

No. 6270-F(P2)

Dated, Howrah, the 24<sup>th</sup> November, 2023

**MEMORANDUM**

A proposal for determination of the authority who shall conduct the examination on elementary knowledge in computer operation as specified in rule 5(4) of the West Bengal Services (Recruitment to Clerical Cadre) Rules, 2019 notified under No. 662-F(P2) on 24.11.2019, is under consideration of the Government. In the mean time, it has come to the notice of the Government that many families of employees, who died in harness, are facing hardships since various appointing authorities could not make appointment on compassionate ground to the post of Lower Division Clerk in Regional Offices to deserving candidates for want of declaration of examining authority by the Government in terms of the said rule.

2. Now in view of hardship to the families of employees died in harness and after careful consideration of all aspects of the matter, the Governor has been pleased to decide that willing candidates who are otherwise eligible in terms of Notification No. 251-EMP dated 03.12.2013 of the Labour Department, read with any subsequent order in this regard for the time being in force, having requisite qualification, may be given appointment on compassionate ground to the post of Lower Division Clerk in Regional Offices, against available vacancy under exempted category where such appointment is permissible, without having passed the examination on elementary knowledge in computer operation with ability to type 20 (twenty) words per minute in English or 10 (ten) words per minute in Bengali as laid down in the said rule 5(4) of the West Bengal Services (Recruitment to Clerical Cadre) Rules, 2019, subject to the condition that they will have to pass the said examination to be conducted by Netaji Subhas Administrative Training Institute, West Bengal, within the period of temporary service and probationary service as defined in the West Bengal Services (Appointment, Probation and Confirmation) Rules, 1979.
3. In case they fail to pass the said examination on elementary knowledge in computer operation within the period stipulated above, they shall not be declared confirmed in service and they shall not be eligible to draw increment from the dates of increment failing beyond the period stipulated above during such extended period of probation as may be allowed to him.
4. When such an employee subsequently passes the examination on elementary knowledge in computer operation, he shall be declared confirmed from the day of following the last date of that particular batch of examination and shall be allowed all increments due prior to passing the said examination on notional basis with actual benefit from the date of conformation.
5. This will take immediate effect.
6. Necessary amendments in the West Bengal Services (Recruitment to Clerical Cadre) Rules, 2019 shall be made in due course.

Sd/- Dr. M.Pant

**Additional Chief Secretary to the  
Government of West Bengal.**

Copy forwarded for information and necessary action to :-

01. The Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place [West] Kolkata – 700 001.
02. The Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place [West] Kolkata – 700 001.
03. The Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Block DF, Sector-I, Salt Lake, Kolkata – 700 064.
04. Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_  
\_\_\_\_\_ Department.
05. The Director, Netaji Subhas Administrative Training Institute, West Bengal, FC Block, Salt Lake, Kolkata- 700 106.
06. Director, \_\_\_\_\_
07. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8 Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700 001.
08. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700 012.
09. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Building, P-1, Hyde Lane, Kolkata – 700 073.
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No. 9, DF Block, Sector-I, Salt Lake City, Kolkata- 700 064.
11. The Commissioner, \_\_\_\_\_ Division
12. The District Magistrate/ District Judge / Superintendent of Police  
\_\_\_\_\_
13. The Sub-Divisional Officer, \_\_\_\_\_
14. The Treasury Officer, \_\_\_\_\_
15. Shri Sumit Mitra, Network Administrator, Finance Department for uploading this Resolution in the Finance Department, Website.
16. Office Copy.

  
**Additional Secretary to the  
Government of West Bengal.**