



**Government of West Bengal**  
**Irrigation & Waterways Department**  
**Jalasampad Bhavan, 3<sup>rd</sup> Floor, Western Block**  
**Bidhannagar, Salt Lake City, Kolkata 700 091**

**No. 341 –IE-9A-08/2017**

**Dated, the 3<sup>rd</sup> February, 2020**

**CIRCULAR**

It has come to the notice of the Government in the Irrigation & Waterways Department that Screening cum Enquiry Committee empowered for conducting enquiry into the applications for compassionate appointment to the post of Group-D under die-in-harness category, are submitting their reports without following the guidelines as portrayed in Labour Department's Notification No. 251-Emp., Dated: 03.12.2013 read with No. 26-Emp., Dated: 01.03.2016 properly. S.E. & Chief Engineers are found to be forwarding these cases without proper scrutiny and without following guidelines and government orders in this regard. These cases have been identified & studied and in order to get the recommendation with minimum/no error, the undersigned is hereby directed to request all the Chief Engineers and D.P.&E.O.C.E.(in case of the matter of the Office of the Chief Engineers) to comply the following points while recommending those cases strictly.

1. The concerned authority (SE/EE/Members of Screening Committee) should meet the members of the family of the deceased Govt. servant immediately after his death to advise and assist them in applying for appointment on compassionate ground if prima-facie found eligible. The applicant should be called in person at the very first stage and should be advised in person about the requirement and formalities to be completed by him. A record of such meeting should be kept with the office of the controlling authority and appointing authority. The entire exercise should be completed within 3(Three) months from the death of the employee in accordance with procedure prescribed. Also, reference be made to Notification No. 63, Dated: 10/08/2017 of the Department which should be followed(copy enclosed).
2. Certificates of educational qualification issued other than WBBSE/WBCHSE/ICSE/ any equivalent Board or Councils, need to be verified from the District Inspector of the concerned District under School Education Department to know its authenticity.
3. As per Finance Department's Order No. 3326-F, Dated:05.05.2009(copy enclosed), the candidates applying for Group D post shall have minimum class VIII pass certificate from any recognized school or any recognized madrasah or any other recognized equivalent institution.
4. If a candidate crosses maximum qualifying age on the date of death of deceased employee, that concerned case is to be regretted at the very first stage by the Screening Committee.

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5. Caste certificate of the candidate, if any, is to be verified by the concerned Sub-Divisional Officer, Government of West Bengal to know its authenticity.
6. It is mandatory by the Enquiry Committee to fill up "20 Points Check List", developed by this Department(copy enclosed) at the time of performing their enquiry and that one is to be annexed with their report at the time of submission.

Encl: As Stated.

By Order  
Sd/-  
Joint Secretary to the  
Government of West Bengal

**No. 341/(7) -IE-9A-08/2017**

**Dated, the 3<sup>rd</sup> February, 2020**

Copy forwarded for information and taking necessary action to:

1. P.S. to the Hon'ble M.I.C., Irrigation & Waterways Department.
2. Sr. P.A. to the Additional Chief Secretary, Irrigation & Waterways Department.
3. The Secretary, Irrigation & Waterways Department.
4. The Director of Personnel & Ex- Officio Chief Engineer, Irrigation & Waterways Directorate.
5. The Chief Engineer(.....), Irrigation & Waterways Directorate, with a request to circulate this to all sub-ordinate offices under his jurisdiction.
- ✓ 6. The Executive Engineer, DVC Study Cell, Irrigation & Waterways Directorate with a request to upload this Circular to the departmental website at his earliest.
7. Guard File.

AS 03/02/20  
Joint Secretary to the  
Government of West Bengal

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**GOVERNMENT OF WEST BENGAL**  
**Irrigation & Waterways Department**  
**Jalasampad Bhavan(3<sup>rd</sup> floor), Salt Lake, Kolkata-700091.**

No. 63

Dated, the 10<sup>th</sup> August, 2017.

