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[SAKA 1919

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury etc.

GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF PANCHAYATS AND RURAL DEVELOPMENT

## NOTIFICATION

No. 2247/PN/O/SR-2/96

Dated: 20th May, 1997.

In exercise of the power conferred by section 224 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of the said section, the following rules, namely :-

### RULES

The West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997.

### CHAPTER -- I

#### Preliminary

1. **Short Title**— (1) These rules may be called the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997.
- (2) They shall come into force on the date of their publications in the Official Gazette.
2. **Definitions**— In these rules, unless the context otherwise requires,—
  - (a) "Act" means the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973);

- (b) "Executive Officer" means the Executive Officer of the Zilla Parishad, and includes the Additional Executive Officer of the Zilla Parishad;
- (c) "qualifications", in relation to any post mentioned in these rules, means the minimum qualifications for that post;
- (d) "qualifying service", in relation to an employee of the Zilla Parishad, means the satisfactory service rendered on regular appointment against a sanctioned post;
- (e) "Recruitment Committee" means the Zilla Parishad Staff Recruitment Committee constituted under rule 5.
- (f) "State Government" means the Government of West Bengal in the Department of Panchayats and Rural Development.
- (g) "section" means a section of the Act;
- (h) "Zilla Parishad" includes Mahakuma Parishad.

3. Application - These rules shall apply to such officers and employees of Zilla Parishads within the meaning of section 166 as are specified in rule 4.

#### CHAPTER - II

##### Details of Posts of Officers and Employees of a Zilla Parishad, Scale of Pay and Method of Recruitment

Details of posts of officers and employees of a Zilla Parishad, scale of pay and method of recruitment, etc. The posts of officers and other employees of a Zilla Parishad, and the scale of pay, method of recruitment, appointing authority, age limit and minimum educational qualification, for each such post, shall be as follows:-

#### I. Additional Executive Officer

- (a) Scale of pay : Grade pay plus special pay as may be made admissible under orders of the State Government from time to time.
- (b) Method of recruitment : To be appointed, on deputation, by the State Government from amongst officers of the Indian Administrative Service or the West Bengal Civil Service (Executive) of such seniority as may be specified, by order, by the State Government in the Home (Personnel and Administrative Reforms) Department under such terms and conditions as may be specified, by order, by the State Government.
- (c) Appointing authority : State Government.

#### II. Secretary

- (a) Scale of pay : Grade pay plus special allowance or deputation allowance as may be admissible under orders of the State Government from time to time.
- (b) Method of recruitment : To be appointed, on deputation, by the State Government from amongst the officers of the West Bengal Civil Service (Executive) having at least 10 years' seniority in service.
- (c) Appointing authority : State Government.



**III. Deputy Secretary**

- (a) Scale of pay : Rs. 2200-80-3000-100-4000 plus special allowance or deputation allowance as may be made admissible under orders of the State Government from time to time.
- (b) Method of recruitment : To be appointed, on deputation, by the State Government from amongst the officers of the West Bengal Civil Service (Executive) or any other duly constituted State Service having at least six years' seniority in the Service to which the incumbent belongs.
- (c) Appointing authority : State Government.

**IV. Parishad Accounts Officer**

- (a) Scale of pay : Rs. 2200-80-3000-100-4000.
- (b) Method of recruitment : To be appointed, on deputation, by the State Government from amongst the officers of the West Bengal Audit and Accounts Service or from the cadre of the Parishad Accounts and Audit Officers.
- (c) Appointing authority : State Government.

**V. Confidential Assistant to the Sabhadhipati**

- (a) Scale of pay : A consolidated pay as may be specified, by order, by the State Government from time to time.
- (b) Method of recruitment : To be selected at the discretion of the Sabhadhipati from among the persons having voting right for election to the Zilla Parishad concerned excluding the members of the Gram Panchayat, Panchayat Samiti and Zilla Parishad. Appointment shall be on a purely temporary basis and the service of the incumbent shall be held at the pleasure of the Sabhadhipati and shall terminate with the office of the Sabhadhipati. He, for the purpose of drawing pay, shall be regarded as part of the temporary establishment of the Zilla Parishad.
- (c) Appointing authority : Executive Officer.

**VI. Office Superintendent**

- (a) Scale of pay : Rs. 1500-55-1665-65-2250-80-3210-100-3410.
- (b) Method of recruitment : By promotion from amongst the Head Assistants selected on the basis of merit-cum-seniority.
- (c) Appointing authority : Executive Officer.

**VII. Head Assistant**

- (a) Scale of pay : Rs. 1420-45-1555-55-1720-65-2305-75-3130.

- (b) Method of recruitment : By promotion from amongst the Upper Division Assistants and the Accountants selected on the basis of merit-cum-seniority.
- (c) Appointing authority : Executive Officer.

**VIII. Upper Division Assistant**

- (a) Scale of pay : Rs. 1260-35-1540-45-1630-55-2070-65-2460-75-2610.
- (b) Method of recruitment : By promotion from amongst the Lower Division Assistants selected on the basis of merit-cum-seniority.
- (c) Appointing authority : Executive Officer.

**IX. Lower Division Assistant**

- (a) Scale of pay : Rs. 1040-25-1215-30-1485-85-1590-40-1670-50-1920.
- (b) Method of recruitment : (i) Ninety *per cent* of the total number of sanctioned posts in a *Zilla Parishad* by direct recruitment on obtaining, on requisition, the names of eligible candidates from the Employment Exchanges of the district.
- (ii) remaining ten per cent by promotion, on selection on the basis of merit-cum-seniority, from amongst the eligible group 'D' employees of the *Zilla Parishad* having put in not less than 10 years' service, in such manner as may be determined by the State Government, or by direct recruitment in the manner specified in item (i), if eligible Group D employee is not available.
- (c) Appointing authority : Executive Officer.
- (d) Age : (i) 18 to 35 years, upper age limit relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Servicemen as per rules and orders of the Government for the time being in force.
- (ii) There shall be no upper age limit in the case of promotion.
- (e) Qualifications : Passed Madhyamik or equivalent examination, having secured at least fifty *per cent* marks in aggregate, of any recognised University, Board or Council. Knowledge of Type writing shall be a desirable qualification.

**X. Stenographer-cum-Personal Assistant to Sabhadhipati**

- (a) Scale of pay : Grade pay with special pay of Rs. 50 per month.
- (b) Method of recruitment : By selection on the basis of merit-cum-seniority from amongst the serving Stenographers of the *Zilla Parishad*.
- (c) Appointing authority : Executive Officer.



**XI. Stenographer**

- (a) Scale of pay : Rs. 1260-35-1540-45-1630-55-2070-65-2460-75-2610.
- (b) Method of recruitment : By direct recruitment on obtaining, on requisition, names of eligible candidates from employment exchange of the district.
- (c) Appointing authority : Executive Officer.
- (d) Age : 18 to 35 years. Upper age limit relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Servicemen as per rules and orders of the Government for the time being in force.
- (e) Qualifications : Bachelor degree from a recognised University and ability to take dictation at a speed of at least eighty words per minute, and typing speed of at least forty words per minute, in English or ability to take dictation at a speed of at least seventy words per minute, and typing speed of at least thirty words per minute, in Bengali, as the case may be.

**XII. Typist**

- (a) Scale of pay : Rs. 1040-25-1215-30-1485-35-1590-40-1670-50-1920.
- (b) Method of recruitment : By direct recruitment on obtaining, on requisition, names of eligible candidates from the employment exchanges of the district.
- (c) Appointing authority : Executive Officer.
- (d) Age : 18 to 35 years. Upper age limit relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Servicemen as per rules and orders of the Government for the time being in force.
- (e) Qualifications : Passed Madhyamik or equivalent examination, having secured at least fifty *per cent* marks in aggregate of any recognised University, Board or Council, and have typing speed of forty words per minute in English or typing speed of thirty words per minute in Bengali.

