to :

1) Shri K. Banerjee, Joint Secretary to the Govt. of West Bengal, Land & Land Reforms Department for kind information and with a request that if necessary, a copy of the form may be circulated by the Department to other Wings other than ISU Set-up.

B.P. Gopalika
Director of Land Records & Surveys
and Jt. Land Reforms Commissioner, WB.

Encl : As stated

Government of West Bengal
Land & Land Reforms Department
Particulars of R.O./S.R.O.-II/S.R.O.-I

1. Name in full
2. Service (Tick ✓) : R.O./S.R.O. - II/S.R.O.-I
3. Batch :
4. Present Post Held :
5. Mode of Selection : Direct () By Promotion ()
6. Date of Joining the service in L. & L R Deptt.
7. Father's Name
8. Date of Birth
9. Educational Qualification :
10. Details of knowledge in Computer :
11. Home District :
12. (a) Permanent Address :
(b) Present Address :
13. Telephone No.(a) Office: () (b) Residence: ()
(c) Mobile : ()
14. Details of posting since joining Govt. Service (in Land & Land Reforms Deptt.)

Sl. No.	Post Held	Period of Posting		Place of Posting	Remarks
		From	To		

15. Whether working / worked as T.A. :
16. Remarks if any :

Counter signature of Head of the Office in which posted

Signature in full with date

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

No. 8325-F(Y)

Kolkata, the 24th August, 2011

MEMORANDUM

Sub : Enhancement of power of Departmental Approval Committee to accord administrative approval of projects/ schemes.

In continuation of this Department memorandum No.1880-F dated 07.03.2007 read with Memorandum No.8651-F(Y) dt. 24.08.2010, the undersigned is directed to state that the Governor is pleased to enhance the power of the Departmental Approval Committee (DAC) to accord administrative approval of projects/ schemes from the existing Rs.3.00 crore to Rs.5.00 crore, where such projects are under Aided/ Government of India schemes with partial contribution or 100% contribution from Government of India, such as Central Sector Schemes, Centrally Sponsored Schemes or Schemes with Additional Central Assistance from Government of India under State Plan or otherwise.

Necessary amendments to the Delegation of Financial Power Rules will be made in due course.

C.M. Bachhawat
Principal Secretary to the
Government of West Bengal
Finance Department.

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

No. 707-F(P)

Kolkata, the 24th January, 2012

MEMORANDUM

In pursuance of the recent judgement of the Hon'ble Supreme Court in the case of State of Tamil Nadu -Vs.- T.V. Venugopalan and in some other similar cases, the Governor has now been pleased to decide that prayer for change in date of birth in respect of the Govt. employees, will not be entertained, if the said prayer is not made within the period of five years from the date of joining in the Government service.

This principle will also be applicable to the employees of Government Undertakings, Statutory Bodies, Autonomous Bodies, P.R. Bodies etc. MUTATIS MUTANDIS.

A.K. Das
Joint Secretary to the
Government of West Bengal
Finance Department

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

No. 1885-F(P)

Dated, the 2nd March, 2012

MEMORANDUM

It has been observed that different Administrative Department are sending some files relating to conditions of Service of the employees, which can easily be decided on the basis of existing rules and orders at their level. The concerned group of Finance Department i.e. Group-P which is already overburdened is facing problem in disposing important files due to such avoidable references from the departments.

To avoid such references and to lessen the burden upon Group-P of Finance Department, the undersigned is directed by order of the Governor to say that the Governor has been pleased to direct that the Administrative Departments may not make any references on the following matters to this Department and decide on these issues following provision of extant rules and orders.