**NOTIFICATION**

It has come to the notice of the Government in the I & W Department that there is inordinate delay in processing and disposing of cases of Compassionate appointment in Group-C & Group-D Posts under died-in-harness category. The delay is caused mainly at the level of Appointing Authority (Superintending Engineers for Group-D and Director of Personnel & Ex-officio Chief Engineer for Group-C) and the offices below.

After careful scrutiny of the procedures and disposal of these cases, the Governor is hereby pleased to direct that concerned Chief Engineer (S)/D.P. & E.O.C.E. (in case of Directorate employees) shall not take more than 6 months to send a proposal for such appointment to the Department following the rules as per Labour Department's Notification No. 251-Emp., dt. 03.12.2013(copy enclosed) read with No. 26-Emp., dt. 01.03.2016 (copy enclosed) and 165-Emp. Dt. 04.06.2015 (copy enclosed).

All procedures, including submission of plain paper application, raising of proforma application, formation of Enquiry Committee, joint inspection, submission of enquiry report, scrutiny, acceptance and countersignature of E.E./S.E. as the case may be, must be conducted and completed within the maximum time frame given above.

The Chief Engineer(s) concerned (D.P. & E.O.C.E. in case of the employees of the Directorate) will submit the proposals to the Department carefully and complete in all respect so that it is not returned for correction. This is as per the Order No. 1435-IE-3M-10/2013(Pt.II) dt. 30.05.2017, of the Department specifying the independent role of the outstationed Chief Engineer's offices.

Special emphasis must be given upon the mandatory and essential features viz. Eligibility for the very applicant in regard to age, educational qualification, date of proforma application, declaration of monthly income of the family of the ex-employee from moveable & immovable properties and also from other sources (if any), declaration of No Objection Certificate, Annexure C & D of the proforma application.

Department has developed a check list (copy enclosed) which must be submitted in each case with the proforma application.

Enquiry committee formed in this respect will keep a close eye to all these mandatory related points including as to whether the family need immediate financial assistance in the form of compassionate appointment and matter of relaxation if required before finally submitting the proposal to the Department.

The applicant should be called in person at the very first stage and should be advised in person about the requirement and formalities to be completed by him. A record of such meeting should be kept with the office of the controlling authority and appointing authority as per para 10(bb) (new clause) added to Notification No. 251-Emp. Dt. 03.12.2013 mentioned in Notification No. 26-Emp., dt. 01.03.2016.

This order shall be deemed to have come into effect from the cases where the date of death or incapacitation occurs on and after 01.07.2017.

This has approval of the Principal Secretary of this Department.

- Encl.: 1. Notification No. 251-Emp., dt. 03.12.2013.  
2. No. 26-Emp., dt. 01.03.2016  
3. No. 165-Emp., dt. 04.06.2015  
4. Proforma of Check list.

By order of the Governor



Joint Secretary to the  
Government of West Bengal

No. 2145(6)-IE-9A-08/2017

Date : 10.08.2017

Copy forwarded for information & necessary action to :-

1. P.S. to the Hon'ble M.I.C., I & W Department.
2. Sr. P.A. to the Principal Secretary, I & W Department.
3. The Secretary, I & W Department.
4. The Joint Secretary(Estb.), I & W Department.
5. The Director of Personnel & Ex-officio Chief Engineer, I & W Directorate,
6. The Chief Engineer, .....I & W Directorate, with a request to circulate the Notification to all sub-ordinate offices under control of his office.



Joint Secretary to the  
Government of West Bengal

# West Bengal Services (Group D) Recruitment Rules, 2009

*Up to date with latest amendment as on 23.11.2016*

GOVERNMENT OF WEST BENGAL  
Finance Department  
AUDIT BRANCH

No. 3326-F, Dated: 05.05.2009.

## NOTIFICATION

In exercise of the power conferred by the proviso to article 309 of the Constitution of India, the Governor is pleased to hereby to make the following rules regulating recruitment to different categories of Group D posts in the Secretariat, Directorates and other offices under the rule making power of the Government of West Bengal, namely;

### *Rules*

#### **1. Short Title and Commencement**

(1) These rules may be called the West Bengal Services (Group D Posts) Recruitment Rules, 2009.

(2) They shall come into force at once.

