

Government of West Bengal
Backward Classes Welfare Department
Administrative Buildings, DJ-4, Bidhannagar Sector-II, Kolkata-700091
Website: www.anagrasarkalyan.gov.in

ORDER

No. 1485-BCW/7P-41/2018 dated the 31st May, 2019. - The West Bengal Backward Classes (Other than Scheduled Castes and Scheduled Tribes) (Reservation of Vacancies in Services and Posts) Act, 2012, (hereinafter referred to as the said Act) has already come into force. Now, in exercise of the power conferred by Section 15 of the said Act. The Governor is pleased hereby, to order that -

- (1) **Maintenance of Registers of Appointments** - Every appointing authority shall maintain the register as referred to in paragraph (ii) of the Schedule (III) to the Act in the form indicated in Appendix I of West Bengal Scheduled Caste and Scheduled Tribe (Reservation of Vacancies in Services & Posts) Rules, 1976 in respect to direct recruitment for each of the existing cadre.
- (2) **Maintenance of Registers of Appointments by electronic means** - Every appointing authority may maintain Registers of Appointments (RoA) online in the modified format in Appendix-I of West Bengal Scheduled Caste and Scheduled Tribe (Reservation of Vacancies in Services & Posts) Rules, 1976 as prescribed in the web portal www.wbreservation.gov.in developed by the Backward Classes Welfare Department, wherein an appointing authority can register and furnish details for actions Under Section 5 and Under Section 7 of The West Bengal Backward Classes (Other than Scheduled Castes and Scheduled Tribes) (Reservation of Vacancies in Services and Posts) Act, 2012.
- (3) **E-filling of Annual Returns of Appointments of Other Backward Classes - A and Other Backward Classes - B categories** Every appointing authority may furnish annual report online in the web portal www.wbreservation.gov.in in the modified format in Appendix-II and Appendix-III A of West Bengal Scheduled Caste and Scheduled Tribe (Reservation of Vacancies in Services & Posts) Rules, 1976 as prescribed, wherein an appointing authority can register and furnish details as required in accordance with Section 17(1) of The West Bengal Backward Classes (Other than Scheduled Castes and Scheduled Tribes) (Reservation of Vacancies in Services and Posts) Act, 2012.
- (4) For the purpose of submission of reports referred to in para-3 of this order, categorisation of services in different establishments, shall be as laid down in "Revision of Pay and Allowances Rules" of the appropriate authority as applicable from time to time.

This order shall take effect on and from the 3rd June, 2019.

By order of Governor,


31/5/2019

Pr. Secy. to the Govt. of West Bengal.

Government of West Bengal
Backward Classes Welfare Department
Administrative Buildings, DJ-4, Bidhannagar Sector-II, Kolkata-700091
Website: www.anagrasarkalyan.gov.in

No. 1486-BCW/7P-41/2018

Date: 31/05/2019

From : Pr. Secretary to the Govt. of West Bengal.

To : Additional Chief Secretary / Principal Secretary/ Secretary (All)
Director/ Commissioner _____
_____ (Appointing Authority)

Sub. : Initiation of online maintenance of Register of Appointments (RoA) and e-filing of annual returns in relevant format- thereof.

Ref. : 4225-BCW/7P-41/18 dated 07/09/2018 and No. 1485-BCW/7P-41/2018 dated 31/05/2019

Madam / Sir,

This is to inform that the West Bengal Scheduled Caste and Scheduled Tribe (Reservation of Vacancies in Services & Posts) Rules, 1976 have been amended vide notification as referred to above and by virtue of that amendment online maintenance of RoA and e-filing of annual returns in relevant format has been introduced.

Similarly, an Order No. 1485-BCW/7P-41/2018 dated 31/05/2019 has been issued for maintenance of online RoA and e-filing of annual returns in respect of reservation of OBCs in vacancies arising in services and posts.

I would therefore request you to instruct the appointing authorities under your department to comply with this modified procedure.

All concerned may kindly be informed accordingly.

Encl.: -1) 4225-BCW/7P-41/18 dated 7/9/2018

2) Order No-1485-BCW/7P-41/2018 dated 31/05/2019

Yours faithfully

Shadeek
31/5/2019

Pr. Secretary to the Govt. of West Bengal

No. 1486-BCW/7P-41/2018

Date: 31/05/2019

Copy forwarded for information and necessary action to-

- 1) Commissioner BCW & TD Directorate.
- 2) Jt. Commissioner of Reservation, BCW Deptt.
- 3) Spl. Officer Law & Ex-Officio Dy. Secy. Law., BCW Deptt.

Shadeek
31/5/2019

Pr. Secretary to the Govt. of West Bengal

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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

Backward Classes Welfare Department

Administrative Building,

Block-DJ, Sector-II, Salt Lake City, Kolkata-700091

NOTIFICATION

No. 4225-BCW/7P-41/18 – dated the 7th September, 2018. – In exercise of the power conferred by section 13 of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 (West Ben. Act XXVII of 1976), the Governor is pleased hereby to make, with immediate effect, the following amendments in the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Rules, 1976, published under this Department notification No. 374-TW/EC, dated the 16th August, 1976 (hereinafter referred to as the said rules):—

Amendments

In the said rules, –

- (1) for rule 3, *substitute* the following rule : –

"3. Maintenance of register of appointments. – Every appointing authority shall maintain the register under clause (ii) of Schedule I of the Act and the Appendix I of these rules for Register of Appointments in respect of the direct recruitment or promotion.";

