

Government of West Bengal
Finance Department
Audit Branch

No.2500- F(Y)

Dated, 20th March, 2015

MEMORANDUM

IFMS, a major e-governance project has already been piloted in all Treasuries. All 88 Treasuries have been migrated to web-based application (Centralised Treasury System). E- Pradan module of IFMS have also been rolled out since middle of February, 2015 and e-Billing is also expected to be introduced from May, 2015. In addition to this, replacement of the existing LOC system with the system of drawal of fund by submission of bill in the treasuries for works expenditure will be introduced w.e.f 1st April 2015.

2. The new IFMS system has been installed with a view to expedite processing and disposal of bills. The treasuries are suffering from shortage of staff. Besides, success of the IFMS depends much on the computer operation skill of the treasury staff especially those who will man the Treasury front office. Keeping in view all these aspects Government had been considering for sometime past engagement of fresh data entry operators in the treasuries to cope up with the problem arising out of shortage of competent staff to process bills in the Computerised Treasury System (CTS).

3. Therefore, the Governor is pleased to accord approval to engagement of 129 nos. of fresh Data Entry Operators in the treasuries within the state purely on contractual and temporary basis against the vacancies in the Group 'C' posts. Treasury - wise sanctioned Data Entry Operators is given in the Annexure.

4. Guidelines for engagement :

The following guidelines should be strictly adhered to while engagement on contractual basis -

- a. Engagement shall be purely on contractual / temporary basis for a period of one (1) year.

This can be renewed on satisfactory performance by the Finance Department on recommendation of the District Magistrate. The proposal for renewal should reach the Director of Treasuries & Accounts at least 30 days before expiry of the annual contract.

- b. Qualification :

Applicant has to possess a degree in Graduation with at least 'O' Level Certificate in Computer Application

- c. Consolidated pay:

- i. The Data Entry operators will be entitled to a consolidated remuneration of Rs.11,000/- per month.
- ii. Annual incremental benefit will be @ Rs.500/- to each operator for the first five years and then @ Rs.600/- thereafter. This is subject to continuous satisfactory service;

- d. Mode of Recruitment:

- a) 'Open Advertisement' inviting applications in the prescribed format from the intending applicants is to be published by giving 15 days' notice / time at least in two newspapers, one in English and the other in Bengali [Nepali in Hill area] having wide circulation.
- b) 'A District level Selection Committee' is constituted comprising the following Officials:
 - i) The District Magistrate as Chairman
 - ii) The Additional District Magistrate (preferably in charge of treasuries) nominated by the District Magistrate

- iii) A senior officer from the Collectorate, preferably Senior Deputy Collector or any other officer nominated by the District Magistrate as 'Member - Secretary'.
- iv) A senior Treasury Officer from the district nominated by the District Magistrate as 'Member'.
- v) DIO, NIC as member

e. Other terms and conditions -

- i. Since the DEO's are to be engaged against vacant posts of Group-C categories of staff, their service will be discontinued as soon as those posts are filled up following usual procedure;
 - ii. The data entry operators proposed to be sanctioned treasury-wise will be engaged by the District Magistrate of the concerned district;
 - iii. The persons, so deployed as DEO shall exclusively render service to the treasuries and shall not be transferred / posted to any other office / section.
 - iv. **Termination** : The engagement of DEOs will terminate under following situations –
 - i. Expiry of Contract Period, if not renewed
 - ii. Giving 30 days notice by either side within the validity period of contract
 - iii. Forthwith under Insubordination & improper behaviour, inefficiency, negligence, etc.
5. The charge will be debited out of the Budget Provision under the head, "2054-Treasuries and Accounts Administration-00-097-Treasury and Establishnient-Non-Plan-001-Other treasuries-02-wages".
6. The **role and function of Data Entry Operators** so engaged will be restricted to following Activities:
- i. Bill Receiving
 - ii. Scroll Entry
 - iii. Cheque Delivery
 - iv. Return Memo Generation
 - v. Compilation Work.
 - vi. P.P.O Entry.
 - vii. Advice Entry of LF / PL
 - viii. Sanction Order Entry
 - ix. Other data entry related work.

