

**Government of West Bengal**  
**Department of Women & Child Development and Social Welfare**  
**Writers' Buildings, Kolkata - 700 001**

No. 288-SW/3S-225/05

Dated: 25th January 2006

**MEMORANDUM**

For Selection of Anganwadi Workers and the Anganwadi Helpers a number of orders, circulars and letters have been issued from time to time. For sometime past a number of clarifications had to be issued by the Department. In spite of that clarifications are sought for frequently by the DPOs and the CDPOs. Moreover, Govt. of India has given a time bound programme to operationalise the newly sanctioned ICDS Projects and the Additional Anganwadi Centres. Accordingly, it is urgently felt to issue an order in a consolidated form for recruitment of voluntary workers.

Now, after careful consideration of the matter the undersigned is directed by order of the Governor to say that the Governor has been pleased, in supersession of all previous orders, circulars, letters, memorandum on this subject, to issue the following guidelines for recruitment of Anganwadi Workers and the Anganwadi Helpers :-

**A. Recruitment to the Post of Anganwadi Workers**

**1. Method of distribution of vacancies/posts in the newly sanctioned ICDS Projects and Projects which are less than 5 years old from the date of operationalisation:**

All posts of Anganwadi Workers will be filled up in the following ratio:

a) 95% of the total number of sanctioned posts in respect of Govt. run ICDS Projects will be filled up on the basis of the recommendations of the respective Selection Committees.

100 point roster must be observed in respect of 95% posts. This 100 point roster will be maintained considering the Project as a unit.

b) If in any ICDS Project ECE/ BNP Workers rendered jobless on 31.3.1998 may be considered for appointment to the post of Anganwadi Workers not exceeding 25% of the posts provided they will have to sit at the written test and appear at the viva-voce and qualify themselves for being appointed to the post of Anganwadi Workers. In the event of non-availability of qualified candidates under this category the remaining vacancies of the 25% posts may be filled up by the fresh candidates.

This will apply to both Govt. and NGO run ICDS Projects.

c) 5% of the total number of sanctioned posts in respect of Govt. run ICDS Projects will be selected by the Government in the Department of Women & Child Development and Social Welfare from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others. Formal appointments will be issued by the respective CDPOs.

d) 90% of the total number of sanctioned posts in respect of NGO run ICDS Projects will be filled up on the basis of the recommendations of the respective Selection Committees with the

approval of the Government in the Department of Women & Child Development and Social Welfare.

100 point roster must be observed in respect of 90% posts. This 100 point roster will be maintained considering the Project as a unit.

e) 10% of the total number of sanctioned posts in respect of NGO run ICDS Projects will be selected by the Government in the Department of Women & Child Development and Social Welfare from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others. Formal appointments will be issued by the respective NGOs.

**2. Method of distribution of vacancies/posts i.e., Additional Anganwadi Centres in the existing ICDS Projects which are more than 5 years old from the date of operationalisation:**

All vacancies/posts of Anganwadi Workers will be filled up in the following ratio:

a) 75% of the vacancies should be filled up by promotion from the Anganwadi Helpers to Anganwadi Workers who possess a minimum qualification of Class VIII passed and who have at least 5 years working experience as Anganwadi Helper in respect of Govt. run ICDS Projects will be filled up on the basis of the recommendations of the respective Selection Committees.

50 point roster must be observed in respect of 75% posts. This 50 point roster will be maintained considering the Project as a unit.

If eligible Anganwadi Helpers are not available in requisite number the remaining vacancies of these 75% posts of Anganwadi Workers to be filled up by promotion may be recruited by direct recruitment.

b) 5% of the total number of sanctioned posts in respect of Govt. run ICDS Projects will be selected by the Government in the Department of Women & Child Development and Social Welfare from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others. Formal appointments will be issued by the respective CDPOs.

c) 20% of the vacancies should be filled up by direct recruitment.

100 point roster must be observed in respect of 20% posts. This 100 point roster will be maintained considering the Project as a unit.

d) 75% of the total number of sanctioned posts in respect of NGO run ICDS Projects will be filled up on the basis of the recommendations of the respective Selection Committees with the approval of the Government in the Department of Women & Child Development and Social Welfare.