**XIII. Group D Employees**

- (a) Scale of pay : Rs. 800-15-920-18-1118-21-1265.
- (b) Method of recruitment : By direct recruitment on obtaining, on requisition, names of eligible candidates from the employment exchanges of the district.
- (c) Appointing authority : Executive Officer.

- (d) Age : 18 to 35 years. Upper age limit relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Servicemen as per rules and orders of the Government for the time being in force.
- (e) Qualifications : Passed at least Class VIII examination of any recognised school.

## XIV. District Engineer

(In the rank of Executive Engineer)

- (a) Scale of pay : Rs. 3000-100-3500-125-4750.
- (b) Method of recruitment :
- (i) By promotion on the basis of seniority-cum-merit from amongst the Assistant Engineers working in the Zilla Parishad having at least 10 years' qualifying service as Assistant Engineer, or
  - (ii) by deputation from Executive Engineers, employed as such in any engineering department of the State Government, on such terms and conditions as may be determined by order by the State Government, or
  - (iii) by direct recruitment on renewable contract for a maximum period of *two years* at a time and on a consolidated remuneration as may be specified by the State Government by order in this behalf from time to time. Selection of candidates shall be made by a Committee, to be set up by order by the State Government in this behalf from amongst the candidates sponsored by Employment Exchange or from amongst the applicants responding to notice published in this behalf in leading newspapers or from amongst both.
- (c) Appointing authority : Executive Officer.
- (d) Age : No age limit for appointment on promotion. In the case of contractual appointment, the upper age limit shall be forty years, relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Servicemen as per rules and orders of the Government for the time being in force.
- (e) Qualifications :
- (i) In the case of promotion, the candidate shall possess the qualifications required for the post of Assistant Engineer as laid down in item (ii) of sub-clause (e) of clause XV of rule 4.
  - (ii) In the case of direct recruitment, a First Class Bachelor Degree or equivalent qualification in Civil Engineering from any recognised University or Council or Association with at least ten years' experience as Assistant Engineer or equivalent post.

Amended in  
G.O. No 5228/PN  
dated 26.12.06  
Page - 18



## XV. Assistant Engineer

- Amended in  
G.O. No 5828/PN  
dated 26.12.06  
Page - 19*
- (a) Scale of pay : Rs. 2200-80-3000-100-4000.
- (b) Method of recruitment :
- (i) 40% of the posts shall be filled up by promotion from amongst Sub-Assistant Engineers having not less than ten years' qualifying service.
  - (ii) 60% of the posts shall be filled up by direct recruitment on renewable contract for a maximum period of two years at a time and on a consolidated remuneration as may be specified by the State Government by order in this behalf from time to time. Selection of candidates shall be made by the Committee, referred to in item (iii) of sub-clause (b) of clause XIV, from amongst the candidates sponsored by Employment Exchange or from amongst the applicants responding to notices published in this behalf in leading newspapers or from amongst both.
- (c) Appointing authority : Executive Officer.
- (d) Age :
- (i) Not exceeding 35 years in the case of direct recruitment on contract, relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Servicemen as per rules and orders of the Government for the time being in force.
  - (ii) No age limit in the case of appointment on promotion.
- (e) Qualifications :
- (i) In the case of direct recruitment, a First Class Bachelor Degree or equivalent qualification in Civil Engineering from any recognised University or Council or Association with minimum two years' working experience.
  - (ii) In the case of appointment on promotion, a Diploma in Civil Engineering from any Council or Board recognised by the State Government with ten years' qualifying service as Sub-Assistant Engineer of the *Zilla Parishad*.

## XVI. Sub-Assistant Engineer

(Civil) / (Electrical)

- (a) Scale of pay : Rs. 1390-45-1615-55-2055-65-2445-75-2970.
- (b) Method of recruitment :
- (i) By absorption of Draftsman, Tracer, Surveyor, and Estimator, having the qualifications laid down in sub-clause (e) and working against a sanctioned post under the Zilla Parishad on being appointed in a regular manner before the commencement of these rules :
- Provided that the employee putting the maximum tenure of service under the Zilla Parashad shall get priority in absorption.

- (ii) By direct recruitment on obtaining, on requisition, names of eligible candidates from Employment Exchanges of the district and/or on obtaining applications in response to notices published in this behalf in leading newspapers.
- (c) Appointing authority : Executive Officer.
- (d) Age : 18 to 35 years, relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Servicemen as per rules and orders of the Government for the time being in force.
- (e) Qualifications : Diploma in Civil or Electrical Engineering as may be applicable from any Council or Board recognised by the State Government.
- XVII. Work Assistant**
- (a) Scale of pay : Rs. 1040-25-1215-30-1485-35-1590-40-1670-50-1920.
- (b) Method of recruitment :
- (i) 90% per cent of the total number of sanctioned posts in a *Zilla Parishad* shall be filled up by direct recruitment on obtaining, on requisition, names of eligible candidates from Employment Exchanges of the district, and
- (ii) the remaining 10% per cent shall be filled up by promotion on selection on the basis of merit-cum-seniority from amongst the eligible Group D employees of the *Zilla Parishad*, having put in not less than 10 years qualifying service in the *Zilla Parishad*, in such manner as may be determined by the State Government or by direct recruitment in the manner laid down in item (i), if eligible Group D employee is not available.
- (c) Appointing authority : Executive Officer.
- (d) Age :
- (i) 18 to 35 years, relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Servicemen as per rules and orders of the Government for the time being in force.
- (ii) No age limit in the case of appointment on promotion.
- (e) Qualifications : Passed Madhyamik or equivalent examination of any recognised University, Board, or Council, having secured not less than fifty per cent marks in aggregates.
- XVIII. Store Keeper**
- (a) Scale of pay : Rs. 1260-35-1540-45-1680-55-2070-65-2460-75-2610.
- (b) Method of recruitment : By promotion from amongst the Work Assistants having put in not less than ten years of qualifying service, selected on the basis of merit-cum-seniority.



(c) Appointing authority : Executive Officer.

(d) Age : No age limit.

#### XIX. Accountant

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(a) Scale of pay : Rs. 1390-45-1615-55-2055-65-2445-75-2970.

(b) Method of recruitment : By promotion from amongst the Additional Accountants declared confirmed in service.

(c) Appointing authority : Executive Officer.

(d) Age : No age limit.

#### XX. Additional Accountant

(a) Scale of pay : Rs. 1140-30-1440-35-1580-40-1660-50-2160.

(b) Method of recruitment : By direct recruitment on obtaining, on requisition, names of eligible candidates from Employment Exchanges of the district.

(c) Appointing authority : Executive Officer.

(d) Age : 18 to 35 years, upper age limit relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Servicemen as per rules and orders of the Government for the time being in force.

(e) Qualifications : Bachelor degree in Commerce from any recognised University.

#### XXI. Cashier

(a) Scale of pay : Rs. 1140-30-1440-35-1580-40-1660-50-2160.

(b) Method of recruitment : By promotion from the Assistant Cashier declared confirmed, to be selected on the basis of merit-cum-seniority.

(c) Appointing authority : Executive Officer.

(d) Age : No age limit.

(e) Special condition : Persons appointed as Cashier shall have to make a security deposit in favour of the *Zilla Parishad* at the rate determined by the State Government in this behalf.

#### XXII. Assistant Cashier

(a) Scale of pay : Rs. 1040-25-1215-30-1485-35-1590-40-1670-50-1920, with higher initial start (not more than four increments) as may be determined by the *Zilla Parishad*.

(b) Method of recruitment : By direct recruitment on obtaining, on requisition, names of eligible candidates from Employment Exchanges of the district.

- (d) Age : 18 to 35 years, upper age limit relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Servicemen as per rules and orders of the Government for the time being in force.
- (e) Qualifications : Passed Madhyamik or equivalent examination of any recognised University, Board or Council, having secured at least fifty per cent marks in aggregate.
- (f) Special condition : Person appointed as Assistant Cashier shall have to make a security deposit in favour of the *Zilla Parishad* at the rate determined by the State Government in this behalf.

