

**Government of West Bengal**  
Finance [Audit]Department, 10<sup>th</sup> floor  
"NABANNA"  
325,S.C.Chatterjee Road, Howrah – 711 102

No.:4175-F(P<sub>2</sub>)/FA/O/2M/71/18[NB](Pt.)

Howrah, the 29<sup>th</sup> June, 2018.

**MEMORANDUM**

In supersession of this Department Memo No.3823-F[P<sub>2</sub>], dated 21<sup>st</sup> July, 2016, the Governor is pleased to constitute a **State Level Committee on Rationalization and Optimal utilisation of Human Resources** in State Government Establishments including Boards, Corporations, Rural and Urban Bodies, Parastatal Organisations and other Grant-in-Aid Institutions, as follows :

- |        |  |                                    |                      |
|--------|--|------------------------------------|----------------------|
| (i)    | Chief Secretary                            |                                    | - Chairman           |
| (ii)   | Additional Chief Secretary,                | Higher Education Department        | - Member             |
| (iii)  | Additional Chief Secretary,                | Finance Department                 | - Member<br>Convenor |
| (iv)   | Principal Secretary                        | Home Department                    | - Member             |
| (v)    | Director General of Police,<br>West Bengal |                                    | - Member             |
| (vi)   | Principal Secretary                        | Health & Family Welfare Department | - Member             |
| (vii)  | Principal Secretary                        | P&AR Department                    | - Member             |
| (viii) | Principal Secretary                        | Land & Land Reforms Department     | - Member             |

2. The Committee will have the following role and responsibilities :-

- (i) Scrutinise all proposals of the Departments for creation and filling up of posts before it is concurred by Finance Department and placed for consideration.
- (ii) Assessment of existing manpower in different offices against the sanctioned strength.
- (iii) Monitor the implementation of the rationalization and redeployment of excess manpower in different Departments.
- (iv) Identification of skill set for each activity of the Department and suggest redesignation/abolition of the existing posts and creation of new post.
- (v) Changes in recruitment rules of different categories of employees to enable better career prospects, mobility and efficiency in the Government functioning.
- (vi) Other items which the Committee may deem appropriate to improve public services.

3. All proposals for the creation/filling up of posts/ restructuring of the Service Cadre in Government Establishments , Local Bodies, Boards, Corporations, Undertakings and all Grant-in-Aid Institutions shall be first scrutinized by this Committee before being concurred by the Finance Department and placed before the Cabinet for consideration.

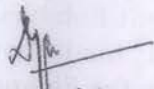
4. The order will take immediate effect.

Sd/- Malay Kumar De

Chief Secretary  
Government of West Bengal

Copy forwarded for information and necessary action to :-

01. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place [West] Kolkata – 700 001.
02. The Additional Chief Secretary to the Governor of West Bengal, Raj Bhaban, Kolkata.
03. The Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_
04. The Director General and Inspector General of Police. Govt. of West Bengal
05. The Divisional Commissioner, \_\_\_\_\_ Division
06. The District Magistrate/Judge \_\_\_\_\_
07. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700 012.
08. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jawahar Buildings, Kolkata – 700 073.
09. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanu, DF-9, Sector – I, 5<sup>th</sup> & 6<sup>th</sup> floor, Salt Lake, Kolkata – 700 064.
10. The Treasury Officer, \_\_\_\_\_
11. The Sub-Divisional Officer, \_\_\_\_\_
12. The Superintendent of Police, \_\_\_\_\_
13. The Principal, Industrial Training Institute, \_\_\_\_\_
14. The Ex. Engineer/Superintending Engineer, \_\_\_\_\_
15. The \_\_\_\_\_ Department/Directorate.  
It is requested that this Memo, may be circulated to all offices under their control.
16. Shri Sumit Mitra, Network Administrator, Finance Department for uploading this Resolution in the website of Finance Department

  
 OSD & E.O. Special Secretary  
 Government of West Bengal