50 point roster must be observed in respect of 75% posts. This 50 point roster will be maintained considering the Project as a unit.

If eligible Anganwadi Helpers are not available in requisite number the remaining vacancies of these 75% posts of Anganwadi Workers to be filled up by promotion may be recruited by direct recruitment.

e) 10% of the total number of sanctioned posts in respect of NGO run ICDS Projects will be selected by the Government in the Department of Women & Child Development and Social Welfare from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others. Formal appointments will be issued by the respective NGOs.

f) 15% of the vacancies should be filled up by direct recruitment in NGO run ICDS Projects as per procedures laid down in this order.

100 point roster must be observed in respect of 15% posts. This 100 point roster will be maintained considering the Project as a unit.

### **3. The Composition of the Selection Committees:**

#### **(a) Urban ICDS Projects in the Municipal Areas:**

- |  |                    |
|--|--------------------|
| (i) Sub Divisional Officer   | - Chairman         |
| (ii) Member(s), Legislative Assembly   | - Member           |
| (iii) Chairman of Municipality/Notified Area Authority   | - Member           |
| (If there is more than one Municipality all the Chairmen will be members of the selection Committee) |                    |
| (iv) Sub Divisional Health Officer   | - Member           |
| (v) Chairperson of the West Bengal Social Welfare Board or her authorized representative             | - Member           |
| (vi) The District Programme Officer (ICDS)   | - Member           |
| (vii) Child Development Project Officer  | - Member- Convenor |

I. If an MLA of the Committee is a Minister, he will be the Chairman. If there is more than one Minister, the senior most Minister will be the Chairman.

II. In absence of the SDO, MLA will act as Chairman in the Selection Committee. If there is more than one MLA from the area of the Project, the MLA who represents the larger part of the Project will be the Chairman. In absence of both the SDO and the MLA(s), Chairman of the Municipality will act as the Chairman of the Committee. In case of more than one Municipality, the Chairman of the Municipality with the larger population will act as the Chairman.

III. An MLA on the Committee including a Minister and the Chairman of the Municipality may depute a representative authorized by him in writing. Such a representative cannot act as Chairman of the Committee. No other member can depute a representative in the Selection Committee in his absence.

**b) Urban ICDS Projects in the Municipal Corporation of Kolkata:**

- (i) Member Legislative Assembly - Chairman
- (ii) A representative of the Municipal Corporation - Member
- (iii) A representative of the Directorate of Health & Family Welfare - Member
- (iv) Chairperson of the West Bengal Social Welfare Board or her authorized representative - Member
- (v) Additional Director of Social Welfare - Member
- (vi) The District Programme Officer (ICDS) - Member
- (vii) Child Development Project Officer - Member – Convenor

I. If there is more than one MLA from the area of the Project, the MLA who represents the larger part of the Project will be the Chairman. If an MLA of the Committee is a Minister, he will be the Chairman. If there is more than one Minister, the senior most Minister will be the Chairman.

II. In absence of the MLA(s), the Additional Director of Social Welfare will be the Chairman.

III. An MLA on the Committee including a Minister may depute a representative authorized by him in writing. Such a representative cannot act as Chairman of the Committee. No other member can depute a representative in the Selection Committee in his absence.

**c) Urban ICDS Projects in the Municipal Corporations other than Kolkata Municipal Corporation:**

- (i) Member Legislative Assembly - Member
- (ii) A representative of the Municipal Corporation - Member
- (iii) CMOH in case of Howrah Municipal Corporation/  
Sub Divisional Health Officer in other  
Municipal Corporation - Member
- (iv) Chairperson of the West Bengal Social Welfare Board or her authorized representative - Member
- (v) Sub Divisional Officer - Member
- (vi) The District Programme Officer (ICDS) - Member
- (vii) Child Development Project Officer - Member-Convenor

I.If there is more than one MLA from the area of the Project, the MLA who represents the larger part of the Project will be the Chairman. If an MLA of the Committee is a Minister, he will be the Chairman. If there is more than one Minister, the senior most Minister will be the Chairman.