## XXIII. Telephone Operator-cum-Receptionist

- (a) Scale of pay : Rs. 1040-25-1215-30-1485-35-1590-40-1670-50-1920.
- (b) Method of recruitment : By direct recruitment on obtaining, on requisition, names of eligible candidates from Employment Exchanges of the district.
- (c) Appointing authority : Executive Officer.
- (d) Age : 18 to 35 years, upper age limit relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Servicemen as per rules and orders of the Government for the time being in force.
- (e) Qualifications : Passed Madhyamik or equivalent examination of any recognised University, Board or Council and possesses adequate knowledge of operation of Private Branch Exchange on training from any recognised institution.

## XXIV. Driver

- (a) Scale of pay : Rs. 1040-25-1215-30-1485-35-1590-40-1670-50-1920.
- (b) Method of recruitment : By direct recruitment on obtaining, on requisition, names of eligible candidates from Employment Exchanges of the district. The selection shall be made only from amongst the candidates whose proficiency in driving the class of vehicle, for which the recruitment is made, shall be tested by Motor Vehicles Inspector (Technical) or by such other competent technical officer as may be directed by the Recruitment Committee for the purpose.
- (c) Appointing authority : Executive Officer.
- (d) Age : 18 to 35 years, upper age limit relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Servicemen as per rules and orders of the Government for the time being in force.
- (e) Qualifications : Passed Class VIII examination of any recognised school and possesses driving licence with at least 3 years' experience in



## XXV. Statistician

- (a) Scale of pay : Rs. 2200-80-3000-100-4000.  
 (b) Method of recruitment : To be appointed on deputation by the State Government from the cadre of Statisticians.  
 (c) Appointing authority : State Government.

## XXVI. District Information Analyst

- (a) Scale of pay : Rs. 1380-45-1615-55-2035-65-2445-75-2970.  
 (b) Method of recruitment : To be appointed on deputation by the State Government from the cadre of District Information Analyst.  
 (c) Appointing authority : State Government.

## XXVII. Computer Assistant

- (a) Scale of pay : Rs. 1260-35-1540-45-1680-55-2070-65-2460-75-2610.  
 (b) Method of recruitment : To be appointed on deputation by the State Government from the cadre of Computer Assistants.  
 (c) Appointing authority : State Government.

5. **Zilla Parishad Staff Recruitment Committee** — (1) For the purpose of recruitment through Employment Exchange or by promotion or otherwise to fill any post referred to in rule 4, there shall be a *Zilla Parishad Staff Recruitment Committee* for each *Zilla Parishad*. The Committee shall consist of the following members :-

- (a) Executive Officer of the *Zilla Parishad* ;  
 (b) Additional Executive Officer of the *Zilla Parishad* ;  
 (c) Any two Karmadhyakshas to be nominated by the *Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti* ;  
 (d) District Engineer or Executive Engineer or both as may be nominated by the *Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti* ;  
 (e) one representative of the State Government, not below the rank of Assistant Secretary to Government; and  
 (f) Secretary of the *Zilla Parishad* ;  
 (g) *A dhyakshar, District Council*  
 Provided that any four members comprising the Executive Officer or the Additional Executive Officer shall form a quorum.

(2) The Executive Officer or, in his absence, the Additional Executive Officer shall act as the Chairman of the Recruitment Committee.

6. **General procedure for recruitment by the Staff Recruitment Committee** — (1) Subject to the provisions of rule 4, the Committee shall, as soon as may be within two weeks from the date of receipt of any advice from the *Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti* for recruitment against any vacancy in any of the posts referred to in rule 4, determine the nature of the vacancy following a roster to be maintained for each cadre in pursuance of the statutory provisions and circulars

(2) On determination of the nature of vacancy under sub-rule (1), the Recruitment Committee shall send requisition to the appropriate Employment Exchange or Exchanges within the district for names of candidates or publish notice in leading newspapers, in the manner specified, by order, by the State Government, inviting applications from intending candidates eligible for recruitment under rule 4 :

Provided that when the candidature of a person, who is entitled to overriding priority for appointment under any order in force issued by the State Government or under any order of a competent court is under consideration for filling a vacant post, the Recruitment Committee shall not send any requisition for that post to the Employment Exchange nor shall publish any notice in newspaper.

(3) Subject to such direction as may be issued by the Director of Panchayats and Rural Development or in the absence of any such direction by the Director of Panchayats and Rural Development, by the *Zilla Parishad*, the Recruitment Committee shall, in such manner as may be determined by it, prepare, within three months from the date of receipt of the advice of the *Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti* under sub-rule (1), a panel of not more than three candidates arranged in order of merit for each vacancy on the basis of a written test or oral interview or both :

Provided that the total marks assigned for the written test with respect to any selection shall bear, as nearly as may be, the same proportion to the total marks assigned for the oral interview for that selection as the figure of eighty-five bears to the figure of fifteen :

Provided further that the Recruitment Committee shall, for oral interview, take into consideration, *inter alia*, physical fitness, alertness, sense of discipline and general demeanour of a candidate.

(4) The panel prepared by the Recruitment Committee shall be placed before the *Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti* as early as possible. The *Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti* shall either accept the panel and authorise the Executive Officer to take steps for appointment in accordance with the provisions of these rules or return the panel to the Recruitment Committee for further action or for preparation of a fresh panel. The Executive Officer or the Recruitment Committee, as the case may be, shall take appropriate action as directed by the *Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti*.

(5) The first candidate in the panel shall be asked to submit his antecedents in the verification roll in the proforma to be made available by the *Zilla Parishad*, which shall, then, be referred to the District Intelligence Branch of the office of the Superintendent of Police of the district concerned for verification and report.

(6) If the Executive Officer is satisfied on receipt of the verification roll from the competent authority, as to the antecedents of the candidate, the candidate shall be advised to appear for medical examination before the Chief Medical Officer of Health of the district or such other Medical Officer/Medical Board as may be constituted for this purpose by order by the Department of Health and Family Welfare, Government of West Bengal and if the candidate is found medically fit, a letter of appointment shall be issued. If, on the basis of the verification roll or the report of medical examination, the candidate is found unsuitable for appointment, the Executive Officer shall inform him accordingly and ask the next person in the panel to submit his antecedents in the verification roll as aforesaid. The process may continue until the panel is exhausted. The *Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti* shall be informed of the position in the next meeting.

(7) The panel referred to in sub-rule (3) shall remain valid for a period of one year from the date of preparation of the panel.

7. **Appointment on contract.** - Notwithstanding anything to the contrary contained in these rules, and subject to the provisions of rule 4, in the case of direct appointment to the posts of Executive Engineer and Assistant Engineer, appointments shall be made on the basis of contract for a maximum period of two years. The agreement for appointment on contract basis shall be entered into between the *Zilla Parishad* and the selected candidate in such form as may be specified, by order, by the State Government. The contract may be renewed further for a maximum period of two years at a time on satisfaction of the State Government.



8. **Appointment on probation and appointment on permanent basis** - An employee of a *Zilla Parishad* appointed to any post under these rules, other than an employee appointed under rule 7, -

(a) shall be deemed to be on probation on completion of a continuous temporary service for two years after his joining the post;

(b) shall be confirmed and made permanent on satisfactory completion of a period of probation for one year;

(c) on completion of the period of probation, the appointing authority shall either issue a formal order confirming the probationer in the post or extend the period of probation for a period of one year or initiate disciplinary proceedings if the employee has violated any of the conditions of service, such violation being considered as misconduct :

Provided that no formal declaration shall be necessary in respect of appointment on probation :

Provided further that in the case of promotion of a permanent employee, no further order of confirmation in the higher post shall be necessary.

9. **Appointment of an employee in another post** :- Notwithstanding anything to the contrary contained in these rules, an employee of a *Zilla Parishad* eligible for appointment to any post may, on his option, be considered, along with other candidates sponsored by Employment Exchange or brought under consideration in any other manner, for appointment to such post :

Provided that the selection shall be made strictly on the basis of merit.