- (2) after rule 3, *insert* the following rule: –

"3A. Maintenance of Register of Appointments (ROA) by electronic means.– Every appointing authority shall maintain the Register of Appointments (ROA) on online basis as provided in the website www.wbreservation.gov.in as per modified Appendix I, may register and furnish the details for actions taken or to be taken under sections 4 and 6.";

- (3) after rule 4, *insert* the following rule: –

"4A. Filling of annual report of appointments of Scheduled Castes, Scheduled Tribes by electronic means.– Every appointing authority shall furnish annual report on an online basis provided in the website, www.wbreservation.gov.in in the modified format in Appendix II, Appendix III A and Appendix IIIB, and may register and furnish details as required under section 12(1).";

- (4) for rule 5, *substitute* the following rule: –

"5. **Categorisation of services.** – For the purposes of submission of reports referred to in rule -4, or rule 4A, as the case may be, categorisation of services in different establishments shall be as laid down in the relevant Revision of Pay and Allowances Rules, applicable from time to time.";

- (5) for sub-rule (b) of rule 10, *substitute* the following sub-rule: –

"(b) If a candidate from the Scheduled Castes or the Scheduled Tribes obtains promotion on the basis of merit with due regard to seniority, his promotion shall be made against unreserved vacancy and reserved vacancies shall be filled up by selecting candidates from the remaining Scheduled Castes or Scheduled Tribes candidates irrespective of merit but who are within the normal zone of consideration and are considered fit for promotion:

Provided that for the purpose of fitness, all Scheduled Caste and Scheduled Tribe employees who are within the normal zone of consideration for promotion to higher posts shall be given one grading higher than the grading assigned to them on the basis of their record of service excepting in those cases where it has already been accorded:

Provided further that the number of Scheduled Caste or Scheduled Tribe employees appointed on promotion to any unreserved vacancy in a service or post in any establishment to be filled up by promotion shall not be deducted from the quota reserved in such service or post for promotion for the members of the Scheduled Castes or Scheduled Tribes";

- (6) for Appendix I, *substitute* the following Appendix:–

**"APPENDIX I
Register of Appointment
DIRECT RECRUITMENT/PROMOTION**

(See rule 3 read with rule 3A)

Name of the Department:

Group of Service:

Scale of Pay:

Name of office:

Name of the post:

Total No. of Sanctioned Posts:

Percentage of Reservation:

(a) Scheduled Castes:

(b) Scheduled Tribes:

(c) Other Backward Classes A

(d) Other Backward Classes B

Date of occurrence of the vacancy	Point of roster	Whether reserved for Scheduled Castes, Scheduled Tribes, OBC- A & OBC-B	Name of the candidate appointed indicating Scheduled Caste or Scheduled Tribe, OBC- A & OBC-B	Date of appointment /Date of joining*	If the candidate of the right community is not appointed to the reserved vacancy, reasons for not doing so	Remarks	Signature of the appointing authority.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

* Mention Date of joining if it differs from date of appointment.";

(7) for Appendix II, *substitute* the following Appendix:—

"APPENDIX II

Annual Statement of the total number of employees and members of Scheduled Castes/Scheduled Tribes/OBC-A & OBC-B amongst them as stood on the 1st January of the year 20....

(See rule 4A)

Name of the Department:

Name and address of the Office:

Group of Service	Name of Post	Total number of employees in the posts	Number of Scheduled Castes amongst them	Percentage of Scheduled Castes to the total employees in the post	Number of Scheduled Tribes amongst them	Percentage of Scheduled Tribes to the total employees in the post	Number of OBC-A amongst them	Percentage of OBC-A to the total employees in the post	Number of OBC-B amongst them	Percentage of OBC-B to the total employees in the post
A										
B										
C										
D										
Others										

(8) for Appendix III A, *substitute* the following Appendix:—

" APPENDIX IIIA

Annual Return of Appointments made during the calendar year ending on 31st December, 20...

(See rule 4A)

Name of the Department:

Name and address of the Office:

DIRECT RECRUITMENT

Name of Post	Group of Service	Total number of vacancies occurred	No. of vacancies reported to PSC/Recruitment agency	No. of vacancies filled up by	No. of de-reserved vacancies in relation to Column (4)	No. of vacancies carried forwarded on account of De-reservation	R E M A R K S
		General / S.C./ S.T./ OBC-A / OBC-B				S.C. / S.T./ OBC-A / OBC-B	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
A							
B							
C							
D							
Others							

(9) for Appendix IIIB, *substitute* the following Appendix:—

"APPENDIX IIIB

Annual Return of Appointments made during the calendar year ending on the 31st December, 20...

(See rule 4A)

Name of the Department:

Name and Address of the Office:

PROMOTION

Name of Post	Group of Service	Total Number of vacancies occurred	Total Number of vacancies filled up	Total number of reserved vacancies carried forward	Total number of reserved vacancies lapsed	R E M A R K S
		General/S.C./S.T.	General/S.C./S.T.	S.C./S.T.	S.C./S.T.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)

NOTE.— The number of the Scheduled Castes or the Scheduled Tribes employees appointed on promotion to any unreserved vacancy in a service or post in any establishment to be filled up by promotion, shall not be deducted from the quota reserved in such service or post for the members of the Scheduled Castes or the Scheduled Tribes under this section."

By order of the Governor,

S.K. THADE

Pr. Secy. to the Government of West Bengal.