#### **2. Application**

These rules shall apply to the recruitment of different categories of Group -D posts, namely peon, orderly peon, Night Guard, Darwan, Farash or such other nomenclature of posts in the pay band No. 1 with Grade Pay of Rs. 1700/-, in the Secretariat, Directorates and similar posts in other offices under the rule making power of the Government of West Bengal:

Provided that these rules shall not apply in the case of recruitment to the posts of Sweeper and Dom.

#### **3. Definitions**

In these rules, unless there is anything repugnant to the subject or context:-

(a) "Candidate" means the persons who have applied for recruitment to the Group D posts in response to advertisement by the Commission Board; [Amendment vide F.D. Memo No. 4184-F dated 08.08.2016]

(b) "Board" means the West Bengal Group D Recruitment Board;

(c) "Government" means the Government of West Bengal;

(d) "Pay Band" means the pay band as defined in clause (e) of Rule 3 of the West Bengal Services (Revision of Pay and Allowances) Rules, 2009;

(e) "Grade Pay" means the Grade pay as defined in clause (f) of Rule 3 of the West Bengal Services (Revision of Pay and Allowances) Rules, 2009.

#### **4. Appointing authority**

The appointing authority in relation to the different categories of Group D posts shall be the authority as specified in Schedule I of West Bengal Services (Classification, Control and Appeal) Rules, 1971.

#### **5. Method of recruitment**

(1) Notwithstanding anything contained elsewhere in any other rules, orders or notifications regulating the recruitment to different categories of Group D posts in different office under the rule making power of the Government, the recruitment to such different categories of Group D posts shall, after commencement of these rules, be made by selection (direct recruitment).

(2) Save as otherwise provided, the direct recruitment of different categories of Group D posts shall be made on the basis of the results of a written examination **and interview** to be conducted by the Board and the Board shall determine the syllabus for, and scheme and method of, the written examination. [Amendment vide F.D. Memo No. 6045-F dated 23.11.2016]

#### **6. Qualification**

The candidate applying for different categories of Group D posts shall have class VIII pass certificate from any recognized school or any recognized madrasah or any other recognized equivalent institution.

*"Explanation. – In the case of absorption of Attendants to the Minister-in-Charge or to the Minister of State or to the Chief Government Whip of the West Bengal Legislative Assembly, in Group-D posts under regular establishment, the requisite qualification under this rule, shall be ability to read and write Bengali/Nepali."* [Amended vide F.D. Memo No. 4874-F dated 15.09.2016]

#### **7. Age Limit**

The age of the candidate shall not be less than 18 years and more than 40 years on the 1st day of January of the year of publication of Advertisement:

*Provided that the upper age limit shall be relax-able by 5 years for the candidates belonging to the categories of schedule castes and scheduled tribes of West Bengal and by 3 years for the candidates belonging to the categories of other backward classes of West Bengal:*

Provided further that the upper age limit shall be 45 years for persons with physical disabilities specified under any law for the time being in force:

Provided also that the upper age limit shall be relaxable for the ex-serviceman according to the Ex-serviceman (Reservation of vacancy in the State Service and Posts, Group C and Group D), Rules, 1982.

### **8. Exercising options for vacancies**

Every candidate shall exercise his option:-

(a) in respect of the vacancies in the Secretariat, Directorates and districts, in the Secretariat or Directorates and in one district to be specified therein by stating order of performance between the two, or

(b) in respect of the vacancies in the Secretariat only, or

(c) in respect of the vacancies in the Directorates only, or

(d) in respect of the vacancies in the districts only to be specified therein.

### **9. Power to relax**

Nothing in these rules shall be construed to limit or abridge the power of the Governor to dispense with or relax the recruitment of any of these rules to such extent and subject to such conditions, as he may consider necessary for dealing with a case in a just and equitable manner.

### **10. Saving**

Notwithstanding anything contained in these rules, the persons appointed on regular basis or substantively to any Group D post prior to coming into force of these rules shall be deemed to have been appointed under these rules as if these rules were in force when such appointment was made.

By order of the Governor,

Sd/- D. Mukhopadhaya  
Principal Secretary to the  
Government of West Bengal