10. **Special power of State Government** — (1) In the interest of efficient control and management of the services of *Zilla Parishad* employees, the Governor may, for dealing with a case in a just and equitable manner, dispense with or relax the requirement of any of these rules to such extent and subject to such conditions as he may consider necessary.

(2) For the purpose of giving effect to the provisions of these rules, the Governor may, as and when necessary, issue general or special directions not inconsistent with the provisions of these rules.

11. **Repeal**.- With effect from the date of coming into force of these rules, such of the provisions of -

(1) the West Bengal *Panchayats* Rules, 1958,

(2) the West Bengal *Zilla Parishads* (Recruitment of Staff) Rules, 1964,

(3) the District Board Manual, and

(4) the West Bengal *Zilla Parishad* (Leave and Retirement of Staff) Rules, 1973, as are inconsistent with the provisions of these rules, shall stand repealed.

By order of the Governor,

S. N. GHOSH

Principal Secy. to the Govt. of  
West Bengal



1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud.

2. The second part of the document outlines the specific requirements for record-keeping, including the need to maintain original documents and to keep copies of all supporting documents. It also discusses the importance of ensuring that records are stored in a secure and accessible manner.

3. The third part of the document discusses the importance of regular audits and reviews of records. It emphasizes that audits are necessary to ensure that records are accurate and complete, and to identify any areas where improvements can be made.

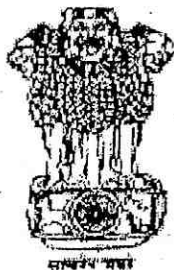
4. The fourth part of the document discusses the importance of training and education for staff involved in record-keeping. It emphasizes that staff must be properly trained and educated to ensure that records are maintained accurately and in accordance with applicable laws and regulations.

5. The fifth part of the document discusses the importance of maintaining records for the long term. It emphasizes that records should be kept for a period of time that is sufficient to allow for the detection and investigation of any potential fraud or other wrongdoing.

6. The sixth part of the document discusses the importance of ensuring that records are accessible to the appropriate authorities. It emphasizes that records should be maintained in a manner that allows for easy access and retrieval by the appropriate authorities.

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KARTIKA 29]

THURSDAY, NOVEMBER 20, 2003

[SAKA 1925

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

## GOVERNMENT OF WEST BENGAL

## DEPARTMENT OF PANCHAYATS AND RURAL DEVELOPMENT

## Panchayat Wing

## NOTIFICATION

No. 4094/PN/O/III/2S-1/99.—4th November 2003.—In exercise of the power conferred by section 224 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of the said section, the following amendments in the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997, as subsequently amended (hereinafter referred to as the said rules):

## Amendments

1. (1) These rules may be called the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) (Amendment) Rules, 2003.

(1) These rules shall come into force on the date of their publication in the *Official Gazette*.

2. In rule 4 of the said rules—

(1) for item XXVI, substitute the following item:—

“XXVI DISTRICT INFORMATION ANALYST—

(a) Scale of pay : Rs. 4500—150—5250—175—7000—200—8800—225—9700.

(b) Method of recruitment : By selection (direct recruitment) through the Employment Exchange or by promotion from the post of Computer-Assistant having not less than six years of service as such in the feeder post.

(c) Age : Not more than 37 years on the 1st day of January of the year of advertisement, subject to the provisions of the West Bengal Service (Raising of Age limit) Rules, 1981.

The age limit is relaxable for the Scheduled Castes, Scheduled Tribes, and Other Backward Classes candidates under the Orders of the Government as may be issued in this behalf from time to time.

(d) Essential qualifications for direct recruitment : (i) A Bachelor's Degree from a recognised University;  
(ii) One-year full-time Post-Graduate Diploma in Computer Application Course (P.G.D.C.A.) from an institute recognised by U.G.C./AICTE/Government of West Bengal with three years' working experience.

Or

'A' level certificate of DOEACC course from an institute recognised by the Department of Electronics (D.O.E.), Government of India with three years' working experience.

(e) Appointing authority : Executive Officer;

(2) for item XXVII substitute the following item :—

"XXVII COMPUTER ASSISTANT—

(a) **Scale of pay :** Rs. 4000—125—4250—150—5300—175—7050—200—8850.

(b) **Method of recruitment :** By selection (direct recruitment) through the Employment Exchange. Departmental candidates having requisite qualifications for direct recruitment may also apply.

(c) **Age :** Not more than 37 years on the 1st day of January of the year of advertisement, subject to the provisions of the West Bengal Service (Raising of Age limit) Rules, 1981.

The age limit is relaxable for the Scheduled Castes, Scheduled Tribes, and Other Backward Classes candidates under the Orders of the Government as may be issued in this behalf from time to time.

(d) **Essential qualifications for direct recruitment :** (i) A Bachelor's Degree from a recognised University;  
(ii) One-year full-time Post-Graduate Diploma in Computer Application Course (P.G.D.C.A.) from an institute recognised by U.G.C./AICTE/Government of West Bengal.

Or

Diploma in Computer Science or Information Technology from a Polytechnic recognised by AICTE;

Or

B.Sc. (Hons.) in Computer Science;

Or

B.C.A. Degree from a recognised University.

(e) **Appointing authority :** Executive Officer of the Zilla Parishad."

By order of the Governor,  
M. N. ROY,  
Secy. to the Govt. of West Bengal.

#### NOTIFICATION

No. 4092/PN/O/I/3R-1/2003(Pt. II).—4th November 2003.—In exercise of the power conferred by section 224 of the West Bengal Panchayat Act, 1973 (West Ben. Act XXI of 1973), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of the said section, the following amendment in the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997, as subsequently amended (hereinafter referred to as the said rules) :—

#### Amendment

1. (1) These rules may be called the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) (Amendment) Rules, 2003.

(2) The rules shall come into force on the date of their publication in the *Official Gazette*.

2. In rule 4 of the said rules, for item XXV, substitute the following item :—

"XXV. STATISTICIAN —

(a) **Scale of pay :** Rs. 8000—275—13500.

(b) **Method of recruitment :** By deputation from the cadre of :

(i) West Bengal Statistical Service holding equivalent posts; or

(ii) Junior Statistician with three years' satisfactory service; or

(iii) Assistant Statistician with six years' satisfactory service.

(c) **Appointing authority :** State Government."

By order of the Governor,  
M. N. ROY,  
Secy. to the Govt. of West Bengal.



**The**



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MONDAY, JANUARY 24, 2005

[SAKA 1926

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT**  
**PANCHAYAT WING**  
**Jessop Building**  
**63, N. S. Road, Kolkata-700 001**

## NOTIFICATION

No. 319/PN/O/1/3R-1/03 (Part-II) dated 24th January, 2005.—In exercise of the power conferred by section 224 of the West Bengal *Panchayat* Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to make after previous publication, as required by sub-section (1) of the said section, the following amendments in the West Bengal *Panchayat* (Recruitment and Conditions of Appointment of Employees of *Zilla Parishad*) Rules, 1997, as subsequently amended (hereinafter referred to as the said rules):—

## Amendments

1. (1) These rules may be called the West Bengal *Panchayat* (Recruitment and Conditions of Appointment of Employees of *Zilla Parishad* (Amendment) Rules, 2004.
- (2) It shall come into force on the date of their publication in the *Official Gazette*.
2. In item XXV of rule 4 of the said rules,—
  - (1) for clause (b), *substitute* the following clause:—
 

“(b) Method of recruitment :

    - (i) By direct recruitment through *Zilla Parishad*;
    - (ii) By renewable contract for a maximum period of two years through the *Zilla Parishad* from amongst the candidates sponsored by the Employment Exchange;
    - (iii) By deputation from the cadre of—
      - (aa) West Bengal Statistical Service holding equivalent posts; or
      - (bb) Junior Statistician with three years' satisfactory service; or
      - (cc) Assistant Statistician with six years' satisfactory service.”;

(2) for clause (c), *substitute* the following clause:—

“(c) Appointing authority : Executive Officer.”;

(3) after clause (c), *insert* the following clauses:—

“(d) Age: Not more than 37 years on the 1st day of January of the year of advertisement, subject to the provisions of the West Bengal Service (Raising of Age-limit) Rules, 1981.