**Matters which may be disposed of by the
Administrative Departments at their levels**

- (i) Compliance of Court orders where there is no scope to prefer appeal or appeal has failed. Opinion of Ld. L.R. W.B. in such cases may be invariably taken.
- (ii) Regularization of service due to unauthorized absence by granting leave within the ceiling prescribed under the Rule. (Rule 34 of WBSR Part-I).
- (iii) Approval of Ticket cancellation charge.
- (iv) Permission for tour or training in foreign countries where there is no financial implication upon the State Government subject to approval of Chief Secretary and Hon'ble Chief Minister.
- (v) L.T.C. claims to be disposed of following existing G.Os. viz. Finance Department Memo No.9924-F dated 07.12.2005 read with No. 607-F dated 20.01.2006 and No.4367-F dated 13.06.2006.
- (vi) Extension of tenure of Part-time Sweepers/ Water carriers as these are not against any sanctioned post and paid out of contingency as per F.D. Memo No. 8626-F dated 07.09.2009.
- (vii) Renewal of special allowance or additional remuneration for operating photocopier machines, duplicating machines. The employees who are in receipt of such special allowances may continue if they are entrusted with the jobs by specific orders of the Admn. Deptt. Such drawal is subject to the condition that the machine is functioning.
- (viii) Admissibility of CAS, MCAS unless it involved counting of past ad-hoc service or appointment in other posts.
- (ix) Reconstruction of Service Book, when the original one is lost. This may be done under the order of the Head of the Administrative Department following the procedure laid down under Section IV of Appendix 7 of WBSR Part-I.
- (x) Proposal for re-employment after retirement. Those may be sent to the P&AR Department for consideration of the Screening Committee constituted vide Cabinet Circular No.I CC/11 dated 03.08.2011.
- (xi) Matters relating to promotional disputes if the same does not involve creation of posts. (Recruitment rules for the promotion post and existing norms of promotion should be strictly followed).
- (xii) Matters relating to deputation within the State Government may be settled by the Administrative Departments. The maximum period of deputation may be four years. There will be no further extension and as such no reference is to be made with the Finance Department. Provisions of F.D. Memo No.9326-F dated 12.10.1979 and subsequent G.Os. issued from time to time may be strictly followed.
- (xiii) Settlement/Alteration of date of birth. The Departments may seek opinion of Ld. L.R., W.B. where necessary. Provisions of F.D. Memo. No. 707-F(P) dated 24.01.2012 should be strictly followed.
- (xiv) Retention of posts/ service. Those may be sent to concerned Administrative Group of Finance Department. Counting of past service for pensionary benefit may also be settled in consultation with Pension Branch of the Department without making any reference to Group-P.
- (xv) Permission for Study Leave upto two years. The matters may be decided by the concerned authority under the provisions of Appendix 5 of WBSR Part-I.
- (xvi) Beside the above, matters not related to pay and allowances/ conditions of service of the employee should not be referred to Group-P.

2. The files which are necessary for reference to Group-P of Finance Department should be sent mentioning specific points of reference and with the approval of the Secretary/Principal Secretary/ Additional Chief Secretary of the Department. In case of files relating to creation of posts and filling up

of vacant posts the same must be sent in the prescribed proforma already circulated under this Department Memo No.1488-F(P) dated 20.02.2012 after having approval of the concerned Hon'ble Minister-in-Charge of that Department.

H.K. Dwivedi
Secretary to the West Bengal.

Memo. No. 25/704-740/B-I/2012.

Dated, Alipore, the 22nd March, 2012.

Copy forwarded for information and taking necessary actions to :

- 1) District Land & Land Reforms Officer,
- 2) Joint Director, U.L.C. Mayukh Bhaban, Salt Lake.
- 3) Joint Director (Trg.) ARTI Salbani, Paschim Medinipur.
- 4) Jt. Director of Land Records WB & Controlling Officer, LMTC, Berhampur, Murshidabad
- 5) OSD-I/OSD-II/OSD-III/OS
- 6) IIA
- 7) Guard file, B-I Section.

B. Chakraborty
for Director of Land Records & Surveys and Jt.
Land Reforms Commissioner, West Bengal.

————— ● —————
Government of West Bengal
Land & Land Reforms Department
Writers' Buildings, Kolkata - 700001

No. LRC/24/12

Dated, the 15th February, 2012

From : Land Reforms Commissioner, West Bengal &
Principal Secretary, L & L.R. Department.

To: The District Magistrates
————— (all districts)

Sub : Correspondences with LRC & Principal Secretary

With reference to above subject this is to state that correspondences on all sorts of issues/cases/proposals etc. with L.R.C. & Principal Secretary should invariably be made under the signature of District Magistrate & Collector.

This is for strict compliance please.

R.D. Meena
L.R.C. & Pr. Secy.

No. /1(3)/ Dt.9.1.2012

Copy for kind information & necessary action to :
The Divisional Commissioner
————— (all)

R.D. Meena
L.R.C. & Pr. Secy.

————— ● —————
Government of West Bengal
Finance Department
Audit Branch
Writers' Buildings, Kolkata-700001

No. 2013-F(P)

Dated, 06.03.2012

MEMORANDUM

In Circular No. 283(60)-PS dated 21.02.2012 of the Home (Political) Department, Government of West Bengal, it was directed that all State Government Offices would remain open on 28.02.2012 and

all Government employees should report for duty. It was also mentioned therein that no leave would be granted to any Government employee on that date. In spite of the above Circular it has been noticed that some employees did not attend office on that day.

