



Government of West Bengal
Directorate of Child Rights & Trafficking
Saishali Building (Ground & 3rd Floor), DF Block
Sector-I, Salt Lake City, Kolkata-700064

Memo No: 477/CRT

Date: 25.03.2022

ORDER

Policy as detailed below has been framed in concurrence with the approval of Department of Women & Child Development and Social Welfare, Govt. of West Bengal for acceptance of Performance Appraisal Reports (PARs) of contractual staff engaged under SCPS, SARA, DCPUs, JJBs, Govt. run CCIs and Govt. run SAAs working in the state of West Bengal for renewal of their annual contracts on the basis of satisfactory performance.

A.

SCPS				
Sl. No.	Category of Post	Reporting Authority	Reviewing Authority	Accepting Authority
1.	PM (CP)	Assistant Director, CRT, W.B. dealing with Child Protection related issues.	Director, CRT, W.B.	Head of the Department
2.	PM (TIA)	Assistant Director, CRT, W.B. dealing with Training, IEC & Advocacy related issues.		
3.	PO (CNCP)	Assistant Director, CRT, W.B. dealing with Children in Need of Care and Protection related issues.		
4.	PO (CCL)	Assistant Director, CRT, W.B. dealing with Children in Conflict with Law related issues.		
5.	PO (Training)	Assistant Director, CRT, W.B. dealing with Training related issues.		
6.	PO (IEC & Advocacy)	Assistant Director, CRT, W.B. dealing with IEC & Advocacy related issues.		
7.	Accounts Officer	Accounts Officer, CRT, W.B. & Treasurer, SCPS		
8.	Accountant			
9.	ADEO	Assistant Director, CRT, W.B.		

B.

SARA				
Sl. No.	Category of Post	Reporting Authority	Reviewing Authority	Accepting Authority
1.	Programme Officer	Deputy Director, CRT, W.B. act as PM, SARA	Director, CRT, W.B.	Head of the Department
2.	Programme Assistant			

C – 1.

DCPU (All except Kolkata)					
Sl. No	Category of Post	Reporting Authority	Recommending Authority	Reviewing Authority	Accepting Authority
1.	DCPO	District Social Welfare Officer	District Magistrate/ Additional District Magistrate	Director, CRT, W.B.	Head of the Department

C – 2.

DCPU (All except Kolkata)					
Sl. No.	Category of Post	Reporting Authority	Recommending Authority	Reviewing Authority	Accepting Authority
1.	PO (IC)	District Child Protection Officer	District Social Welfare Officer	District Magistrate/ Additional District Magistrate	Director, CRT, W.B.
2.	PO (NIC)				
3.	LCPO				

C – 3.

DCPU (All except Kolkata)					
Sl. No.	Category of Post	Reporting Authority	Reviewing Authority	Accepting Authority	
1.	Accountant	District Child Protection Officer	District Social Welfare Officer	District Magistrate/ Additional District Magistrate	
2.	Social Worker				
3.	Counsellor				
4.	Data Analyst				
5.	ADEO, DCPU				
6.	ADEO, JJB				
7.	ADEO, CWC				
8.	Outreach Worker				

D – 1.

DCPU, Kolkata					
Sl. No.	Category of Post	Reporting Authority	Recommending Authority	Reviewing Authority	Accepting Authority
1.	DCPO	Deputy Director, CRT, W.B. in charge of DCPU, Kolkata	Additional Director, CRT, W.B.	Director, CRT, W.B.	Head of the Department

D – 2.

DCPU, Kolkata					
Sl. No.	Category of Post	Reporting Authority	Reviewing Authority	Accepting Authority	
1.	PO (IC)	Deputy Director, CRT, W.B. in charge of DCPU, Kolkata	Additional Director, CRT, W.B.	Director, CRT, W.B.	
2.	PO (NIC)				
3.	LCPO				

D – 2.

DCPU, Kolkata				
Sl. No.	Category of Post	Reporting Authority	Reviewing Authority	Accepting Authority
4.	Accountant	Deputy Director, CRT, W.B. in charge of DCPU, Kolkata	Additional Director, CRT, W.B.	Director, CRT, W.B.
5.	Social Worker			
6.	Counsellor			
7.	Data Analyst			
8.	ADEO, DCPU			
9.	ADEO, JJB			
10.	ADEO, CWC			
11.	Outreach Worker			

E.

JJB (All except Kolkata)			
Sl. No.	Category of Post	Reporting Authority	Accepting Authority
1.	Bench Clerk	Principal Magistrate	District Magistrate/ Additional District Magistrate
2.	Lower Division Clerk		
3.	Counsellor		
4.	Orderly		
5.	Night Guard		

F.

JJB, Kolkata				
Sl. No.	Category of Post	Reporting Authority	Recommending Authority	Accepting Authority
1.	Bench Clerk	Principal Magistrate	Additional Director, CRT, W.B.	Director, CRT, W.B.
2.	Lower Division Clerk			
3.	Counsellor			
4.	Orderly			
5.	Night Guard			

G – 1.

Govt. run CCIs					
Sl. No.	Category of Post	Reporting Authority	Recommending Authority	Reviewing Authority	Accepting Authority
1.	Officer-in-Charge	Head of the Establishment	District Social Welfare Officer	District Magistrate/ Additional District Magistrate	Director, CRT, W.B.

G – 2.

Govt. run CCIs				
Sl. No.	Category of Post	Reporting Authority	Reviewing Authority	Accepting Authority
1.	Counsellor	Head of the Establishment	District Social Welfare Officer	District Magistrate/ Additional District Magistrate
2.	Store Keeper cum Accountant			
3.	One Special Educator/ Therapist			
4.	Probation/ Child Welfare Officer			
5.	House Mother/ Father			
6.	Paramedical Staff			
7.	Cook			
8.	Helper			
9.	House Keeper			
10.	One Nurse (Female)			
11.	One Care Take cum Vocational Instructor			

H.

Govt. run SAAs				
Sl. No.	Category of Post	Reporting Authority	Reviewing Authority	Accepting Authority
1.	Manager/ Coordinator	Head of the Establishment	District Social Welfare Officer	District Magistrate/ Additional District Magistrate
2.	Social Worker cum Early Childhood Educator			
3.	Nurse			
4.	Ayah			
5.	Chowkidar			

Marks greater than or equal to 60% will be considered as satisfactory for the period under consideration. Renewal of staff will be considered subject to satisfactory performance.

This order will come into effect from 01.04.2022.

Director
Child Rights & Trafficking
West Bengal

Memo No: 477/1(123)/CRT

Date: 25.03.2022

Copy forwarded for information to:

1. Principal Secretary, Department of WCD & SW, Govt. of West Bengal
- 2-23. District Magistrate (All except Kolkata)
- 24-45. Ld. Principal Magistrate, Juvenile Justice Board (All)
46. P.S. to HMIC, Department of WCD & SW, Govt. of West Bengal
47. Additional Director, Child Rights & Trafficking, Govt. of West Bengal
48. Deputy Director, CRT, W.B. in charge of DCPU, Kolkata & PM, SARA
- 49-51. Assistant Director, Child Rights & Trafficking, Govt. of West Bengal (All)
52. Accounts Officer, Child Rights & Trafficking, Govt. of West Bengal & Treasurer, SCPS
- 53-74. District Social Welfare Officer (All except Kolkata)
- 75-93. Principal/ Superintendent/ Person-in-Charge, Govt. run Child Care Institutions (All)
- 94-100. Superintendent/ Person-in-Charge, Govt. run Specialized Adoption Agencies (All)
- 100-122. District Child Protection Officer (All)
123. Guard File

Director
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