

## Government of West Bengal

Finance Department

(Audit Branch)

NABANNA

325, Sarat Chatterjee Road, Howrah-711102

No. 2477-F(P1)

Dated 09/7/2026

### MEMORANDUM

The West Bengal Services (Recruitment to Clerical Cadre) Rules, 2019 (hereinafter referred to as "the said Rules") were notified vide Notification No. 662-F(P2) dated 24/01/2019 in supersession of all previous notifications issued on the subject. Consequentially, all earlier orders issued for clarification and/or relaxation of the provisions contained in the previous notifications on the subject ceased to have effect from the date of coming into force of the said Rules.

Accordingly, the provision for allowing exemption to Group-D and other eligible Group-C employees possessing the requisite educational qualification from passing the examination on Computer Operation and Computer Typing on attaining the age of 50 years, as was earlier available in terms of Memo. No. 4851-F(H) dated 04/08/2017 read with Memo. No. 4642-F(P) dated 19/07/2018, also ceased to be applicable with effect from 24/01/2019.

References have since been received from various establishments seeking clarification regarding the status of service, pay, increments and other consequential matters in respect of such employees who, in the meantime, have been promoted to the posts of Lower Division Clerk/Lower Division Assistant (LDC/LDA) or equivalent clerical posts or even to higher posts such as Upper Division Clerk/Upper Division Assistant (UDC/UDA) or equivalent posts after being irregularly allowed such exemption.

After careful consideration of the matter, the Governor has been pleased to order the following:

- a) Since a considerable period has passed since 24/01/2019, and a number of employees have already been promoted during this time after being mistakenly granted exemption from passing the said examination, it is considered that cancelling such promotions at this stage would result in undue hardship to the employees concerned. Accordingly, all such promotions/appointments made between 24/01/2019 and the day immediately preceding the date of issuance of this Memorandum shall be regularized in the manner explained herein below, as a special case, by way of relaxation of Memo No. 3741-F dated 18/07/1964.
- b) Any exemption granted or promotion made in contravention of the provisions of the said Rules after issuance of this Memorandum shall be treated as irregular and shall be liable to cancellation in terms of Memo. No. 3741-F dated 18/07/1964.
- c) No employee falling within the purview of sub-para (a) above shall be reverted to the position which he/she would have held but for the incorrect order of promotion or

appointment, and the pay presently drawn by such employee in the present post shall not be reduced.

- d) Employees who were granted exemption on attaining the age of 50 years and were subsequently promoted to LDC/LDA or equivalent clerical posts or to higher posts such as UDC/UDA or equivalent posts on or after 24/01/2019 in the manner stated above shall be required to pass the prescribed examination conducted by the Netaji Subhas Administrative Training Institute (NSATI), Government of West Bengal.
- e) Until such examination is passed, the increment(s) of such employees shall remain withheld. Upon passing the examination, the withheld increment(s) shall be restored notionally from the respective due dates, with actual financial effect from the date following the last date of the examination in which the employee is declared successful.
- f) Seniority of such employees in the posts of LDC/LDA or UDC/UDA or equivalent clerical posts, as the case may be, shall be re-determined with effect from the date immediately following the last date of the examination in which they pass the prescribed test.
- g) The posts of LDC/LDA and/or UDC/UDA or equivalent clerical posts presently occupied by such employees shall, for the time being, be treated as ex-cadre posts for the purpose of enabling otherwise eligible Group-D/Group-C employees or LDC/LDA employees, as the case may be, to receive promotion in their normal promotional channel. Such ex-cadre posts shall cease to exist as and when the incumbents are adjusted against regular vacancies in the respective cadres after passing the prescribed examination.
- h) Where an irregularly appointed LDC/LDA or UDC/UDA or equivalent clerical employee has no further opportunity to pass the prescribed examination before superannuation, proposal for granting exemption from passing the said examination for the purpose of determining retirement benefits may be referred to the Finance Department for consideration on a case-to-case basis.
- i) Where such an irregularly appointed employee vacates the post by reason of death or otherwise (other than superannuation), the last pay shall be determined by notionally restoring the increment(s) withheld earlier for the purpose of calculation of Death/Terminal benefits. The employee or his/her family, as the case may be, shall be allowed Death/Terminal Gratuity and Cash Equivalent of Leave Salary on the basis of such notional pay as a special case.
- j) Cases of employees belonging to the aforesaid category who have already retired prior to the issuance of this Memorandum shall not be reopened.

This order shall take immediate effect.

Sd/- P. K. Mishra  
Additional Chief Secretary  
to the Government of West Bengal

No. 2477/1(300)-F(P1)

Dated 09/7/2026

Copy forwarded for information and necessary action to:

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kol.– 1.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kol 1.
3. The Principal Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Buildings, 5<sup>th</sup> Floor, Block DF, Sector 1, Salt Lake, Kol-64
4. The Additional Chief Secretary/Principal Secretary/Secretary..... Dept.
5. The Divisional Commissioner .....Division (All).
6. The Director of Treasuries & Accounts, West Bengal.
7. The District Magistrate/District Judge/Superintendent of Police .....(All).
8. The Sub-Divisional Officer .....(All).
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I/II/III.
10. The Registrar & DDO Finance Accounts Department.
11. The Treasury Officer .....Treasury (All).
12. Shri Sumit Mitra, Network Administrator, Finance Department for uploading this Memorandum in the Finance Department's Website.



Special Secretary  
to the Government of West Bengal