The age-limit is relaxable for the Scheduled Castes, Scheduled Tribes and Other Backward Classes Candidates, under the orders of the Government as may be issued in this behalf from time to time;

(e) Qualifications for direct recruitment:

*Essential :*

(i) A Second Class Honours Degree in Statistics or Mathematics or Economics of a recognised University or Institution;

(ii) Diploma or equivalent in Computer Application or diploma in data processing from a recognised University or Institution.”.

By order of the Governor,

S. N. ROY,

*Dy. Secy. to the Govt. of West Bengal.*

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THURSDAY, DECEMBER 28, 2006

[SAKA 1928

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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

## GOVERNMENT OF WEST BENGAL

### DEPARTMENT OF PANCHAYATS AND RURAL DEVELOPMENT

#### NOTIFICATION

No. 5828/PN/O/III/2E-65/03(Pt-I) dt. 26.12.2006.—In exercise of the power conferred by section 224 read with sub-section (4) of section 166 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of that section, the following amendments to the West Bengal *Panchayat* (Recruitment and Conditions of Appointment of Employees of *Zilla Parishad*) Rules, 1997 (hereinafter referred to as the said rules):—

#### Amendments

In the said rules,—

(1) in rule 2, after clause (b), *insert* the following clause:—

“(ba) ‘employment exchange’ means an employment exchange as defined in clause (3) of section 2 of the West Bengal Regulation of Recruitment in State Government Establishments and Establishments of Public Undertakings, Statutory Bodies, Government Companies and Local Authorities Act, 1999 (West Ben. Act XIV of 1999);”;

(2) in rule 4,—

(a) in clause XIV,—

(i) in sub-clause (b), for item (iii), *substitute* the following item:—

“(iii) by direct recruitment from amongst the candidates sponsored by the employment exchange and from amongst the candidates applying in response to the advertisement for recruitment as published in leading newspapers.”;

(ii) for sub-clause (d), *substitute* the following sub-clause:—

“(d) Age: The upper age limit shall be 37 years which is relaxable for the candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-Serviceman and other exempted categories including persons with disability in terms of rules and orders issued by the State Government from time to time:

Provided that in case of appointment on promotion there shall be no upper age limit.”;



(iii) after sub-clause (e), *insert* the following sub-clause:—

"(f) Regularisation: The candidates, who have already been appointed by direct recruitment on renewable contract under any of the provisions of earlier rules on the subject, shall be deemed to have been regularised to their respective posts with effect from such date as may be fixed by the State Government, by notification in the *Official Gazette*;

*Provided that* such regularisation shall be made only after the State Government is of opinion that such candidates have rendered uninterrupted and satisfactory service to the said post."

(b) in clause XV.—

(i) in sub-clause (b), for item (ii), *substitute* the following item:—

"(ii) 60% of the posts shall be filled up by direct recruitment from amongst the candidates sponsored by the employment exchange and from amongst the candidates applying in response to the advertisement for recruitment as published in leading newspapers."

(ii) for sub-clause (d), *substitute* the following sub-clause:—

"(d) Age: The upper age limit shall be 37 years which is relaxable for the candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-Serviceman and other exempted categories including persons with disability in terms of rules and orders issued by the State Government from time to time;

*Provided that* in case of appointment or promotion there shall be no upper age limit."

(iii) after sub-clause (e), *insert* the following sub-clause:—

"(f) Regularisation: The candidates, who have already been appointed by direct recruitment on renewable contract under any of the provisions of earlier rules on the subject, shall be deemed to have been regularised to their respective posts with effect from such date as may be fixed by the State Government, by notification in the *Official Gazette*;

*Provided that* such regularisation shall be made only if the State Government is of opinion that such candidates have rendered uninterrupted and satisfactory service to the said post."

(3) *omit* rule 7.

By order of the Government,

M. N. ROY,

*Principal Secretary to the Govt. of West Bengal*

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VAISAKHA 17]

WEDNESDAY, MAY 7, 2008

[SAKA 1930

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**

**Department of Panchayat and Rural Development  
 (Panchayat Wing)**

**Jessop Building, 63, Netaji Subhas Road. S. Road, Kolkata - 700 001**

**NOTIFICATION**

No. 1949/PN/O/III/2E-58/07 dated 06.05.2008. In exercise of the power conferred by section 224 read with sub-section (4) of section 166 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required by sub-section (I) of that section, the following amendments to the West Bengal Panchayat (Recruitment and Condition of Appointment of Employees of Zilla Parishad) Rules, 1997 (hereinafter referred to as the said rules).

**Amendments**

In the said rules, in rule 4, after clause XXVII, insert the following clauses :-

“(XXVIII) Laboratory Assistant

(a) Scale of Pay : Rs. 4000-125-4250-150-5300-175-7050-200-8850/-

(b) Qualification :

Essential

A degree in Science with Physics as one of the subjects from a recognized University or Institution;

Desirable

At least one year's working experience in any recognized Government or non-Government organization of repute;

(c) Age: Not less than 18 years and not more than 30 years on the 1st day of the year of sending requisition to the Employment Exchange of the District Provided that the provision of the West Bengal Services (Raising of age limit) Rules, 1981, as amended shall apply so long as the said rules will remain valid.

The Upper age limit is relaxable in the case of Scheduled Castes, Scheduled Tribes, Other backward classes and Ex-servicemen candidates as per rules and issued by State Government from time to time :

- (d) Method of recruitment : By direct recruitment, on obtaining, on requisition, names of eligible candidates from Employment Exchange of the District and on obtaining applications in response to notices published in this behalf in national newspaper;
- (e) Citizenship : Must be a citizen of India within the meaning of part-II of the Constitution of India;
- (f) Appointing authority : Executive Officer of the Zilla Parishad.

(XXVIII) Khalasi :-

- (a) Scale of Pay : Rs. 2600-55-2985-60-3525-65-4175;
- (b) Essential Qualification :- Must have knowledge of reading and writing in Bengali with Working knowledge in English and must possess a good physique;
- (c) Method of recruitment : By direct recruitment, on obtaining, on requisition, names of eligible candidates from Employment Exchange of the District and on obtaining applications in response to notices published in this behalf in national newspaper;
- (d) Age : Not less than 18 years and not more than 30 years on the 1st day of the year of sending requisition to the Employment Exchange of the District provided that the provision of the West Bengal Services (Raising of Age limit) Rules, 1981, as amended shall apply so long as the said rules will remain valid. The upper age limit is relaxable in the case of Scheduled castes, Scheduled Tribes, other Backward classes and Ex-servicemen candidate as per rules and orders issued by the State Government from time to time;
- (e) Citizenship : Must be a citizen of India within the meaning of Part-II of the constitution of India;
- (f) Appointing authority : Executive Officer of the Zilla Parishad."

By order of the Governor,

M. N. ROY,

Principal Secretary to the Govt. of West Bengal.



24 ✓

**The**  
  
**Kolkata** **Gazette**  
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JYAISTHA 22]

THURSDAY, JUNE 12, 2008

[SAKA 1930

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
Department of Panchayats & Rural Development  
Panchayat Wing, Jessop Building,  
63, Netaji Subhas Road, Kolkata - 700 001

No. 2470/PN/O/III/2E-58/07

Kolkata, the 12th June, 2008.

**CORRIGENDUM**

The Governor is pleased to direct to issue the following Corrigendum to this Department Notification No. 1949/PN/O/III/2E-58/07 Dated 06.05.2008 published in the Kolkata Gazette, Extraordinary dated 07.05.2008:

In the page 2 of the amendments after (f) under para 3, read (xxix) before the word Khalasi instead of (xxviii).