II. In absence of the MLA(s), the Sub Divisional Officer will be the Chairman.

III. An MLA on the Committee including a Minister may depute a representative authorized by him in writing. Such a representative cannot act as Chairman of the Committee. No other member can depute a representative in the Selection Committee in his absence.

**d) Projects in the Rural/Tribal Areas:**

- |  |                   |
|--|-------------------|
| (i) Member Legislative Assembly  | - Chairman        |
| (ii) Sabhapati, Panchayat Samity   | - Member          |
| (iii) Block Development Officer  | - Member          |
| (iv) Block Medical Officer of Health   | - Member          |
| (v) Chairperson of the West Bengal<br>Social Welfare Board or her<br>authorized representative | - Member          |
| (vi) The District Programme Officer (ICDS)   | - Member          |
| (vii) Child Development Project Officer  | - Member-Convenor |

I. If there is more than one MLA from the area of the Project, the MLA who represents the larger part of the Project will be the Chairman. If an MLA of the Committee is a Minister, he will be the Chairman. If there is more than one Minister, the senior most Minister will be the Chairman.

II. In absence of the MLA(s), the Sabhapati of the Panchayat Samiti will act as Chairman in the Selection Committee. In absence of MLA(s) and the Sabhapati of the Panchayat Samiti, the Block Development Officer will act as the Chairman of the Selection Committee.

III. An MLA on the Committee including a Minister may depute a representative authorized by him in writing. Such a representative cannot act as Chairman of the Committee. No other member can depute a representative in the Selection Committee in his absence.

**e) Projects in the Rural/Tribal Areas with Municipality/ Municipalities**

- |   |          |
|---|----------|
| (i) Member Legislative Assembly   | -Member  |
| (ii) Sabhapati, Panchayat Samity  | - Member |
| (iii) Block Development Officer   | - Member |
| (iv) Block Medical Officer of Health  | - Member |
| (v) Chairman/ Chairmen of the Municipality(s)   | - Member |
| (vi) Chairperson of the West Bengal<br>Social Welfare Board or her<br>authorized representative | - Member |
| (vii) The District Programme Officer (ICDS)   | - Member |
| (viii) Child Development Project Officer  | - Member |

I. If there is more than one MLA from the area of the Project, the MLA who represents the larger part of the Project will be the Chairman. If an MLA of the Committee is a Minister, he will be the Chairman. If there is more than one Minister, the senior most Minister will be the Chairman.

II. In absence of the MLA(s), the Sabhapati of the Panchayat Samiti will act as Chairman in the Selection Committee. In absence of MLA(s) and the Sabhapati the Chairman of the Municipality will act as the Chairman of the Selection Committee. If there is more than one

Municipality the Chairman with the Municipality having the larger population will act as the Chairman of the Committee.

III. An MLA on the Committee including a Minister and the Chairman/ Chairmen of the Municipality(s) may depute a representative authorized by him in writing. Such a representative cannot act as Chairman of the Committee. No other member can depute a representative in the Selection Committee in his absence.

f) Selection Committee of NGO run ICDS Projects:

- |  |                   |
|--|-------------------|
| (I) Director/Additional Director of Social Welfare                 | -Chairman         |
| (ii) One Officer in the rank of Deputy Director/Assistant Director | - Member          |
| (iii) Honorary General Secretary of the NGO                        | - Member-Convenor |
| (iv) One Representative of the NGO                                 | -Member           |

#### **4. Restrictions on the part of the members:**

If any member/members of the Selection Committee has/have any close relationship with any candidate/candidates appearing at the viva-voce tests such member/members will not remain present in the viva-voce tests of such candidates and award marks to them. But such member/members of the Selection Committee will have no restriction to remain present in the viva- voce tests of other candidates and award marks to them.

#### **5. Quorum of the meetings:**

Any three members including the Chairman and the Convenor will constitute the quorum of the Selection Committee meeting.

#### **6. Procedure for Convening of Meetings:**

CDPO should obtain the date of the meeting of the Selection Committee from the Chairman in writing. For early operationalisation of the ICDS Projects/ Anganwadi Centres, if no date is available from the Chairman of the Committee within 30 days from the date of intimation the CDPO will convene the Selection Committee meeting which will be chaired by the person as stipulated in this order under an intimation to the Government.

