

**GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT  
AUDIT BRANCH**

No. 4982-F

Kolkata, the 17<sup>th</sup> June, 2005.

**MEMORANDUM**

1) After promulgation of the West Bengal Services (Secretariat Common Cadres) Rules, 1984, the personnel & Administrative Reforms (PAR) Department is the cadre-controlling authority in respect of common cadres of L. D. Assistants, U. D. Assistants, Head Assistants, Section officers etc. of the entire Secretariat Departments. Since vacant-posts are filled up by promotion in a quarterly-system by one P & R Department, the posts are filled up by the appointing authority, subordinate to the Governor, from the date(s) on which the posts fall vacant in order to give the employees the benefit of promotion with effect from the dates on which they are entitled as per the norms of seniority-cum-merit.

2) A question has now been raised whether the employees of Secretariat Departments who are so promoted to the posts from the date(s) of occurrence of vacancies may be allowed retrospective fixational benefits consequent upon such promotion to higher posts.

3) After careful consideration of the matter, keeping in view the rules, practices and the changes in the administrative arrangements, the undersigned is directed by order of the Governor to say that the governor has been pleased to lay down the following, principles of fixation of pay in such cases :

i) In case of normal promotion to the common-cadre posts in the secretariat in respect of which the appointing authority is an authority subordinate to the Governor, the posts may be filled up from the date(s) of occurrence of the vacancies and their pay in the promotional posts may be fixed from such date(s) of promotion in relaxation of Rule 54(1)(a) of the WBSR-I.

ii) In respect of the posts in the Secretariat for which the appointing authority is the Governor, normal promotion will be effective from one date of assumption of charge.

iii) In case of non-functional promotion to the posts which have been created in consequence of application of promotion policy circulars, Career Advancement Scheme (CAS) - 1990 and Modified Career Advancement Scheme (MCAS) - 2001, in terms of which scale/higher scale is awarded from the date of eligibility/occurrence of the vacancy regardless of the date of issue of the order for filling up the vacancy, retrospective fixational benefit consequent upon such non-functional promotion may be allowed. Necessary amendment in the relevant rules will be made in due course of pay in all past cases, done in accordance with principles laid down in this memorandum shall be deemed to have already done.

*Sd/- P. K. Dasgupta*

Special Secretary to the  
Government of West Bengal  
Finance Department