By order of the Governor,

M. N. ROY,  
*Principal Secretary to the Government of West Bengal.*

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SRAVANA 8]

WEDNESDAY, JULY 30, 2008

[SAKA 1930

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
**Department of Panchayats and Rural Development**  
**(Panchayat Wing)**  
**Jessop Building, 63, Netaji Subhas Road**  
**Kolkata - 700 001**

**NOTIFICATION**

No. 3113/PN/O/III/2E-54/07, dated the 30th July, 2008—In exercise of the power conferred by section 224 read with sub-section (4) of section 166 of the West Bengal *Panchayat Act*, 1973 (West Ben. Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required by sub-section (I) of that section, the following amendments to the West Bengal *Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules*, 1997 (hereinafter referred to as the said rules).

**Amendment**

In the said rules, in rule 4, in clause (ix), -

(1) for sub-clause (b), *substitute* the following sub-clause:-

- (b) Method of recruitment: (i) Fifty percent of the total number of sanctioned posts in a *Zilla Parishad* shall be filled up by promotion from the Confirmed Additional Accountant;
- (ii) Remaining fifty percent of the total number of sanctioned posts in a *Zilla Parishad* shall be filled up by selection (direct recruitment);



(1) after sub-clause (b), *insert* the following sub-clause:-

'(bb) Qualification for  
direct recruitment

: *Essential.-*

- (i) Bachelor's degree (with Honours) in Commerce from any recognized University;
- (ii) Six month's certificate in Financial Accounting from a recognized institution;

*Desirable.-*

Two year's experience in Accounting in any recognized firm or company or agency or in a Government establishment;

(2) for sub-clause (d), *substitute* the following sub-clause:-

'(d) Age

: (i) No age limit for promotion;

- (ii) Not less than 18 years and not more than 30 years on the 1st day of the year of advertisement, subject to the provisions of West Bengal Services (Raising of age limit) Rules, 1981, as subsequently amended, till the said rule remains in force.

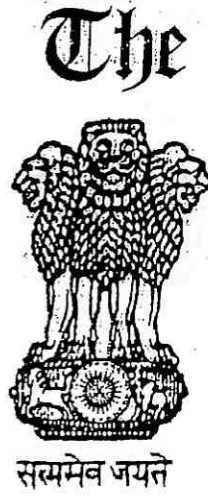
The upper age limit is relaxable in case of Scheduled Castes, Scheduled Tribes and other Backward Classes candidates and Ex-servicemen as per rules and orders of the Government.'

By order of the Governor,

M. N. ROY,

*Principal Secretary to the Govt. of West Bengal.*

Kolkata



Gazette

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AGRAHAYANA 12]

WEDNESDAY, DECEMBER 3, 2008

[SAKA 1930

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
Department of Panchayats and Rural Development  
(Panchayat Wing)  
Jessop Building, 63, Netaji Subhas Road,  
Kolkata - 700 001

**NOTIFICATION**

No. 4825/PN/N/III/2E-95/01 dated 01.12.2008, In exercise of the powers conferred by section 224 read with sub-section (4) of section 166 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of section 224 of the said Act, the following amendments to the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishads) Rules, 1997 (hereinafter referred to as the said rules):-

**Amendments**

1. In rule 4 of the said rules, after clause XXIX, insert the following clause :-

“XXX. Additional Deputy Secretary

(a) Scale of pay : Rs. 5500-200-6300-225-8325-250-11325/-

(b) Method of recruitment : (i) Not less than 70% posts out of 25 posts to be filled up by the Joint Block Development Officers having not less than 5(five) years of continuous and satisfactory service on deputation;

(ii) Not more than 30% of the total posts may be filled up by promotion from amongst the serving Office Superintendents of the Zilla Parishad including Siliguri Mahakuma Parishad having rendered more than four years of continuous service as Office Superintendent. The candidates, who will come into the zone of consideration as per gradation list to be maintained centrally will be posted anywhere outside the Zilla Parishad where the incumbent worked

as Office Superintendent. The selection will be strictly on the basis of merit-cum-seniority. In case of non-availability of eligible office Superintendents for filling up these 7 (seven) posts, the remaining posts may be filled up on deputation from Joint Block Development Officer :

(c) Appointing Authority: Commissioner of Panchayats & Rural Development, West Bengal."

2. Repeal: with effect from the date of coming into force of these rules, Order No.36/PN/O/III/2E-46/99 dated 05.01.2000 of the Department of Panchayats and Rural Development shall stand repealed.

By order of the Governor,

S. K. GUPTA,

*Special Secretary to the Government of West Bengal.*



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SRAVANA 5]

MONDAY, JULY 27, 2009

[SAKA 1931

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
**Panchayats and Rural Development Department**  
**(Panchayat Wing)**

**Jessop Building, 63 Netaji Subhas Road, 1st Floor, Kolkata - 700 001**

No. 3141/PN/O/I/O-8/03

Kolkata, the 13th July, 2009.

**NOTIFICATION**

In exercise of the power conferred by Section 224 read with sub-section (4) of section 166 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required by sub-section(1) of that section, the following amendments to the West Bengal Panchayats (Recruitment and Condition of Appointment of Employees of Zilla Parishad) Rules, 1997 (hereinafter referred to as the said rules).

*Amendments*

In rule 4 of the said rules, after clause XXX insert the following clauses:-(XXXI) Assistant Coordinator, Education:--

- (a) Scale of Pay: Pay Band-4: Rs.9,000/- 40,500/- plus Grade Pay Rs.4700/-
- (b) Method of recruitment: By selection (Direct recruitment) through the Employment Exchange and also through newspaper advertisement.
- (c) Age: Not less than 18 years and not more than 30 years on the first day of the year of advertisement, subject to the provisions of the West Bengal Service (Raising of Age limit) Rules, 1981.

The age limit is relaxable for the Scheduled Castes, Scheduled Tribes and Other Backward Classes candidates

## (d) Essential Qualifications :

Post Graduate Degree or Honours Graduate from a recognized University having Degree in Bachelor of Education with at least 1(one) year's experience in **Management** of Elementary Education.

(e) Citizenship: Must be a citizen of India **within the meaning** of Part-II of the Constitution of India.

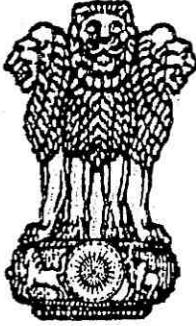
## (f) Appointing Authority :

Commissioner, Panchayat & Rural Development, West Bengal.

By order of the Governor.

M. N. ROY,

*Principal Secretary to the Government of West Bengal.*

**The**  
  
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SRAVANA 5]

MONDAY, JULY 27, 2009

[SAKA 1931

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**

**Department of Panchayats and R. D.**

**(Panchayat Wing)**

**Jessop Building**

**63, Netaji Subhas Road, 1st Floor, Kolkata - 700 001**

No. 3161/PN/O/III/2E-83/08

Kolkata, the 14th July, 2009.

**NOTIFICATION**

In exercise of the power conferred by section 224 read with sub-section (4) of section 166 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of that section, the following amendments to the West Bengal Panchayat (Recruitment and Condition of Appointment of Employees of Zilla Parishad) Rules, 1997 (hereinafter referred to as the said rules).

*Amendments*

In the said rules, in rule 4, after clause XXXI, insert the following clauses :-

XXXII) Junior Accounts Officer

- a) Scale of pay : PB-4, Rs.9000 - 40500/- plus Grade Pay Rs.4700/-
- b) Method of recruitment –  
On deputation basis from the post of Samity Accounts & Audit Officer.
- c) Citizenship - Must be a citizen of India within the meaning of Part II of the Constitution of India.
- d) Appointing Authority - State Government.