I. In the event of death of the MLA or resignation of the MLA, if there is only one MLA in the Selection Committee of the ICDS Project, the Additional Director of Social Welfare will act as the Chairman till a new MLA is elected in case of Urban ICDS Projects in Kolkata Municipal Corporation. In urban ICDS Projects in Municipal Corporations other than Kolkata, the Sub Divisional Officer will act as the Chairman. In Rural/Tribal ICDS Projects, the Sabhapati of the Panchayat Samiti will act as Chairman and in Rural/Tribal ICDS Projects with Municipalities; the Sabhapati of the Panchayat Samiti will act as Chairman.

II. In case of long absence of an MLA, to the extent of 60 (sixty) days, who is the Chairman of the Selection Committee, the next person as stipulated in this order will act as Chairman in the Selection Committee.

III. In such cases CDPO will obtain the date of the meeting of the Selection Committee in writing from the Chairman as indicated above.

## **7. Qualification of Anganwadi Workers through direct recruitment:**

### **a) Age:**

A Woman should be in the age group of 18-45 years

### **b) Academic Qualification:**

Minimum Madhyamik/School Final/High Madrasha Examination passed or equivalent examination passed from any recognized Board. Candidates belonging to scheduled castes/schedules tribes will be eligible for selection to the post of Anganwadi Workers with a minimum qualification of Class VIII pass.

I. All candidates will have to give a declaration regarding her maximum academic qualification.

II. Candidates who are graduates will not be eligible for a post of Anganwadi Worker. If a graduate candidate suppresses her academic qualification and if selected to a post of Anganwadi Worker her services will be terminated forthwith without assigning any reason.

III. A women candidate may apply for a post of Anganwadi Worker if the result of the final degree examination has not been published before the date of issuing of the notice inviting applications.

### **c) Qualification in respect of Govt. Quota candidates:**

Govt. Quota candidates will be eligible for selection to the post of Anganwadi Workers with age and qualification as stated under: -

- I. Age - Women in the age group of 18-45 years
- II. Academic Qualification - Madhyamik or equivalent examination passed from a recognized Board in case of General candidates
  - Class VIII passed in case of SC/.ST candidates
- III. Bar - Graduates are ineligible
- IV. This will apply in case of both Govt. and NGO run ICD S Projects.

### **d) Qualification for recruitment by promotion from Anganwadi Helpers:**

In the matter of promotion minimum qualification is Class VIII passed.

There will be no age bar in case of promotion to Anganwadi Workers from Anganwadi Helpers.

There will be no bar for an Anganwadi Helper in the matter of promotion to the post of Anganwadi Worker if she possesses further academic qualification after joining the post of Anganwadi Helper.

There will be a test for giving promotion to the post of Anganwadi Workers from Anganwadi Helpers in the following manner.

- I. Total Marks-50
- II. Weightage for seniority for every 3 years exceeding 5 years - 5 marks (subject to maximum of 10) -10 marks  
Oral Examination/Test
- III. To read from the text book -10 marks  
(from a text book of Class VIII standard in mother tongue)
- IV. To write a few words in mother tongue -15 marks  
(from a text book of Class VIII standard in mother tongue)
- V. Knowledge of work (viva-voce) - 15 marks
- VI. All these tests will be taken up during viva-voce by the Selection Committee i.e., in the Interview Board
- VIII. If no suitable candidates are available out of 75% quota under promotion the remaining vacancies will be filled up by direct recruitment as usual.

### **8. Resident:**

- I. A woman candidate should be a resident of the Project area.
- II. This will not apply in case of the candidates selected through the Government in the Department of Women & Child Development and Social Welfare from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others.
- III. The candidates selected under Govt. quota must be allowed by the CDPOs to join forthwith.
- IV. If scheduled caste/tribe women candidates are not available in the project area women of these categories in the adjacent projects are also eligible. In the event of non-availability of women belonging to these categories in the project area/ adjacent project areas women of these categories in the district are eligible for the post of Anganwadi Workers. All processes for recruitment of Anganwadi Workers beyond the project area will be resorted to only after giving maximum 3 (three) advertisements within 3 (three) months. Thereafter maximum 3 (three) more advertisements within 3 (three) months will be given for adjacent project areas. For the next stage i.e., for the district maximum 3 (three) more advertisements within 3 (three) months will have to be given.
- V. In spite of all these efforts if candidates belonging to SC/ST categories are not available CDPOs will send proposals through the District Magistrates for dereservations after observing necessary formalities within 1 (one) month.

