

**GOVERNMENT OF WEST BENGAL
FINANCE (AUDIT) DEPARTMENT
WRITERS' BUILDINGS, CALCUTTA**

No. 10620-F

Calcutta, the 19th December, 2000.

MEMORANDUM

In order to improve performance, efficiency and accountability of the State Government staff/officers, the following decisions have been taken.

1) Group-D Employees:

Both in case of (i) functional promotion, where on promotion higher responsibility and duties are to be performed, and (ii) non-functional promotion, where on promotion duties and responsibilities of basic posts may remain unchanged, it is required, as norms, that (a) 30% marks should be obtained by the concerned employees in terms of attendance in three consecutive six monthly performance reports, and (b) integrity clearance should also be obtained from the concerned controlling authority, including a report on behavior with members of public.

70% marks in attendance would be based in relation to all working days excepting leave on medical ground and leave previously sanctioned. If any employee is found lagging behind 70% marks, he/she will have to wait till he/she obtain 70% marks in attendance in consecutive three six-monthly instalments.

2) Employees Covered Under Open Performance Report (OPR) system.

Functional Promotion:

For awarding functional promotion, attendance, integrity, performance, efficiency and seniority would constitute the 'norms' for promotion in the following manner.

- i) 70% marks in attendance in the OPR of three consecutive six monthly periods and
- ii) integrity clearance from the Controlling Authority would be considered as eligibility criteria for consideration of the promotion of the employee.
- iii) Selection of the employee for promotion would be made on the basis of the following marks:

Attendance	25 marks
Performance	50 marks and
Efficiency and Accountability	25 marks

Marks on attendance would be related to all working days excepting leave on medical ground and leave previously sanctioned and would be based on the record of attendance in consecutive three six-

monthly Open Performance Reports (OPR).

Marks on performance would be related to the quantitatively assigned targets for the employees and his achievements as duly recorded in the Case Book/Case Diary/Note Book /Field Diary in consecutive three six-monthly OPRs.

Marks on efficiency and accountability would be related to objective evaluation of the employee for three consecutive six-monthly periods by the Reporting Officer regarding his/her (a) knowledge of work, (b) initiative, (c) promptness in disposal of works, (d) communication skill (written and oral) and (e) behaviour with colleagues and members of public. These Evaluation Reports will be maintained in the office of the Appointing Authority.

iv) Of the total marks relating to attendance, performance and efficiency, scoring of 60% would be regarded as qualifying marks for promotion. If any employee is found lagging behind 60% marks, he/she would have to wait till he/she obtains 60% marks in consecutive three six-monthly OPRs.

v) Promotion will be awarded according to seniority among those who will obtain qualifying marks.

Ex-Cadre Promotion in Functional Posts:

Ex-Cadre promotion means promotion of employees of clerical post to any non-clerical post, of non-clerical post to any clerical post, of non-technical service to any technical post and where the system of both direct recruitment and promotional recruitment exist.

Promotion in the ex-cadre post will be awarded on the basis of competitive examinations linked with the job requirement to be conducted by the concerned authority competent to give promotion. To sit for the competitive examinations, 70% marks in attendance in three consecutive six-monthly OPR would determine the eligibility.

Non-Functional Promotions:

For all non-functional promotions attendance, integrity, performance, efficiency and seniority would again constitute the 'norms' for promotion in the manner mentioned in (i), (ii), (iii) and (iv) above.

3) Employees Presently Covered Under the Annual Confidential Report (ACR):

For both functional and non-functional promotion, along with 70% attendance and integrity clearance, ACR-based evaluation of performance, efficiency and accountability, with added emphasis on behaviour with colleagues and members of public would constitute the norm for promotion.

4) Modified Career Advancement Scheme:

The Fourth Pay Commission, in its 2nd Part, Volume-I of the Report, suggested a modified Career Advancement Scheme. The Government has decided to extend the benefit of his modified Career Advancement Scheme, after evaluation of norms of attendance, integrity, performance, efficiency and

accountability for different categories of employees in the manner mentioned above. The provisions of the existing Career Advancement Scheme introduced vide Finance Department No. 6075-F, dated the 21st June, 1990, will henceforth stand modified in so far it relates to the Government employees.

The required length of completion of 10 years of service, as prevalent now, under the existing order for movement to the first higher scale will be reduced to 8 years, and the movement to the second higher scale will be reduced to 16 years in place of the existing 20 years. The Government employees in scale Nos. 1-12 on completion of a further 9 years of continuous and satisfactory service, and after fulfilling the 'norms' mentioned earlier, will move to the scale second-next above the first higher scale, provided the concerned Government employee has not got benefit of promotion or advancement to a scale similar to or above the third higher scale before 25 years of service. While computing the requisite length of service in all these cases, the length of service rendered in the revised scale as well as in the corresponding unrevised scale under the previous W.B.S. (R.O.P.A.) Rules, will be taken into account. On this matter, a separate order is being issued.

5) Provisions for Interim Period for January 1, 2001 to June 30, 2001:

For the interim period from January 1, 2001, functional and non-functional promotion for all categories of employees, as a non-time interim measure, will be subject to the norms mentioned above and be based on performance reports (OPR/ACR, as the case may be) from January 1, 2001 to June 30, 2001, with benefits given retrospectively from January 1, 2001. Thereafter, the length of period for performance will be in conformity with the requisite norms mentioned earlier. Orders for promotion, functional or non-functional, as will be due from any date falling between January 1, 2001 and June 30, 2001, shall be issued after June 30, 2001, allowing benefits retrospectively from the dates from which such benefits will be due, after fulfillment of the requisite norms mentioned earlier.

6) Detailed guidelines and revised format for OPR and ACR based on this order will be issued shortly, and this order will be given effect from January 1, 2001.

Sd/- Asok Gupta

Principal Secretary to the
Government of West Bengal
Finance Department.