

Government of West Bengal
Finance Department
Audit Branch

No. : 5760-F(P)

Kolkata, the 7th June, 2011.

MEMORANDUM

In terms of rule 45 of the West Bengal Service Rules Part-I an increment shall ordinarily be drawn by a Government employee as a matter of course unless it is withheld. As per prevailing practice an order of increment is issued in respect of individual employee by the respective Head of Office or any other authority competent to do so. It has been experienced that issuance of order of increment in respect of individual employee is not only wastage of manpower and time, a huge amount of expenditure has to be incurred by Govt. every year. The matter of doing away with the existing system of issuance of order of increment in respect of individual employee has been under active consideration of the Government for sometime past.

2. After careful consideration of the matter the Governor is pleased to direct that the existing system of issuance of order of increment in respect of an individual employee including the members of AIS by the respective Head of Office/Cadre Controlling authority shall henceforth be done away with and the respective Drawing and Disbursing Officer shall grant annual increment on the 1st day of July every year to all regular employees and Officers including the members of All India Services under their drawing and disbursing control unless in exceptional cases the same is withheld or stopped as a result of departmental proceedings or is barred in terms of provisions of West Bengal Services (Training and Examination) Rules or the Employee/Officer/Member of AIS has undergone unauthorised absence or has been sanctioned extra ordinary leave without pay or the employee/Officer/Member of AIS is placed under suspension. These exceptional cases shall be dealt with separately by the respective Head of the Office/Department.

3. Except in the exceptional cases mentioned hereinabove, the Head of Office concerned while making Acting Arrangements for the month of July every year shall certify that the concerned employee fulfills eligibility conditions of grant of annual increments as laid down under Rule 48 of W.B.S.R., Part-I/relevant AIS Rules and/or as per provisions of Services (Training & Examination) Rules, where applicable.

4. After drawal of pay at the enhanced rate on grant of usual increment in the month of July of every year, necessary entries in the Service Book shall be made by the Competent Authority on the basis of requisite documents as may be obtained from the concerned D.D.O.

5. This order shall take effect immediately.

By Order of the Governor,

Sd/- C.M. Bachhawat

**Principal Secretary to the
Government of West Bengal,
Finance Department.**

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