### **9. Residential Certificate:**

Residential Certificate to be issued either by the MP/ Sabhadhipati/ MLA / Chairman-Municipality/ Councilor/ Commissioner/ Sabhapati - Panchayat Samiti / Pradhan-Gram Panchayat and the District Magistrate/ Addl. District Magistrate/ SDO/ BDO

### **10. Notice:**

In case of vacancies of Anganwadi Workers and also on receipt of sanction of new ICDS Projects and Additional Anganwadi Centres CDPOs will immediately convene a meeting of the Selection Committee as constituted in this order. After the meeting of the Selection Committee the CDPO will issue notice inviting applications.

CDPOs of the Govt. run ICDS Projects will issue a notice inviting applications for the post of Anganwadi Workers and the posts of Anganwadi Helpers simultaneously. The Notice should be displayed in the offices of the (i) Child Development Project Officer (ii) Panchayat Samiti Office (iii) Block Development Officer (iv) Block Medical Officer of Health (v) Block Land



and Land Reforms Officer (vi) Sub Inspector of Schools (vii) Agriculture Development Officer (viii) Post Office (ix) Gram Panchayat Office (x) Municipality (xi) Municipal Corporation as the case may be.

- I. Receipt of the delivery of the notice for displaying in different offices should be preserved by the CDPOs for records.
- II. The notice should also be published in a local newspaper with wide circulation. The notice should also specify all the relevant points regarding age, qualifications, residential status etc.
- III. A period of 25 days from the date of publication of the notice should be given for submission of applications by the candidates.

#### **11. Procedure for Selection of Anganwadi Workers:**

Anganwadi Workers should be selected through a written examination followed by a viva voce. The total marks for written and viva voce will be 100 in the ratio of 80:20. A candidate must secure minimum 25 to qualify for the viva voce. If a candidate qualified in the written examination does not appear in the viva voce she will be disqualified for selection as an Anganwadi Worker. There will be no qualifying marks in the viva voce test. For preparation of the panel marks obtained in the written examination as well as the viva voce tests will be counted for consideration.

#### **12. Syllabus for written examination:**

Syllabus of the Written Test will include

- |  |            |
|--|------------|
| (i) An Essay of 150 words in mother language (Class VIII standard) | = 20 marks |
| (ii) Arithmetic (Class VIII standard)                              | = 20 marks |
| (iii) Nutrition, Public Health, Status of Women                    | = 20 marks |
| (iv) General Knowledge   | =20 marks  |

#### **13. Committee for Viva Voce Test:**

The Selection Committee as indicated at Sl. Nos. A3 will act as committee for viva voce tests.

#### **14. Setting up of question papers and examination of answer scripts:**

Sub Divisional Officers in all ICDS Projects except the ICDS Projects in Kolkata will setup question papers and examine the answer scripts. In respect of Kolkata ICDS Projects it will be Additional Director of Social Welfare, West Bengal.

#### **15. Marks obtained in the written examination not to be shown:**

Marks obtained in the written examination must not be shown to the members of the Selection Committee prior to finalization of the panel.

- I. The answer scripts together with tabulation sheet/sheets of the marks obtained in the written tests will be preserved by the respective SDOs/Addl. Director of Social Welfare in sealed covers and this should be handed over to the concerned CDPOs after completion of the viva-voce tests for preparation of the panels.

## **16. Preparation of the Panel:**

After completion of the viva-voce the CDPO will prepare the panel with the marks obtained in the written examination as well as in the viva-voce tests and submit it to the Selection Committee for its approval.