By order of the Governor,

M. N. ROY,

*Principal Secretary to the Government of West Bengal.*





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WEDNESDAY, FEBRUARY 17, 2010

[SAKA 1931

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
**Department of Panchayats & Rural Development**  
**(Panchayat Wing)**  
**Jessop Building, 63, N. S. Road, Kolkata – 700 001.**

**NOTIFICATION**

No. 873/PN/O/III/2E-84/08 (Pt-I) Dated the 16.02.2010. In exercise of the power conferred by section 224 read with sub-section (4) of section 166 of the West Bengal *Panchayat Act*, 1973 (West Ben. Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of section 224 the following amendments to the West Bengal *Panchayats (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997* (hereinafter referred to as the said rules):—

*Amendments*

In of the said rules, in rule 4 after clause XXXII, *insert* the following clause:—

**"XXXIII. System Manager:—**

- (a) **Scale of pay :** PB-4, Rs.9000-40500/- plus Grade Pay Rs.5400/- ;
- (b) **Method of recruitment:**
- By selection (Direct recruitment) through Employment Exchange and also through newspaper advertisement or
  - by promotion on seniority-cum-merit basis from amongst the District Information Analyst having essential qualification as mentioned in item (i) of sub-clause (c) and having 5 years of service as District Information Analyst.

Provided that not more than 50% of posts of System Manager shall be filled by promotion.

Provided also that in the event of non-availability of suitable candidate for promotion, the posts shall be filled up by direct recruitment as mentioned in item (i) of sub-clause (c).

**(c) Qualification : Essential**

(i) Master of Computer Applications Or M.Tech (with specialization in Computer Application) Or BE Or B.Tech in Computer Engineering Or Computer Science Or Computer Technology from a recognized University Or Passed 'B' or 'C' level course of DOEACC, Government of India in Computer Engineering Or Computer Science Or Computer Technology Or Master Degree in Physics or Mathematics or Statistics or Electronics or Operational Research from a recognized University with Post Graduate Diploma (2 years) in Computer Application.

(ii) 5 years' experience in Electronic Database management including experience of actual programming or Database Administration;

**(d) Age for direct recruitment:** Not less than 18 years and not more than 30 years on the first day of January of the year of advertisement, subject to the provisions of the West Bengal Service (Raising of Age limit) Rules 1981, as subsequently amended, till the said rule remains in force.

The upper age limit is relaxable for the Scheduled Castes, Scheduled Tribes and other backward classes candidates and Ex-Servicemen as per rules and orders of the Government;

**(e) Citizenship:** Must be a citizen of India within the meaning of Part II of the Constitution of India;

**(f) Appointing Authority:** Commissioner, *Panchayat & Rural Development*, West Bengal."

By order of the Governor,

M. N. ROY,

*Principal Secretary to the Government of West Bengal.*



Government of West Bengal  
Department of Panchayats & Rural Development  
(Panchayat Wing)  
Jessop Building, 63, N.S. Road, Kolkata-1

**NOTIFICATION**

No. 873 /PN/O/III/2E-84/08 (Pt-I) Dated the 16.02.2010. In exercise of the power conferred by section 224 read with sub-section (4) of section 166 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of section 224 the following amendments to the West Bengal Panchayats (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997(hereinafter referred to as the said rules):-

**Amendments**

In of the said rules, in rule 4 after clause XXXII, *insert* the following clause:-

**"XXXIII. System Manager:-**

**(a) Scale of pay :** PB-4, Rs.9000-40500/- plus Grade Pay Rs.5400/- ;

**(b) Method of recruitment :**

(i) By selection (Direct recruitment) through Employment Exchange and also through newspaper advertisement or

(ii) by promotion on seniority-cum-merit basis from amongst the District Information Analyst having essential qualification as mentioned in item (i) of sub-clause (c) and having 5 years of service as District Information Analyst.

Provided that not more than 50% of posts of System Manager shall be filled by promotion.

Provided also that in the event of non-availability of suitable candidate for promotion, the posts shall be filled up by direct recruitment as mentioned in item (i) of sub-clause (b);

**(c) Qualification : Essential**

(i) Master of Computer Applications Or M.Tech (with specialization in Computer Application) Or BE Or B.Tech in Computer Engineering Or Computer Science Or Computer Technology from a recognized University Or Passed 'B' or 'C' level course of DOEACC, Government of India in Computer Engineering Or Computer Science Or Computer Technology Or Master Degree in Physics or Mathematics or Statistics or Electronics or Operational Research from a recognized University with Post Graduate Diploma (2 years) in Computer Application.

(ii) 5 years' experience in Electronic Database management including experience of actual programming or Database Administration;

**(d) Age for direct recruitment:** Not less than 18 years and not more than 30 years on the first day of January of the year of advertisement, subject to the provisions of the West Bengal Service (Raising of Age limit) Rules 1981, as subsequently amended, till the said rule remains in force.

The upper age limit is relaxable for the Scheduled Castes, Scheduled Tribes and other backward classes candidates and Ex-Servicemen as per rules and orders of the Government;

**(e) Citizenship:** Must be a citizen of India within the meaning of Part II of the Constitution of India;

**(f) Appointing Authority:** Commissioner, *Panchayat* & Rural Development, West Bengal."

By order of the Governor,

( M.N. Roy)

Principal Secy. to the Govt. of West Bengal

The  
**Kolkata**  **Gazette**

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FRIDAY, MARCH 5, 2010

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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
Department of Panchayats & Rural Development  
(Panchayat Wing)  
Jessop Building, 63, N. S. Road, Kolkata – 700 001.

**NOTIFICATION**

No. 874/PN/O/III/2E-6/05 Dated 16.02.2010. In exercise of the power conferred by section 224 read with sub-section (4) of section 166 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of that section, the following amendments to the West Bengal Panchayats (Recruitment and Condition of Appointment of employees of Zilla Parishad) Rules, 1997 (hereinafter referred to as the said rules):—

*Amendments*

In rule 4 of the said rules, after clause XXXIII, insert the following clause:—

"XXXIV. Parishad Public Health Officer.

(a) **Scale of Pay :** Pay Band-4, Rs.9000-40500/-, Grade Pay-Rs.5400/-

(b) **Method of recruitment :**

- (i) Direct recruitment through Employment Exchange and newspaper advertisement, or
- (ii) On deputation by the officers of West Bengal Health Service or West Bengal Health Administrative Service.

(c) **Qualification :**

- i) **Essential** — MBBS degree recognized by Medical council of India,

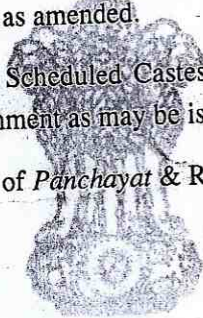


(d) **Citizenship** : Must be a citizen of India within the meaning of Part II of the Constitution of India.

(e) **Age** : 18 to 37 years on the first day of January of the year of advertisement, subject to provisions of the West Bengal services (Raising of Age limit) Rules, 1981 as amended.

The age limit is relaxable for the Scheduled Castes, Scheduled Tribes and other Backward Classes candidates under the order of the Government as may be issued in this behalf from time to time.

(f) **Appointing Authority** : Commissioner of Panchayat & Rural Development, West Bengal.



By order of the Governor,

M. N. ROY,

Principal Secretary to the Government of West Bengal.

Published by Authority

PART I - Orders and Notifications by the Governor of West Bengal, the High Court, the Government Treasury etc.

GOVERNMENT OF WEST BENGAL  
Department of Panchayats & Rural Development  
(Panchayat Wing)  
Jesop Building, 63, N. S. Road, Kolkata - 700 001

NOTIFICATION

140-874/PNCH/2010-D20 Dated 14.03.2010. In exercise of the power conferred by section 224 read with sub-section (4) of section 140 of the West Bengal Panchayat Act, 1973 (West Ben. Act XII of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make the following amendments to the West Bengal Panchayats (Recruitment and Condition of Appointment of employees of Panchayat) Rules, 1977 (hereinafter referred to as the said rules):—

Amendments

In rule 4 of the said rules, after clause XXXIII, insert the following clause:—

XXXIV. (b) Health Officer

(a) Pay Band - Rs. 9000-40000, Grade Pay - Rs. 5400-

(b) Method of recruitment:

(i) Direct recruitment through Employment Exchange and newspaper advertisement, or

(ii) On deputation by the officers of West Bengal Health Service or West Bengal Health Administration Service.

(c) Qualification:

(i) B.Sc. degree recognized by Medical Council of India.