(H.K. Dwivedi)

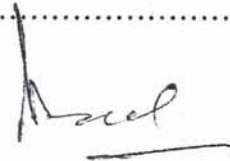
Principal Secretary to the
Government of West Bengal

ANNEXURE			
Sl. No.	Districts	Name of Treasury	No. of D.E.O.
1.	South 24 Parganas	1. Allipore -I	03
		2. Alipore-II	03
		3. Diamond Harbour	02
		4. Baruipur	02
		5. Canning	02
		6. Kakdwip	02
		Total	14
2.	North 24 Parganas	1. Barasat-I	03
		2. Barasat-II	02
		3. Basirhat	02
		4. Bongaon	02
		5. Barrackpore-I	03
		6. Barrackpore-II	02
		7. Bidhan Nagar	02
Total	16		
3.	Nadia	1. Krishna nagar-I	02
		2. Krishnanagar-II	02
		3. Ranaghat	01
		4. Kalyani	01
		5. Tehatta	01
Total	07		
4.	Murshidabad	1. Behrumpore-I	02
		2. Behrumpore-II	02
		3. Domkal	01
		4. Jangipore	01
		5. Kandi	01
		6. Lalbagh	01
Total	08		
5.	Purba Medinipur	1. Tamruk	02
		2. Haldia	01
		3. Contai	01
		4. Egra	01
Total	05		
6.	Paschim Medinipur	1. Midnapore	02
		2. Kharagpur	01
		3. Jhargram	01
		4. Ghatal	01
Total	05		
7.	Howrah	1. Howrah -I	02
		2. Howrah-II	02
		3. Uluberia	01
Total	05		
8.	Hooghly	1. Hooghly-I	02
		2. Hooghly-II	02
		3. Arambagh	01
		4. Chandannagore	01
		5. Srerampore-I	02
		6. Srerampore-II	01
Total	09		
9.	Burdwan	1. Bardhaman-I	02
		2. Bardhaman-II	02
		3. Asansol-I	02
		4. Asansol-II	02

		5. Durgapur	01
		6. Kalna	01
		7. Katwa	01
		Total	11
10.	Purulia	1. Purulia	02
		2. Raghunathpur	01
		Total	03
11.	Bankura	1. Bankura	02
		2. Bishnupur	01
		3. Khatra	01
		Total	04
12.	Birbhum	1. Birbhum-I	01
		2. Birbhum-II	01
		3. Bolpur	01
		4. Rampurhat	01
		Total	04
13.	Malda	1. Malda-I	02
		2. Malda-II	02
		3. Chanchal	01
		Total	05
14.	Uttar Dinajpur	1. Raiganj-I	02
		2. Raigun-II	02
		3. Islampore	01
		Total	05
15.	Dakshin Dinajpur	1. Balurghat-I	02
		2. Balurghat-II	02
		3. Gangarampur	01
		Total	05
16.	Darjeeling	1. Darjeeling	02
		2. Kurseung	01
		3. Kalimpong	01
		4. Siliguri-I	02
		5. Siliguri-II	02
		Total	08
17.	Jalpaiguri	1. Jalpaiguri	02
		2. Jalpaiguri	02
		3. Mal Bazar	01
		Total	05
18.	Cooch-Bihar	1. Cooch Bihar-I	02
		2. Cooch Bihar-II	02
		3. Mathabhanga	01
		4. Dinhata	01
		5. Mekhliganj	01
		6. Toofangunj	01
		Total	08
19.	Alipur Duar	1. Alipurduar	02
		GRAND TOTAL	129

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General(A&E), West Bengal, Treasury Buildings, 2, Govt. Place(West), Kolkata-700001.
2. The Principal Accountant General(Audit), West Bengal, Treasury Buildings, 2, Govt. Place(West), Kolkata-700001.
3. The Accountant General (Receipts, Works and Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Buildings, 5th Floor, Block DF, Sector-I, Salt Lake, Kolkata-700064.
4. The Chief Secretary to the Government of West Bengal.
5. Resident Commissioner, Government of West Bengal, A/2, State Emporia Buildings, Baba Kharak Singh Marg, New Delhi-110001.
6. The Additional Chief Secretary/Principal Secretary/Secretary,
.....Department, Govt. of West Bengal.
7. General Manager (Banking), Reserve Bank of India, N.S. Road, Kolkata-700001.
8. The Secretary, Finance (Audit) Department, Government of West Bengal.
9. The Commissioner,Division.
10. The Special Secretary/Additional Secretary/Joint Secretary/Deputy Secretary, Finance Deptt.
11. The OSD & Ex-Officio Joint Secretary, Finance (Budget) Department. He is requested to upload this order in the Finance Department website.
12. TheDeptt./Dte.
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13. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyons Range (2nd & 3rd Floor), Kolkata-700001.
14. The Director,
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15. The District Magistrate/District Judge/Superintendent of Police,
16. The Sub-Divisional Officer,
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17. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012.
18. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata-700012.
19. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1st Floor, Salt Lake, Sector-III, Kolkata-700106.
20. The Treasury Officer,
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21. The Group...../.....Branch, Finance Department.



(G. Samanta)
Joint Secretary to the
Government of West Bengal