I. If panels are not approved by the Selection Committee in any ICDS Project within 30 days from the last date of viva-voce test such panels prepared by the CDPOs should be sent to the Government in the Department of Women & Child Development and Social Welfare under an intimation to the Director of Social Welfare and the District Magistrate in respect of ICDS Projects other than Kolkata ICDS Projects. In case of Kolkata ICDS Projects CDPOs will submit such panels to the Government in the Department of Women & Child Development and Social Welfare under an intimation to the Director of Social Welfare, West Bengal. The Department after scrutiny of the panel will accord approval. This will apply to direct recruitment as well as recruitment by promotion from Anganwadi Helpers in Govt. run ICDS Projects. This is also applicable to both newly sanctioned ICDS Projects/ Additional Anganwadi Centres as well as existing ICDS Projects.

## **17. Extent of the Panel:**

The panel of qualified candidates will be prepared on the Project basis i.e., considering the Project as a unit.

I. In the event of any problem arising during the procedure of selection and also preparation of panels CDPOs will make immediate reference to the Government through the District Programme Officer (ICDS) under an intimation to the Director of Social Welfare and the respective District Magistrates.

## **18. Validity of the Panel:**

The panels prepared for candidates selected through direct recruitment / by promotion will remain valid for a period of 2 years.

I. The panels may be revalidated thereafter, by the Government on a yearly basis. CDPOs will submit such proposals to the Government through the District Programme Officer (ICDS).

II. CDPOs will intimate the Government in the Department of Women & Child Development and Social Welfare and the Director, Social Welfare, West Bengal regarding finalization of panels with a certificate therein that all the formalities required for preparation of such panels have been duly complied with. After submission of this intimation, along with certificate, the CDPOs will issue the Appointment letters in favour of the selected candidates. This will apply to both direct recruitment and also recruitment by promotion from the Anganwadi Helpers in respect of the Govt. run ICDS Projects.

## **19. Appointing Authority:**

CDPOs of the Govt. run ICDS Projects will be the appointing Authority in respect of Anganwadi Workers.

I. In respect of NGO run ICDS Projects the respective NGOs will issue the appointment letters after acceptance of the panels prepared by the selection Committees by the Government in the Department of Women & Child Development and Social Welfare.

## **20. Die in Harness:**

If an Anganwadi Worker dies prematurely i.e., before attaining 60 years of age only one daughter or one of the daughters in case there are more than one daughters, may be considered for being appointed as an Anganwadi Worker provided she possesses the requisite qualification. Madhyamik or equivalent examination passed from a recognized Board will be considered as minimum academic qualification.. She should be in the age group of 18-45 years. In case of candidates belonging to SC/ST category the minimum academic qualification will be Class VIII pass. She should be in the same age group i.e., 18-45 years. It is also clarified that only one daughter of an Anganwadi Worker may be considered. If there are more than one daughter all the daughters will have to unanimously select by way of affirming an affidavit in favour of one of the daughters of the deceased that they will have no claim for the post of Anganwadi Worker. The daughter of the Anganwadi Worker will submit an application stating therein all her particulars regarding age, qualification etc. to the CDPO. On receipt of the prayer a committee as constituted herein will enquire into the matter and their findings will be sent to the Department for consideration. The committee will be as under:

- a. The District Programme Officer, ICDS
- b. The District Social Welfare Officer
- c. The Child Development Project Officer

I. The officer who is senior between the DPO and the DSWO will act as the Chairman and the CDPO will be the Member-Convenor.

II. In case of ICDS Projects in Kolkata, the Committee will be as under: -

- a. District Programme Officer, ICDS - Chairman
- b. Child Development Project Officer – Member

III. After receipt of the approval from the Government the CDPO will issue the formal appointment letter.

IV. It is also clarified that if the deceased does not leave any daughter behind her the vacancy will be filled up after observing usual formalities through direct recruitment.

V. The vacancy caused due to death of the Anganwadi Worker before attaining 60 years of age should be kept reserved for being filled up by a daughter of the deceased.

VI. If this vacancy belongs to any reserved category it will be carried over and the next unreserved vacancy will be filled up by a candidate belonging to such reserved category.

## **21. Date of Effect:**

This order will come into effect forthwith.

