

## **Creation of Posts in Directorate of State Archives, West Bengal**

Government of West Bengal  
Higher Education Department (Estt. Br.)  
Bikash Bhavan, Salt Lake, Kolkata – 700 091

No. 741-HE (Estt.)/10P-01/2001, Dated: 30.04.2009.

### MEMORANDUM

#### **Sub: Creation of Group 'A', 'B', 'C' and 'D' posts in the Directorate of State Archives.**

West Bengal State Archives has been converted into Directorate of State Archives vide this Deptt.'s G.O.No. 225(Estt.) dt 11.02.2009.

1. For smooth functioning of the newly created Directorate the Governor has been pleased to create 27 nos. of Group 'A' posts as shown at Annexure-A in that Directorate and it has been decided that the said posts will be filled up by way of transfer of the existing Group 'A' officers who are now working in the existing Archives Branch of Higher Education Department.
2. The Governor has further been pleased to create 36 no. of Group-B and Group-C posts as at Annexure-II in the Archival Directorate with stipulation that equal no. of such posts will be retained in the Secretariat. Out of these 36 posts, 13 no. of basic grade LDC posts and 3 no. of basic grade Typist posts will be filled up by the Director as per existing norms through PSC and the remaining 20 posts will be filled up through deputation. To fill up the said posts through deputation the Higher Edn. Deptt will contact the Deptt. of PAR, CC Wing/ Finance Deptt. (for the post of Stenographer) to provide employees to those vacant posts in accordance with the existing rules and regulations.

For smooth functioning of the Directorate, as an interim arrangement, however, PAR Deptt. will be requested to see if the existing Sectt. Staff could be provided to the vacant 36 posts which have been created in the Archival Dte. by the Govt. till such posts are filled up either through PSC or by deputationists after observing usual formalities.

The Governor is further pleased to order that the Sectt. Staff will continue to draw their pay and allowances from Higher Edn. Deptt. if they are not formally deputed to the Archival Dte.

3. The Governor has also been pleased to create 88 nos. of Group-'C' and 'D' posts belonging to the State Archives Branch of the Higher Education Deptt. as indicated at Annexure-III in the Directorate of State Archives. These posts will be filled up on transfer by the existing staff of the State Archives Branch. Since those posts were created originally in the Higher Education Deptt., equal nos. of posts shall be retained in the Higher Education Deptt. for the purpose of giving service benefits to these transferred staff in Directorate of State Archives. Those transferred staff shall continue to draw pay and allowances of the post(s) held by them in the Archive Branch of the Higher Education Deptt. from the relevant head of the Directorate of State Archives and they shall, however get all benefits in their service career whenever the case of allowing such benefits arise according to their status in the respective gradation list in the Higher Education Deptt.

4. Establishment Cell of Higher Education Deptt. will look after the work relating to the Directorate

of State Archives.

This order issues with the concurrence of the Finance Deptt. vide their U.O. No. 1298 dt. 29.4.09.

Sd/- K. K. Bhowmick  
Deputy Secretary

Enc. **Annexures I, II, III**

**Annexure-I**  
**Group-A Posts**

1.	Director of Archives	01
2	Deputy Director of Archive	01
3.	Assistant Director of Archive	02
4.	Chief Archivist	02
5.	Archivist	06
6.	Assistant Archivist	14
7.	Micro photographer	01
	Total	27

**Annexure- II**  
**(Group B & Group C posts)**

1.	Head Assistant	03
2.	Senior Assistant (U.D.A.)	12
3.	Stenographer	01
4.	Lower Division Assistant	13
5.	Typist Supervisory Grade	01
6.	Typist Grade-I	03
7.	Typist Basic Grade	03
	Total	36

**Annexure- III**  
**(Group C & Group D posts)**

1.	Binder Grade-1	01
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2.	Duplicating Machine Operator	01
3.	Binder Basic Grade	03
4.	Motor Driver	01
5.	Muharrier-cum-Sr. Mender Grade-I	07
6.	Muharrier-cum-Sr. Mender Grade-11	12
7.	Record Supplier-cum Mender	15
8.	Duftry Grade-I	01
9.	Duftry Basic Grade	01
10.	Peon-cum-Farash Grade-I	12
11.	Peon-cum-Farash Basic Grade	22
12.	Orderly Peon	02
13.	Photo Assistant	01
14.	Helper	01
15.	Sweeper Grade-1	01
16.	Sweeper Basic Grade	03
17.	Darwan/Night Guard, Basic Grade	03
18.	Darwan/Night Guard, Grade-I	01
	Total	88