So, the question of treatment of absence of employees on 28.02.2012 has accordingly been considered by the Government. After careful consideration of the entire matter, the Governor has been pleased to decide as follows :-

Head of offices will issue Show Cause notice to the concerned employee who was absent on 28.02.2012 asking him to explain why action would not be taken against him for such unauthorized absence in violation of Circular No. 283(60)-PS dt. 21.02.2012. After receipt of reply action may be taken in the following manner:

1) Leave due and admissible may be granted on production of documentary evidence in the following cases :

- a) Hospitalization of the employee.
- b) Bereavement in the family.
- c) Severe illness and absence continuing from before
- d) Employees who had been on leave continuing from before, if such leave was sanctioned prior to issue of the above Circular.
- e) Compelling reasons of similar nature, where the employee could not report for duty for circumstances beyond his control (Specific reasons with documentary proof will have to be furnished in each such case.)

It is mentioned here that dislocation of traffic will not be a reason for granting leave as traffic remained normal on that day.

2) Where the absence is not covered by any of the above mentioned reasons, the same will be treated as dies non and no salary will be admissible for that day. However, this will not affect past service of the concerned employee.

3) Those who do not respond to the show cause notice be liable for disciplinary action.

4) All actions in terms of this order should be completed by 31st March, 2012.

H.K. Dwivedi
Secretary, Finance Department

Government of West Bengal
Home Department
Political

From : C. Chakrabarti
Joint Secretary to the Govt. of West Bengal.

To : The Additional Chief Secretary/Principal Secretary/Secretary
Land and Land Reforms Department.

No. 284(60)-P.S.

Dated, Kolkata the 21st February, 2012.

Sir,

You are aware that the Some Central Trade Unions have given a call for a 24-00 Hour "Industrial Strike" all over India commencing from 06-00 Hour on Tuesday, the 28th February, 2012. Detailed instructions of the Government for maintenance of Law and Order as issued in the department Radiogram Message No.283(60)-P.S. dated, the 21st February, 2012 in enclosed.

I am directed to request you to furnish the details of attendance on that day by 12-30 P.M. positively in respect of the officers and staff of your department to the undersigned in the following format :-

Group	Total number of employees	No. of Employees attended till 12-00 Noon	Remarks (%)
'A'			
"B' & 'C'			
'D'			
TOTAL			

Tel : 2214 4033
Fax : 2214 5300
PBX Extn. 4378

Yours faithfully
G. Chakraborti
Joint Secretary, to the Govt. of West Bengal

**Government of West Bengal
Home (Political) 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/ SILIGURI /KHARAGPUR.

MESSAGE BEGINS

NO. 283(60)-P.S. DATED THE 21ST FEBRUARY, 2012(.) SOME CENTRAL TRADE UNIONS 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 UNTOWARD INCIDENT TAKES PLACE (.) ATTEMPTS 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 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 BY KEPT WITH VEHICLES AT STRATEGIC CENTRES SO THAT WHENEVER REQUIRED THEY MAY BE DEPLOYED QUICKLY TO DEAL WITH ANY UNTOWARD 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 UNDERTAKING IS DESTROYED OR DAMAGED (.) GOVERNMENT SHOULD BE KEPT INFORMED IMMEDIATELY OF THE DEVELOPMENT (.) REPORTS ON LAW AND ORDER SITUATION CONCERNING HIS DISTRICT SHOULD BE SENT TO THE UNDERSIGNED ON THAT DAY AT 11 A.M. AND 3 P.M. AND FURTHER ON A REGULAR BASIS (.)

MESSAGE ENDS

SAMAR GHOSH
CHIEF SECRETARY TO THE
GOVERNMENT OF WEST BENGAL

To Officer-in-Charge,
D.G.P.s Control Room,
Writers Buildings,
Kolkata- 700001.

Please transmit the above message to the addressees immediately.

C. CHAKRABORTI
JOINT SECRETARY TO THE
GOVERNMENT OF WEST BENGAL

No.283(60)-P.S.

Dated, Kolkata, the 21st February, 2012

Copy forwarded for information and necessary action to the :

- 1) Director General & Inspector General of Police, West Bengal
- 1) 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.

C. Chakrabarti
Joint Secretary to the
Government of West Bengal

No.283(60)-P.S.

Dated, Kolkata, the 21st February, 2012

Copy forwarded for information and necessary action to the Additional Chief Secretary / Principal Secretary/ Secretary Land and Land Reforms Department of this Government:

C. Chakraborty
Joint Secretary to the
Government of West Bengal

●

**Government of West Bengal
Land and Land Reforms Department
Establishment Branch
Writers' Buildings, Kolkata-700001.**

No. 4826(30)-Estt./1M-7/2010.

Dated : 2nd August, 2012

From : Deputy Secretary to the Govt. of West Bengal.

To : The Director of Land Records & Surveys and
Joint Land Reforms Commissioner, West Bengal,
35, Gopal Nagar Road, Alipore, Kolkata – 700027.

The undersigned is directed to send herewith copy of memo. No. 5786-P/61-03/2010 dated 18.07.2012 issued from Home (Political) Department, Govt. of West Bengal for information and taking necessary action.