I. If in any project, recruitment process in respect of previous vacancies i.e., vacancies not covered as per sanction given by this Department vide G.O. Nos. 175-SW/FS dated 18.1.2006 and 176-SW/FS dated 18.1.2006 has already started i.e., notice inviting applications has already been published before issuance of this order such recruitment processes will be guided as per erstwhile orders.

II. The panels if prepared/ to be prepared as per notice already issued will remain valid only for giving appointments in the existing vacancies. Recruitment to new vacancies, sanction of new ICDS Projects/ Additional Anganwadi centers will be covered by the present order.

## **B. Recruitment to the Post of Anganwadi Helpers**

### **1. Method of distribution of vacancies**

All vacancies/posts of Anganwadi Helpers will be filled up in the following ratio:

a) 95% of the total number of sanctioned posts in respect of Govt. run ICDS Projects will be filled up on the basis of the recommendations of the respective Selection Committees.

100 point roster must be observed in respect of 95% posts. This 100 point roster will be maintained considering the Project as a unit.

b) 5% of the total number of sanctioned posts in respect of Govt. run ICDS Projects will be selected by the Government in the Department of Women & Child Development and Social Welfare from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others. Formal appointments will be issued by the respective CDPOs.

c) 90% of the total number of sanctioned posts in respect of NGO run ICDS Projects will be filled up on the basis of the recommendations of the respective Selection Committees with the approval of the Government in the Department of Women & Child Development and Social Welfare.

100 point roster must be observed in respect of 90% posts. This 100 point roster will be maintained considering the Project as a unit.

d) 10% of the total number of sanctioned posts in respect of NGO run ICDS Projects will be selected by the Government in the Department of Women & Child Development and Social Welfare from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others. Formal appointments will be issued by the respective NGOs.

e) If in any ICDS Project ECE/ BNP Helpers rendered jobless on 31.3.1998 may be considered for appointment to the post of Anganwadi Helpers not exceeding 25% of the posts provided they will have to appear at the viva-voce test and qualify themselves for being appointed to the post of Anganwadi Helpers. In the event of non-availability of qualified candidates under this category the remaining vacancies of the 25% posts may be filled up by the fresh candidates. This will apply to both Govt. and NGO run ICDS Projects.

### **2. The Composition of the Selection Committees:**

Same as in case of Anganwadi Workers in SI no. A3

### **3. Restrictions on the part of the members:**

If any member/members of the Selection Committee has/have any close relationship with any candidate/candidates appearing at the viva-voce tests such member/members will not remain present in the viva-voce tests of such candidates and award marks to them. But such member/members of the Selection Committee will have no restriction to remain present in the viva-voce tests of other candidates and award marks to them.

### **4. Quorum of the meetings:**

Same as in case of Anganwadi Workers

### **5. Procedure for Convening of Meetings:**

Same as in case of Anganwadi Workers.

## **6. Qualification of Anganwadi Helpers**

### **a) Age:**

A Woman should be in the age group of 18-45 years.

### **b) Academic Qualification:**

Women will be eligible for selection to the post of Anganwadi Helpers who possess a minimum qualification of Class IV passed.

I. This will apply to all the candidates including the candidates belonging to the scheduled castes/tribes.

II. All candidates will have to give a declaration regarding her maximum academic qualification.

III. Candidates who are Madhyamik or equivalent examination passed from a recognized Board will not be eligible for a post of Anganwadi Helper. If a candidate suppresses her academic qualification and if selected to a post of Anganwadi Helper her services will be terminated forthwith without assigning any reason.

IV. A women candidate may apply for a post of Anganwadi Helpers if the result of the Madhyamik or equivalent examination has not been published before the date of issuing of the notice inviting applications.

### **b) Govt. Quota candidates:**

Govt. Quota candidates will be eligible for selection to the post of Anganwadi Helpers who possess a minimum qualification of Class IV passed.

This will also apply to the candidates belonging to the SC/ST categories under Govt. Quota.

I. This will apply in case of both Govt. and NGO run ICDS Projects.

## **7. Resident:**

A women candidate should be a resident of the locality i.e. where the Anganwadi Centre is located. This will not apply in case of the candidates selected through the Government in the Department of Women & Child Development and Social Welfare from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others.

