

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

No. 12066-F

Calcutta, the 7th November, 1987.

MEMORANDUM

In Finance Department Memo. No. 8630-F, dated 2-8-1984 Governor was pleased to issue certain instructions for enlargement of the promotion prospects of Schedule 'B' Stenographers after consideration the statement on promotion policy issued by the Finance Department in Memo. No. 5916(62)-F, dated 5.8.1981. The benefits in the aforesaid order were given effect from 1.4.1981.

2) Some of the Schedule A' Personal Assistants made a writ petition before the Hon'ble High Court and the Hon'ble High Court was pleased to quash the aforesaid Finance Department's Memo No. 8630-F, dated 2.8.84.

3) After careful review and reconsideration of the entire matter in accordance with the Hon'ble High Court's order, the Governor has now been pleased to issue the following revised instructions for enlargement of the promotion prospects of Schedule 'B' Stenographers in supersession of Finance Deptt. Memo. No. 8630-F, dated 2.8.84. :

(i) In case of Schedule 'B' Stenographers posted in different Directorates, district offices and regional offices in the State, the distribution shall be in the ratio of 4 : 3 : 3 in the Scale No. 9 (380-910/-), Scale No. 13 (470-1230/-) and Scale No. 16 (550-1470/-) respectively. The fitment in the above mentioned higher scales shall be treated as promotion and the pay of the incumbent shall be fixed in terms of the provisions of Rule 11 of WBS (ROPA) Rules, 1981. In the matter of appointments to higher grades the existing rules and orders regarding promotion shall be strictly followed.

(ii) In respect of Schedule 'B' Stenographers mentioned above, a combined gradation list for the entire state shall be mentioned by the Finance Department for the purpose of fitment in the higher scales mentioned above. The power of appointment, disciplinary control etc. shall however remain with the existing authorities. For the purpose of preparation of this combined Gradation List, the Schedule 'B' Stenographers officiating in Schedule 'A' shall also be taken into consideration. The eligible Schedule 'B' Stenographers now officiating as P. A. in Schedule A' shall be given 'the benefit of higher scales against the Schedule 'B' ratio as per combined Gradation List. The higher grade posts as will be held by Schedule 'B' Stenographers officiating in Schedule A' shall however, again go to the Schedule 'B' Stenographers pool as soon as these are vacated due to promotion, retirement or otherwise of such existing holders in the pool of the Schedule A' Personal Assistants.

4) The Deputy Secretary, Finance Department in charge of Schedule A. P. A. Pool shall be the

competent authority to implement the instructions above. He shall obtain all particulars of Schedule 'B' Stenographers for preparation of Gradation List as mentioned in Para 3(i) above and he will issue necessary intimation to the appointing authority concerned to allow the benefit of higher scale of Schedule 'B' Stenographers as per combined gradation list prepared by him. The appointing authority in his turn will give appointment of the incumbent concerned to the higher grade as per intimation of the Deputy Secretary, Finance Department subject to his satisfaction that the incumbent concerned is otherwise eligible for promotion as per rules and orders of promotion. The benefit of higher scale shall, however, be admissible to the incumbent concerned as personal to him. On his vacating the post either due to retirement or otherwise, the vacancy will be filled by the appointing authority in the basic grade only under intimation to the Deputy Secretary, Finance Department.

5) It may be noted that under Rule 9 of WBS (ROPA) Rules, 1981 the benefit of next higher scale of pay is already available in certain contingencies after completion of 18 years service.

6) The Governor has been further pleased to order that the Deputy Secretary, Finance Department shall be the competent authority to exercise powers of creating posts in higher grades of Schedule 'B' Stenographers in terms of Para 3(i) above by conversion without further reference to the administrative department to the extent as is necessary in terms of this order.

7) It is further clarified that this temporary power in respect of Schedule 'B' Stenographers will not cover new posts that may have to be sanctioned in Directorates, Regional Offices and Establishments. For creation of new posts, prior concurrence of Finance Department will usual be needed.

8) This order shall be deemed to have come into effect from April 1, 1981 i.e. the same date from which the superseded Order No. 8630-F, dated 2.8.84 was given effect.

Sd/- S. N. Roy

Secretary to the
Government of West Bengal
Finance Department.