

GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
AUDIT BRANCH
Organisation and Methods

No. 82-O&M

Dated Calcutta, the 17th June, 1985.

MEMO

Subject: Revision of the Pattern of summer and winter liveries allowed to the eligible Group-D employees working in secretary Directorate Regional Officers of the State Government located in Calcutta and in the District.

Since the issue of the Order No. 4-O&M dated 9.1.84 some representations have been received in the Finance Department regarding the scale of the liveries Government Orders. Also, it has come to notice that some Departments/Directorates/Regional Offices/District Offices have been sanctioning liveries to Group-D employees who are not eligible for the same and also incurring expenditure on this account in excess of the ceiling limits fixed by the earlier Government Orders.

2. With a view to bringing uniformity in the application of the rules governing supply of liveries to Group-D employees working in the Departments/Directorates/Regional Offices in Calcutta and in the Districts, the Governor, after careful consideration, has been pleased to decide that liveries as per scale and ceiling noted on the annexure may be supplied to eligible Group-D employees as sanctioned therein, subject to the conditions set out below :

a) The cost of liveries under no circumstances should exceed the limit fixed and no livery should be supplied to any Group-D employee, who is not eligible for liveries. The categories of Group-D employees who are entitled to livery under existing Government Order are listed in the Annexure.

b) The name of the concerned Department should be embossed (embroidered) either on the front pocket (left hand side) or over the shoulder badge of the liveries/uniforms.

c) Each Department/Directorate/Regional Office would supply to the eligible employees liveries made of the particular type of cloth of a common shade to be specified by the Heads of Department/Directorate/Regional Office. The livery/uniform should be supplied only to those who would agree to put on the same regularly on duty. In case the livery supplied is not worn regularly, the staff concerned shall forfeit their entitlement to washing charges and also to future supply of livery.

3. The following time-table should normally observed by all Departments/ Directorates/ Regional Offices in respect of taking up of the cases of supply of summer and winter liveries in time.

Description	To be taken up	Final Disposal
a) Summer liveries	1 st January	1 st April
b) Winter liveries	1 st June	15 th September

4. The Governor has also been pleased to all washing charges @ Rs. 3/-per month provided it is certified by the Head of the Office that the Group D employees concerned are in fact wearing the liveries regularly while on duty.
5. The office concerned while supplying the liveries to the Group-D employees entitled to have liveries under this Order, should obtain in writing from the employees that they are agreeable to use the uniform regularly during duty hours, failing which they will forfeit their claim of the liveries.
6. The Drawing and Disbursing Officer while submitting the bills for the liveries for payments, should certify that the liveries have been purchased for supply to eligible Group-D employees in accordance with the specification, scales and ceilings mentioned in this Order and that Para-2 of this Order has been strictly followed.
7. This Order supersedes all previous Orders on the subject. The employees covered by special Government Orders e.g., Nurses of Health Directorate, and personnel of Police, Forest, Fire Brigade and Jails shall continue to draw liveries as usual.
8. The Order shall come into effect from 1st June 1985.
9. A separate Order is being issued in respect of the Orderlies/Peons etc. employed in the Hill Areas of Darjeeling District.

Sd/- S. N. Dutta

Deputy Secretary.