Sd/- Illegible
Deputy Secretary to the
Government of West Bengal

Memo. No.112/ /543(18)/BII/12

Dated, Alipore, the 6th September, 2012

Copy forwarded for information and necessary action to:

The District Land & Land Reforms Officer,

B. Chakraborty
for Director of Land Records and Surveys and
Joint Land Reforms Commissioner, West Bengal

**Government of West Bengal
Home (Political) Department**

No. 5786-P/61-03/2010.

Dated : 18th July, 2012

From :S.S. Pradhan, Assistant Secretary

To

- 1) ACS/Pr. Secy./Secy. Deptt.
- 2) The Commissioner..... Division
- 3) Director General & Inspector General Police, West Bengal.
- 4) Commissioner of Police, Kolkata.
- 5) The District Magistrate,
- 6) The Superintendent of Police.

Subject : Issue of Laminated Identity Card.

In continuation of this Department's Memo No. 5104-P/6I-03/10 dated 08.07.2011, on the subject noted above, the undersigned is directed to state that at the time of forwarding the Identity Card particulars of the employees the following guidelines are to be maintained :

1. The Proforma for application of Identity Cards should be typed in (preferably in CAPITAL LETTERS). Hand written proforma will not be considered.
2. Separate Proforma to be submitted for selection of Red & Yellow Identity Cards.
3. All proformas should be submitted in duplicate.
4. Name of the Department should be written at the top of every page.

Sd/- Illegible
Assistant Secretary to the
Government of West Bengal

**Government of West Bengal
Home (Political) Department**

No. 5104-P/6I-03/10

Dated, Kolkata the 8th July, 2011

The issue of tightening of security arrangement in the Writers' Buildings has been under consideration of the State Government for some time past. After careful consideration of all aspects of the matter, it has since been decided, on review of the existing arrangement of issue of different types of Identity Cards i.e. yellow and red cards to the State Government Employees, which are in vogue for entry into the Writers' Buildings to introduce improved types of laminated Identity Cards with hologram in place of the existing ones.

It has also been decided that henceforth, respective Department shall forward the particulars of the employees for whom Identity Cards are proposed to be issued in the enclosed format to Home (Political) Department, which shall, in turn, issue cards on completion of all formalities, including authentication.

This scheme shall, initially, be implemented in cases of issue of new cards and duplicate cards for loss or damage of the existing cards. Replacement of other cards shall be done in phases as to be notified by Home Department from time to time.

All concerned be informed accordingly.

A.G. Ghosh
O.S.D. & E.O. Spl. Secy. to the Govt. of West Bengal

No. 5104/1(121)-P/61-03/10.

Dated, Kolkata, 8th July, 2011

Copy forwarded for information & necessary action to :-

- 1) The Additional/ Chief Secretary/ Principal Secretary/ Secretary,
L.& L.R. Department,

- 2) The Director General and Inspector General of Police, West Bengal.
- 3) The Commissioner of Police, Kolkata, 18. Lal Bazar Street, Kolkata.
- 4) The Commissioner, _____ Division, _____
- 5) The Deputy Inspector General of Police, Intelligence Branch, West Bengal
13, Lords Shina Road, Kolkata-700071.
- 6) The Deputy Inspector General of Police, C.I.D. West Bengal,
Bhabani Bhawan, Alipore, Kolkata-700027.
- 7) The District Magistrate , _____
- 7) The Superintendent of Police, _____

**Format for requisition for Identity Cards
(To be filled in duplicate)
Name of the Department/Office**

Name of Officer	Designation	Scale of pay with pay Band (Except Carrer Advancement Scheme)	Date of Birth	Height	Blood Group	Residential Address	Phone No. (off. & Resi.)	Stamp size colour photograph to be pasted	Signature of Holder	Card no. (to be filled up by Issuing Office)	Date of issue (to be filled up by Issuing Office)

●
**Government of West Bengal
Land & Land Reforms Department
Section – BII, Branch - PBII
Writers' Buildings, Kolkata- 700001.**

No. 1639-PB-II
2P-141/11

Dated : 26.03.2014

ORDER

The undersigned is directed by the Order of the Governor to say that henceforth prayers of all the employees of this Department seeking permission for purchase of Plot of land/purchase of flat or house shall have to be disposed within a period of 3 months from the date of receipt of such application else, reasons for non disposal of such applications within the period of 3 months will have to be sent in details.

Personal responsibility will be fixed if inordinate delay is caused due to some official's lapses to dispose the matter within shortest possible time.

The speed of R.T.I. cases' disposal is excepted in such cases in employees' interest.

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

No. 1639/1(20)-PB-II.

Dated: 26.03.2014

Copy forwarded for information and taking necessary action to :-

1. D.L.R. & S.,
2. All D.L. & L.R.Os.

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

<http://wbllroa.in>