

Promotion and Transfer Policy for Secretariat Staff

Government of West Bengal
Personnel & Administrative Reforms Department
Common Cadre Wing

Sub: Promotion and Transfer policy for Secretariat Staff.

The Present system of considering promotion of employees under Common Cadre Wing is on quarterly basis. The promotion is awarded with retrospective effect, due to which many vacancies remain unfilled for some time. This causes difficulty in functioning of many departments/ offices. It is essential to have employees with exposure to different departments of Government to enable them to develop personally and professionally. Accordingly a new promotion and transfer policy is being adopted for employees under Common Cadre Wing.

The Personnel and Administrative Reforms Department will adopt the following policy in respect of transfer of employees under Common Cadre Wing on promotion with effect from 1 April, 2012 in modification of its existing policy continuing since 1999.

A. Promotions orders for the posts of Upper Division Assistants/ Head Assistants/ Section Officers/ typist Grade-1/ Typist Supervisor Grade/ Typist Senior Supervisor Grade would henceforth be issued on monthly basis.

B. On promotion to higher posts, the employees would be transferred to other departments/ offices from the existing ones, where from they are promoted.

C. If equivalent posts are not available in other departments/ offices in a particular calendar month, the employees will be promoted in situ and transferred to other departments/ offices in the subsequent cycle of promotion next month.

D. If the concerned employee is due to retire within one year, efforts would be made to accommodate him in the same department.

E. The proposals or prayers for transfer from Salt Lake to B.B.D. Bag area and vice versa shall be considered on the basis of date of receipt of application forwarded through proper channel in the Common Cadre Wing. The employees, who are physically challenged or seriously ill may deserve special consideration in this regard.

F. If the services of certain employees are considered to be essentially required for administrative reasons only, the Departmental Secretary may send comprehensive proposal with reasons for reversion of such employees to the earlier department in exceptional cases to the Cadre Controlling Authority for consideration. In such cases of reversion, the tenure of employee in the said department shall not exceed 12 years under any circumstances.

G. The Departments would be required to send a declaration by the employee in prescribed format giving his willingness/ unwillingness for promotion along with other records before the order of promotion is issued. The employees who forego promotion would be debarred from further promotion for a period of one year.

H. The Chief Minister's Office and the Chief Secretary's Office would be exempted from the above policy.

Sd/- I. Pandey
Secretary to the Government of West Bengal

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