

MEMORANDUM

It has come to the notice of the Government that certain irregularities have cropped up towards allowing annual increments and promotion to next higher post in respect of LDAs/LDCs being promoted from Group-'D' post and other eligible Group - 'C' posts due to mis-interpretation of the provisions of notification No. 9145-F(P) dated 09.11.2012 introducing passing a departmental examination on Computer operation and Computer typing as a pre-condition for earning annual increment and the benefit of Career Advancement Scheme including promotion.

After careful consideration of the matter, the undersigned is directed by order of the Governor to say that the Governor has been pleased to decide the following:-

- (i) As per existing provisions the employees appointed to the post of LDA/LDC on promotion from Group-'D' Post and other eligible Group-'C' posts during the period from 09.11.2012 to till date are liable to pass the examination on Computer operation and Computer typing. Such employees shall be exempted from passing the same on attaining the age of 50 years and on passing the same or being exempted from passing the same they will be allowed all increments due prior to passing the same or being exempted from the same, as the case may be, on notional basis with actual benefit from the date following the last date of examination in which they have passed or the date following the date of exemption, as the case may be.
- (ii) Promotion to the post of UDA/UDC or any other equivalent post already allowed till date to such promoted LDA/LDC before passing the said examination or before being exempted from passing the same shall be treated as regular as a fait accompli provided that the overdrawals due to increments already allowed in the post of LDA/LDC on irregular basis before passing the said examination or before being exempted from passing the said examination, as the case may be, shall have to be recovered.
- (iii) With effect from the date of issue of this Memorandum the Group-'D' employees and other eligible Group-'C' employees before being considered for promotion to the post of LDA/LDC in terms of para 5(2)(e) of the West Bengal Services (Recruitment to Clerical Cadre) Rules, 2010 shall have to pass the examination on Computer operation and Computer typing to be conducted by the competent authority to be declared by the Government soon. No such employee shall be considered for appointment to the post of LDA/LDC on promotion until he/she qualifies himself/herself in the said examination.
- (iv) Since confirmation is a one-time event in the career of a Govt. Employee in terms of Memo No. 5225-F dated 17.09.1995, the promoted LDA/LDC and also the transferee LDA/LDC need not be declared confirmed further but inspite of their having completed probation period of 1 (one) year, they shall not be considered for promotion to the post of UDA/UDC or any equivalent post until the direct recruit LDAs/LDCs holding senior position in the same Gradation List are found eligible for promotion after being confirmed in service on successful completion of 2 (two) years probation followed by 1 (one) year temporary service.
- (v) With effect from the date of issue of this Memorandum, for direct recruitment to the post of LDA/LDC the skill on Computer operation and Computer typing of the candidates shall have to be judged by the recruiting agency before they send their recommendations of selected candidates to the Government.

The above decisions of the Government should be strictly followed by all appointing authorities of Government establishments.

Necessary amendments in the relevant rules will be made in due course.

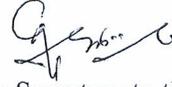
Sd/- H. K. Dwivedi  
Principal Secretary to the  
Government of West Bengal.

No.4851/1(300)-F(H)/ FA/O/2E-1/162/17(N.B.)

Dated, Howrah, the 4<sup>th</sup> August, 2017

Copy forwarded for information and necessary action to:

- 1) The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700001.
- 2) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700 012.
- 3) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jawahar Building, Kolkata – 700 073.
- 4) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, I. B. Market, Sector-III, Salt Lake, Kolkata – 700 106.
- 5) The Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_  
Department.
- 6) The Divisional Commissioner, \_\_\_\_\_ Division.
- 7) The District Magistrate, \_\_\_\_\_ District.
- 8) The District Judge, \_\_\_\_\_ District.
- 9) The Sub-Divisional Officer, \_\_\_\_\_ Sub-Division under the \_\_\_\_\_  
\_\_\_\_\_ District.
- 10) The Treasury Officer, \_\_\_\_\_, P.O. \_\_\_\_\_,  
District \_\_\_\_\_.
- 11) Sumit Mitra, Network Administrator, Finance Department for uploading this Resolution in the Finance Department,  
Website.



Deputy Secretary to the  
Government of West Bengal.