

MEMORANDUM

It has been observed that different Administrative Departments are sending some files relating to conditions of Service of the employees, which can easily be decided on the basis of existing rules and orders at their level. The concerned group of Finance Department i.e. Group-P which is already overburdened is facing problem in disposing important files due to such avoidable references from the departments.

To avoid such references and to lessen the burden upon Group-P of Finance Department, the undersigned is directed by order of the Governor to say that the Governor has been pleased to direct that the Administrative Departments may not make any references on the following matters to this Department and decide on these issues following provisions of extant rules and orders :

**MATTERS WHICH MAY BE DISPOSED OF BY THE
ADMINISTRATIVE DEPARTMENTS AT THEIR LEVELS**

- (i) Compliance of Court orders where there is no scope to prefer appeal or appeal has failed. Opinion of Ld. I.R., W.B. in such cases may be invariably taken.
- (ii) Regularisation of service due to unauthorized absence by granting leave within the ceiling as prescribed under the Rule. (Rule 34 of WBSR Part-I).
- (iii) Approval of Ticket cancellation charge.
- (iv) Permission for tour or training in foreign countries where there is no financial implication upon the State Government subject to approval of Chief Secretary and Hon'ble Chief Minister.
- (v) L.T.C. claims to be disposed of following existing G.Os., viz. Finance Department Memo. No.9924-F dated 07.12.2005 read with No.607-F dated 20.01.2006 and No.4367-F dated 13.06.2006.
- (vi) Extension of tenure of Part-time Sweepers/Water carriers as these are not against any sanctioned post and paid out of contingency as per F.D.Memo.No.8626-F dated 07.09.2009.
- (vii) Renewal of special allowance or additional remuneration for operating photocopier machines, duplicating machines. The employees who are in receipt of such special allowances may continue if they are entrusted with the jobs by specific orders of the Admn. Deptt. Such drawal is subject to the condition that the machine is functioning.

- (viii) Admissibility of CAS, MCAS unless it involved counting of past ad-hoc service or appointment in other posts.
- (ix) Reconstruction of Service Book, when the original one is lost. This may be done under the order of the Head of the Administrative Department following the procedure laid down under Section IV of Appendix 7 of WBSR Part-1.
- (x) Proposal for re-employment after retirement. Those may be sent to the P&AR Department for consideration of the Screening Committee constituted vide Cabinet Circular No.1-CC/11 dated 03.08.2011.
- (xi) Matters relating to promotional disputes if the same does not involve creation of posts. (Recruitment rules for the promotion post and existing norms of promotion should be strictly followed).
- (xii) Matters relating to deputation within the State Government may be settled by the Administrative Departments. The maximum period of deputation may be four years. There will be no further extension and as such no reference is to be made with the Finance Department. Provision of F.D. Memo.No.9326-F dated 12.10.1979 and subsequent G.Os. issued from time to time may be strictly followed.
- (xiii) Settlement / Alteration of date of birth. The Departments may seek opinion of Ld. L.R.,W.B. where necessary. Provisions of F.D.Memo.No.707-F(P) dated 24.01.2012 should be strictly followed.
- (xiv) Retention of posts/service. Those may be sent to concerned Administrative Group of Finance Department. Counting of past service for pensionary benefit may also be settled in consultation with Pension Branch of the Department without making any reference to Group-P.
- (xv) Permission for Study Leave upto two years. The matters may be decided by the concerned authority under the provisions of Appendix 5 of WBSR Part 1.
- (xvi) Besides the above, matters not related to pay and allowances/conditions of service of the employee should not be referred to Group-P.

2. The files which are necessary for reference to Group-P of Finance Department should be sent mentioning specific points of reference and with the approval of the Secretary/Principal Secretary/Additional Chief Secretary of the Department. In case of files relating to creation of posts and filling up of vacant posts the same must be sent in the prescribed proforma already circulated under this Department Memo.No.1488-F(P) dated 20.02.2012 after having approval of the concerned Hon'ble Minister-in-Charge of that Department.

Sd/- H. K.Dwivedi
Secretary to the
Government of West Bengal

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Copy forwarded for information and necessary action to :

- 1) The Principal Accountant General (A&E) West Bengal,
Treasury Buildings, Kolkata- 700001.
- 2) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I,
81/2/2, Phears Lane, Kolkata- 700012.
- 3) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II,
P-1, Hyde Lane, Kolkata - 700 073.
- 4) The Accounts Officer, West Bengal Secretariat,
Writers' Buildings, Kolkata-700001.
- 5) The Accounts Officer, West Bengal Secretariat,
Bikash Bhavan, Salt Lake, Kolkata-700 091.
- 6) The Sub-Divisional Officer, _____

- 7) The District Magistrate/Judge, _____

- 8) The Treasury Officer, _____

- 9) _____

_____ Deptt./Dte.
- 10) The Commissioner, _____

- 11) The Principal, Industrial Training Institute _____

- 12) The Superintendent of Police _____

- 13) The Supdt. Engineer / Exe. Engineer, _____

Ans 2/3/12
Joint Secretary to the
Government of West Bengal