

**GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT**

No. 5916(62)-F

Calcutta, 5<sup>th</sup> August, 1981.

**STATEMENT ON PROMOTION POLICY**

1. A statement indicating the State Government's major decisions on the recommendations of the Second Pay Commission was laid on the floor of the State Legislative Assembly by the Finance Minister on April 20, 1981. Subsequently by a Press Note issued on May 27, 1981, a number of other decisions were announced with respect to fixation of pay of employees in the new scales.
2. Taking into account the views expressed by the Pay Commission, the State Government has now formulated certain decisions regarding promotion of employees; these are being set forth below. On a number of issues, further details will be worked out by the individual Departments after consultation with the Finance Department and representatives of employees' associations. It is the intention of the Government to review the promotion policy after three years so that problems, if any, encountered in the implementation may be satisfactorily resolved.
3. The Government is fully in consonance with the view that there should be scope for promotion for all categories of employees and, in general, no employee should end his career where he began because of lack of avenues of promotion. A number of measures are being taken to implement this policy.
4. In the case of State Services, including the State Civil Service, State Health Service and the State Engineering Service, the number of posts currently available in scales 18 and 19 are being increased with effect from April 1, 1981; these posts will be filled through promotion, on the basis of merit-cum-seniority, from within the respective service and departmental cadres. The rearrangement of posts within each cadre is listed in the annexure.
5. It was announced on April 20 last that the Government was considering whether, in a number of cases, Assistant Engineers, who are assigned additional responsibilities, can be given a special pay in addition to their grade pay. It has now been decided that a special pay of Rs. 100 per month will be attached to, upto 15 per cent of the posts of Assistant Engineers in each department, and will be offered to incumbents called upon to discharge special responsibilities.
6. Following the recommendations of the Pay Commission, the quota of posts of Assistant Engineers to be filled by promotion of Sub-Assistant Engineers is being raised from 30 to 40 per cent for each departmental cadre with effect from April 1, 1981. 15 per cent of the total cadre strength of Executive Engineers in each departmental cadre will be filled by promotion from the rank of Sub-Assistant Engineers; a minimum period of 10 years of satisfactory service as Assistant Engineer will constitute the eligibility for such promotions.
7. Members of the State Health Service, who are transferred to teaching positions, will be carried on scales 26, 27 and 29 respectively in lieu of the assigned scales of 17, 18 and 19. Certain other decisions concerning the conditions of service of members of the State Health Service are being separately announced.
8. The State Government reiterates its decision that some of the highest administrative posts in the State

Government will be made available to State level officials of proven merit. Meanwhile, it has been decided to induct, with immediate effect, members of the State Services to a number of administrative posts in the technical departments as well as to set apart a post of Additional District Magistrate in each district for members of the State Civil Service. Details regarding these arrangements will be separately announced.

9. In partial modification of paragraph 25 of the Finance Minister's statement on April 20, Assistant Secretaries and Sub-Divisional Officers will receive a special pay of Rs. 100 per month in addition to their scale pay. Deputy secretaries will receive a special pay of Rs. 200 per month subject to a ceiling of pay plus special pay of Rs. 2,250 per month.
10. As far as employees, in the junior categories are concerned, it has been decided that where creation of promotional posts with higher duties and responsibilities is not feasible, provision will be made, subject to satisfactory performances, for fitment into higher scales of pay after a certain number of years of service. In the case of Sub-ordinate Services and Junior Services the scope for promotion will be expanded by raising the existing promotion quotas; the quota for promotion from Sub-ordinate Service to Junior Services is being re-fixed in the range of 60 to 75 per cent, that from Sub-ordinate to State Services at 40 per cent and from Junior Services to corresponding State Services too at 40 per cent. Employees completing fifteen years of satisfactory services will be eligible for such promotion. The details will be worked out by the administrative departments.
11. The Scope for advancement is being significantly expanded at the Group-'C' and 'D' levels too, seniority and satisfactory open performance report will be the criteria here. As announced on May 27, 1981, State Government employees on the revised scales of 1 to 13 who have not earned any promotion even after 18 years of continuous satisfactory service are being fitted into respective next higher scales. It has now been decided that; the prospects for advancement will be further enlarged for the lower grade employees through some additional provisions.
12. For all levels and categories of Group-'D' employees, one-third of the posts will be carried on the respective higher scale next to the basic scales, and will be filled by selection on the basis of completion of 15 years of satisfactory service on the basic scales. Besides, Group-'D' employees who have passed the School Final Examination will be offered promotion to the level of Lower Division Assistants; 10 per cent of the posts of Lower Divisions Assistants will be kept reserved for this purpose. Posts such as Duftaries, Record Suppliers, Duplicating Machine Operators, etc., carried on scales 2 to 4 will be filled only by promotion from Group-'D' employees.
13. It has also been decided that a Group-'D' employee, starting on scale 1 and earning no promotion (movement from Scale 1 to Scale 2 after 18 years of continuous service not being considered as promotion) even after 27 years of service, will be allowed to move from Scale 2 to Scale 3 without any change in post, designation or duties and other service conditions.
14. Drivers, who will start on Scale 5, will, after 15 years of satisfactory service, be eligible for fitment into Scale 6; one-third of the total number of posts of Drivers will be carried on the higher scale. One-third of the total posts of all technical and non-clerical personnel on scale upto 6 may similarly be set aside for such fitment; the eligibility in all such cases will again be a minimum of 15 years of satisfactory service.
15. Typists and Telephone Operators will be carried on three scales; Scale 6 will be the basic scale, while Scales 9 and 11 will be the higher scales; the ratio between the three Scales will be 5 : 4 : 1. Continuous

satisfactory service for 10 years in the basic scale will constitute the eligibility for movement to Scale 9 will constitute the eligibility for movement to Scale 11.

16. For Stenographers and Personal Assistants, the basic scale is Scale 9 and the higher scales are Scales 13 and 16; the ratio of distribution of the posts between the three Scales will be 4:3:3.
17. In the case of Sub-Assistant Engineers, Surveyors, Draftsmen and other diploma holder, one-third of the total posts will be on the higher scales as in other cases, the eligibility for movement to the higher scales will be 15 years of satisfactory service.
18. The State Government accepts in principle the Commission's recommendations that all Lower Division Assistants in the Secretariat be brought together in a combined cadre and similarly that Upper Division Assistants, Section Officers and Registrar too be brought in common pools. A number of transitional problems may arise in effecting this change. The details will be discussed by the Finance Department with the respective departments and representatives of Employees' associations.
19. It has been decided that the ratio of posts of Lower Division Assistants to those of Upper Division Assistant will fixed at 1: 1 for the Secretariat; the Directorates and for the regional offices. As in the case of recruitment of Lower Division Assistants the Secretariat and Directorates, the recruitment Lower Division Assistants for the districts too is proposed to take place through the Public Service Commission. Consultations will be held with the Commission to ensure the modalities of selection.
20. While working out the details of the promotion policy, care will be exercised so that, in case of existing scheme of promotion is more advantageous to particular groups of employees compared to what has been proposed, the present arrangements are allowed to continue.
21. Other outstanding issues with respect to promotion policy will be examined by the respective administrative departments after due consultations with the Finance Department and the representatives of employees.

*Sd/- S. Goswami*

Deputy Secretary to the  
Govt. of West Bengal