

GOVERNMENT OF WEST BENGAL  
JUDICIAL DEPARTMENT  
WRITERS' BUILDINGS, KOLKATA

No. 5140-J

S-25/04(Pt. VI)

Dated : 20<sup>th</sup> July, 2009

From : Shri A. K. Roy,  
Secretary-In-Charge to the  
Government of West Bengal.

To : The Pr. Accountant General (A & E),  
West Bengal, Treasury Buildings,  
Kolkata - 700001.

Sub : Implementation of the recommendation of the Shetty Commission for the Staff  
attached to the process serving establishment in the sub-ordinate courts in the  
State reg. Recruitment Rules, promotion policies and qualification etc.

Sir,

In compliance with direction of the Hon'ble Supreme Court of India dated 11.02.09  
passed in I.A. Nos. 71A, 135-136, 137, 138 and 142 in W.P. (C) No. 1022/1989, and as per the  
decision taken in the matter in the meeting held in the Chamber of the Principal Secretary,  
Finance Deptt. of West Bengal on 30.03.2009, I am directed by order of the Governor to say that  
the Governor has been pleased to decide to implement the following recommendation w.e.f.  
01.04.2003 :-

1) The Process Establishment in the Mofussil Courts be restructured constituting the two  
cadres viz., i) Process Server / Summon Bailiffs and ii) Bailiffs / Seal Bailiffs. These two cadres  
have already been provide both in the City Civil & Sessions Courts and in the Presidency Small  
Causes Court, Calcutta.

2) In Mofussil Courts, the pay scale of Rs.3350-6325/- has been recommended as per  
judgment in Civil Rule No. 5139(W) 1981 to the existing Cadre of Process Servers who are  
required to obtain the qualification of pass in School Final or equivalent examination. The said  
cadre be re-designated as Seal Bailiff and the Cadre of Process Servers be assigned lesser pay  
scale of Rs. 3150-5680.

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3) Qualification and Mode of Recruitment :-

i) PROCESS SERVERS :  
(Bailiff or Summon Bailiff)

(a) Qualification :

Since the prescribed qualification for the posts of Bailiff in the City Civil & Session Court and the Summon Bailiff in the Court of Small Causes in the same i.e. qualification of VIII standard as recommended by the Commission, no modification is suggested.

(b) Mode of Recruitment :

50% by direct recruitment and 50% by promotion of peons/orderlies having minimum qualification of VIII standard.

(c) Reservation in Group-C posts (clerical cadre Entry Level) :

Process Servers with requisite qualification shall be consider for promotion along with other categories of Gr. 'D' employees to the extent of 25% in L.D.C. Cadre in the ratio of 1:2 (Process Server-1 and other Group-D Employees-2).

ii) B A I L I F F S : (Seal Bailiff)

a) Qualification :

The prescribed qualification is pass in School Final Examination or Matriculation which is same as recorded by the Commission.

b) Mode of Recruitment :

Mixed Cadre - i.e., by direct recruitment and by promotion of Bailiffs in CCC/Summon Bailiffs in Court of SCC / Process Servers in Mofussil Courts only. Percentage between direct recruitment and the promotion may be determined by the High Court.

4) The post of Bailiff / Seal Bailiff will be entirely filled up by promotion of Process Server / Summons Bailiff having passed School Final Examination.

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- 5) This order is issued with concurrence of Finance (A) Deptt. vide their U.O. No. 1561-Gr. 'P' (Service dated 01.06.09).
- 6) All concerned including all Treasury Officers, Pay and Accounts Officer-I & II, Calcutta, are also being informed accordingly.

Yours faithfully,

Sd/- A. K. Roy  
Secretary-in-Charge.

Dated : 20<sup>th</sup> July, 2009

No. 5140/1(55)-J

Copy forwarded for information and necessary action to the :-

1. Pay and Accounts Officer-I, Kolkata Pay & Accounts Office, 81/2/2, Phears Lane, Kolkata-700012.
2. Pay & Accounts Officer-II, Kolkata Pay & Accounts Office, P-1, Hyde Lane, Jawhar Buildings, Kolkata-700073.
3. Treasury Officer,
4. District Judge, Bankura,
5. Registrar General, High Court, Appellate Side, Calcutta, High Court Buildings, Kolkata-700001.
6. Finance (A) Deptt. Gr. 'P' (Service).
7. Chief Judge City Civil Court, Calcutta, City Civil Court Buildings, 2 & 3, J. S. Roy Road, Kolkata-1,
8. Chief Judge, Presidency Small Causes Court, Calcutta, City Civil Court Buildings, 2 & 3, K. S. Roy Road, Kolkata-1,

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9. Chief Judge, City Sessions Court, Calcutta,  
Bankshall Street, Kolkata - 700001.
10. Chief Metropolitan Magistrate, Calcutta,  
Bankshall Street, Kolkata-700001.
11. Senior Municipal Magistrate, Calcutta,  
15N, Nellie Sengupta Sarani, Hidco Buildings, Kolkata-87.
12. Judge, 24-Parganas, 1<sup>st</sup> Special Court, Alipore,  
Survey Buildings, Kolkata-27.
13. Judge, Calcutta, 2<sup>nd</sup> Special Court, 3, Banshall St., Kolkata-1.
14. Judge, Calcutta, 3<sup>rd</sup> Special Court, 3, Banshall St., Kolkata-1.
15. Judge, Calcutta, 4<sup>th</sup> Special Court, 3, Banshall St., Kolkata-1.
16. Judge, Calcutta, 5<sup>th</sup> Special Court, 3, Banshall St., Kolkata-1.
17. Principal Judge, Family Court, Calcutta,  
3, Bankshall St., Kolkata-700001.

Sd/- A. K. Roy  
Secretary-in-Charge.