

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

No. 1149-F

Kolkata, the 12th February, 2007.

**MEMORANDUM**

In terms of Economy Circulars issued by the Government in the year 2000 and again in the year 2002, no vacant posts can be filled up without the approval of the Appointment Committee of the Cabinet (ACC). This restriction, however, does not apply to posts which are filled up on the recommendations of the Public Service Commission and also to posts which are filled up by promotion.

2. In pursuance of these circulars, the administrative departments have been sending proposals for filling up of posts to the Finance Department from time to time. These proposals are placed before the ACC after obtaining the views of the Finance Department. It has been noticed that such proposals for filling up of posts are sent in a piecemeal manner and without adequate details. Moreover, in the absence of detailed staff pattern in an establishment, it is hardly possible for the Finance Department to make an objective assessment of the immediate requirement of personnel belonging to any particular category. Again, by the time some vacant posts are filled up after obtaining approval of the ACC, some more posts fall vacant necessitating further reference by the administrative departments. This results in delay in filling up of vacant posts, as well as avoidable repetitive exercise.

3. It is felt necessary to streamline the procedure of filling up of vacant posts. The intention behind imposing the restriction on filling up of vacant posts was to undertake appropriate manpower planning exercise before filling up of vacant posts and not to put a blanket ban on recruitment.

4. In so far as creation of additional posts is concerned, there is a need for detailed analysis of the requirement of additional manpower on the basis of objective criteria before any proposal in this regard is placed before the Cabinet for approval.

The Governor is accordingly pleased to direct that henceforth the following procedure shall be followed in the matter of filling up of vacant posts or creation of additional posts:

**A) Filling up of Vacant Posts:**

i) Each administrative department shall undertake an exercise to ascertain the number of sanctioned posts in each category in the Secretariat, Directorate and Regional offices under its administrative control and the number of vacancies in different categories (as on the date of report).

5. The number of personnel in each category that is found to be inescapably necessary shall be objectively assessed by the administrative departments concerned having regard to the normal work and the additional work, if any, of the departments.

6. On receipt of proposal for filling up of vacant post in any establishment (namely, the secretariat or the Directorate or a regional office) under an administrative department, the Finance Department in consultation with the administrative department concerned shall recommend the number of posts which shall remain filled up in each category and the number of posts which shall be kept vacant for the time being.

7. The recommendation of the Finance Department shall be placed before the ACC by the administrative department for approval.

8. For filling up of posts upto the limit approved by the ACC, clearance shall not be required on each occasion. While filling up any vacant posts within this limit, the Appointing Authority shall certify that this vacancy; has been filled up subject to the limit fixed by the Government.

9. There may be categories of personnel in respect of which the restrictions need to be withdrawn completely. For example, the restriction on filling up of vacant posts of nurses in Government hospitals has been completely withdrawn. Each administrative department shall come up with specific proposals in this regard giving adequate reasons for withdrawal of the restriction.

#### **B) Creation of Posts:**

i) In case of creation of posts in existing establishments, adequate justification for additional posts shall have to be furnished by the administrative department concerned. The existing number of posts in the category involved along with the existing number of vacancies in that category shall have to be indicated. The need for creation of posts shall have to be undertaken by the department. Before sending any proposal for creation of additional posts in any category, the possibility of surrender of posts in any other category shall have to be explored.

ii) In case of new establishments, for example, new colleges, new police stations, new police out-posts etc., the administrative department concerned shall suggest a norm which shall be finalized in consultation with the Finance Deptt. and notified with the approval of the Cabinet. The administrative departments shall then be authorized to create posts on the basis of these norms and fill up the newly created posts.

6. No piecemeal proposals received from any department after the date of issue of this Memorandum shall be entertained.

7. The above principle shall also apply to non-Government aided educational institutions, Public undertakings, Corporations, Statutory bodies, local authorities etc. under this control of the State Government.

Sd/-A. K. Deb  
Chief Secretary to the  
Government of West Bengal.