Government of West Bengal  
Department of Panchayats & Rural Development  
Panchayat Wing, Jessop Building,  
63 N.S.Road, Kolkata 700001

No.2225/PN/O/III/2E-12/2012

Dated: 09.04.2012

**ORDER**

In suitable modification of this Deptt.'s previous order nos. 84-PN/O/III/2A-18/2002 dated 06.01.2006 and 184/PN/O/III/2E-61/04 dated 16.01.2006, the undersigned is directed by order of the Governor to say that for the purpose of recruitment through Employment Exchange or open advertisement in the newspapers or by the promotion or otherwise to fill up the posts under the establishment of Gram Panchayats, Panchayat Samitis and Zilla Parishads of this State, the District Level Selection Committee has been re-constituted in the following manner:-

**For Gram Panchayats and Panchayat Samitis:-**

1. Executive Officer, Zilla Parishad/ Mahakuma Parishad – Chairman
2. Additional Executive Officer – Member
3. District Panchayats & Rural Development Officer – Member Secretary
4. Executive Engineer, Zilla Parishad/ Mahakuma Parishad – Member
5. Woman WBCS (Exe) Officer nominated by the District Magistrate – Member
6. One WBCS (Exe) from Minority Community (if none in the Committee) nominated by the District Magistrate – Member
7. One S.D.O of the District to be nominated by the District Magistrate – Member
8. One nodal officer not below the rank of Assistant Secretary/ Deputy Director to be nominated by the Secretary/ Principal Secretary, Panchayats & Rural Development Department – Member

**For Zilla Parishad:-**

1. Executive Officer, Zilla Parishad/ Mahakuma Parishad – Chairman
2. Additional Executive Officer – Member
3. Secretary of Zilla Parishad (Deputy Secretary if the post of Secretary is vacant) – Member Secretary
4. Executive Engineer, Zilla Parishad – Member
5. Woman WBCS (Exe) Officer nominated by the District Magistrate – Member
6. One WBCS (Exe) from Minority Community (if none in the Committee) nominated by the District Magistrate – Member
7. One S.D.O of the District to be nominated by the District Magistrate - Member
8. One nodal officer not below the rank of Assistant Secretary/ Deputy Director to be nominated by the Secretary/ Principal Secretary, Panchayats & Rural Development Department – Member

- In case of recruitment in non technical posts in Gram Panchayats and Panchayat Samitis, Executive Engineer shall be replaced with the Secretary, Zilla Parishad.

- In the event of the post of Executive Engineer remaining vacant, an Engineer from Zilla Parishad nominated by the Executive Officer, Zilla Parishad shall be a member.
- If an officer belonging to the minority Community is not available in the district, any other officer of the state Government/ Zilla Parishad drawing salary in the pay scale of PB-4 Rs. 9000/- - 40,500/- + Gr. Pay Rs. 7000/- shall be recommended by the Executive Officer, Zilla Parishad.
- One member in the District Level Selection Committee must be a representative from SC/ST/OBC Community – in terms of Order No. 3254-BCW/MR-137/2005 dated 06.09.2005 of BCW Deptt.
- Presence of any four members shall form a quorum, but the meeting shall be void, if both the Chairman and the Member Secretary are not present.
- In the absence of the Executive Officer, AEO shall chair the meeting.

Other contents of the orders mentioned above and order no. 2775/PN/O/III/2A-18/2002 dated 07.04.2006 (except Sl. No. 1 in Annexure) remain unchanged.

The Order takes effects from the date of issue.

By Order of the Governor,



Principal Secretary  
to the Govt. of West Bengal

Dated: 09.04.2012

No.2225/PN/O/III/2E-12/2012

Copy forwarded for information and necessary action to:-

1. The Sabhadhipati..... Zilla Parishad/ Mahakuma Parishad(All)
2. The Commissioner Panchayats and Rural Development
3. The Joint Secretary (Policy Cell ), P& RD Department
4. The Joint Secretary (Law), P& RD Department
5. The District Magistrate.....(All)
6. The Executive Officer, Zilla Parishad/ Mahakuma Parishad.....(All)
7. The Additional Executive Officer.....Zilla Parishad/ Mahakuma Parishad with a request to circulate the copy of this order among all SDOs and BDOs.
8. The Secretary, Zilla Parishad/ Mahakuma Parishad (All)
9. The Sub-Divisional Officer, .....(All)
10. The District Panchayats & Rural Development Officer.....(All)
11. PS to Hon'ble MIC
12. The BDO & E.O. Executive Officer, Panchayat Samiti.....(All)
13. The Guard File



OSD & Ex Officio Deputy Secretary  
to the Government of West Bengal



**Government of West Bengal**  
**Panchayats & Rural Development Department**  
63, N.S. Road, Jessop Building, Kolkata 700 001

Memo. No. 3734/PN/O/III/2E-62/09

Dated: 03 .07.2012

**ORDER**

Whereas promotional aspects in respect of the employees of Zilla Parishad has been dealt with in the Chapter – II of the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997;

And whereas promotion is allowed on the basis of merit-cum-seniority as envisaged in the said recruitment rule;

And whereas method and policy of assessing merit of the prospective candidates has not been defined in the said rule;

And whereas a well-defined and clear cut guideline on extending promotion on merit-cum-seniority basis is required for the employees of Zilla Parishad;

Now, therefore after careful consideration of all aspects and in exercise of power conferred under Rule 10 of the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997, the Governor is pleased to frame the following policy for assessing the merit of Z.P. employees in Gr. B and C posts for promotion on merit-cum-seniority basis.

- 1) The eligible candidates shall be required to appear in a written test for 50 (fifty) marks for the purpose of screening. The syllabus of such test will be as follows:-
  - a. The W.B. Panchayat Act, 1973.
  - b. The W.B. Zilla Parishad (Leave & Recruitment of Staff) Rules, 1973.
  - c. D.C.R.B Scheme, 1985.
  - d. ROPA Rules for PRI Employees.
  - e. Reservation Policy.
  - f. Provident Fund rules for the employees of P.R.bodies,1991.
- 2) The qualifying marks required for promotion shall be 15 out of 50 in the written screening test.
- 3) The APR of the candidates for last three years (1<sup>st</sup> April to 31<sup>st</sup> March) shall be considered at the time of preparation of panel of prospective candidates.
- 4) 50 point roster shall be maintained strictly.
- 5) There should not be any break in service, vigilance case or any adverse report including Disciplinary/Criminal proceedings against the employee.
- 6) The prospective candidate must have submitted the 'Declaration of Assets as on 1<sup>st</sup> January' for last three years before the competent authority.

- 7) Number of candidates for the post will be five times of the available vacancies. In case of insufficiency in number of eligible candidates, the minimum requirement may be waived off by the appointing authority.
- 8) The written examination shall be only for the purpose of screening and not for the purpose of elimination nor for determining their seniority in the promotional post. The seniority of promoted candidates shall be determined solely on the basis of the position of the qualifying candidate in the existing gradation list of the feeder post.
- 9) If a candidate, being senior in gradation list, fails to secure qualifying marks in the written test, shall not be considered for promotion.

This order issues in supercession of previous orders/clarifications in similar matter including memo.no.155(361)P.N./O/cell III/2E-65/2004 dated 12<sup>th</sup> January 2005 of this Deptt.

By order of the Governor,

Sd/-


(Saurabh Kumar Das)  
Principal Secretary  
to the Govt. of West Bengal.

Dated: 03.07.2012

Memo. No. 3734/1(39)/PN/O/III/2E-62/09

Copy forwarded for information & necessary action to:-

1. The Commissioner, Panchayats & Rural Development Department.
2. The Joint Secretary (Policy Cell), Panchayats & Rural Development Department.
3. The Joint Secretary (Law), Panchayats & Rural Development Department.
4. The Executive Officer, .....Zilla Parishad(All)/Siliguri Mahakuma Parishad.
5. The Additional Executive Officer ..... Zilla Parishad (All)/Siliguri Mahakuma Parishad.

  
OSD & Ex-Officio Deputy Secretary  
to the Govt. of West Bengal  
Panchayats & Rural Development Department