

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

No. 1683-F

Kolkata, the 23rd February, 2009

**MEMORANDUM**

The question of creation of additional supervisory level posts of Head Clerk in all the Regional Offices under various Directorates and Departments, Govt. of West Bengal has been under consideration of the Government for sometime past.

2. After careful consideration of the matter, the Governor has been pleased to decide (a) the ratio of posts of Head Clerk to those of L.D. Clerk and U.D. Clerk would be fixed at 10:1, i.e. for every 10 posts of L.D. Clerk and U.D. Clerk there would be a Supervisory post of Head Clerk in Scale No. 10 (4500-9700/-) w.e.f. 01-08-2008, (b) the total number of Supervisory posts in Scale No. 10 (4500-9700/-) should be kept at 10% of combined strength of L.D. Clerk and U.D. Clerk w.e.f. 01-08-2008, (c) the additional posts of Head Clerk in Scale No. 10 (4500- 9700/-) would be created w.e.f. 08-03-2008, (d) where the existing number of such supervisory level posts is more than 10% of L.D. Clerk and U.D. Clerk, no additional supervisory level posts will be created and (e) the respective authority which maintains the gradation list shall give effect to this order as mentioned above and the same has to be ratified by Finance Department through their respective Administrative Department positively within 31-07-2009.
3. The Governor has further been pleased to revise the pay scale of Head Clerk including Accountant-cum-Head Clerk of Block offices, to Scale No. 10 (4500-9700/-) w.e.f. 01-01-96 notionally with actual effect from 01-08-2008 instead of Scale No. 9 (4000-8850/-) with higher initial at 4550/-.
4. This Order issues in cancellation of Finance Department Memo. No.7744-F dated 15-10-2008.
5. The Accountant General (A&E) West Bengal and the Principal Accountant General (Audit), West Bengal are being informed accordingly.

*Sd/- S. K. Chattopadhyay*

Special Secretary to the  
Government of West Bengal  
Finance Department