I. If scheduled caste/tribe women candidates are not available in the locality i.e., where the Anganwadi centre is located candidates from the GP/Ward will be eligible for the post of Anganwadi Helpers. All processes for recruitment of Anganwadi Helpers under this category beyond the locality will be resorted to only after giving 1 (one) advertisement within a month. Another advertisement will be given inviting applications from the entire GP/Ward.

II. In spite of all these efforts if candidates belonging to SC/ST are not available CDPOs will send proposals through the District Magistrates for dereservations after observing necessary formalities within 1 (one) month.

## **8. Residential Certificate:**

Same as in case of Anganwadi Workers

## **9. Procedure for Selection of Anganwadi Helpers:**

Anganwadi Helpers should be selected through the following procedures:-

- I. Total marks-50
- II. Division of Marks
  - a) To read in the mother tongue -15 marks  
(Class IV standard text book from the Primary School syllabus)
  - b) To write a few simple words in mother tongue -15 marks  
(Class IV standard text book from the Primary School syllabus)
  - c) Knowledge of work (viva-voce test) -20 marks
  - d) All these tests will be taken up during the viva-voce by the Selection Committee i.e. in the Interview Board

I. In case of vacancies of Anganwadi Helpers and also on receipt of sanction of new ICDS Projects and Additional Anganwadi Centers CDPOs will immediately convene a meeting of the Selection Committee as constituted in this order. After the meeting of the Selection Committee the CDPO will issue notice inviting applications.

II. Qualifying marks of 15 may be considered for selection as Anganwadi Helpers.

## **10. Notice:**

CDPOs of the Govt. run ICDS Projects will issue a notice inviting applications for the post of Anganwadi Workers and the posts of Anganwadi Helpers simultaneously. The Notice should be displayed in the offices of the (i) Child Development Project Officer (ii) Panchayat Samiti Office (iii) Block Development Officer (iv) Block Medical Officer of Health (v) Block Land and Land Reforms Officer (vi) Sub Inspector of Schools (vii) Agriculture Development Officer (viii) Post Office (ix) Gram Panchayat Office (x) Municipality (xi) Municipal Corporation as the case may be.

I. Receipt of the delivery of the notice for displaying in different offices should be preserved by the CDPOs for records.

II. The notice should also be published in a local newspaper with wide circulation. The notice should also specify all the relevant points regarding age, qualifications, residential status etc.

III. A period of 25 days from the date of publication of the notice should be given for submission of applications by the candidates.

## **11. Committee for Viva Voce Test:**

The Selection Committee will be the same as of Anganwadi Workers indicated at Sl. No. A3

## **12. Preparation of the Panel:**

After completion of the test as indicated at para 9(d), CDPOs will prepare the panel and submit it to the Selection Committee for its approval.

I. If panels are not approved by the Selection Committee in any ICDS Project within 30 days from the last date of viva-voce test such panels prepared by the CDPOs should be sent to the Government in the Department of Women & Child Development and Social Welfare under an

intimation to the Director of Social Welfare and the District Magistrate in respect of ICDS Projects other than Kolkata ICDS Projects. In case of Kolkata ICDS Projects CDPOs will submit such panels to the Government in the Department of Women & Child Development and Social Welfare under an intimation to the Director of Social Welfare, West Bengal. The Department after scrutiny of the panel will accord approval. This is also applicable to both newly sanctioned ICDS Projects/Additional Anganwadi Centres as well as existing ICDS Projects.

### **13. Extent of the Panel:**

The panel of qualified candidates will be prepared on the basis of GP/Ward i.e., considering the GP/Ward as a unit.

I. In the event of any problem arising during the procedure of selection and also preparation of panels CDPOs will make immediate reference to the Government through the District Programme Officer (ICDS) under an intimation to the Director of Social Welfare and the respective District Magistrates.

### **14. Validity of the Panel:**

The panels so prepared will remain valid for a period of 2 years.

I. The panels may be revalidated thereafter, by the Government on a yearly basis. CDPOs will submit such proposals to the Government through the District Programme Officer (ICDS).

II. CDPOs will intimate the Government in the Department of Women & Child Development and Social Welfare and the and the Director, Social Welfare, West Bengal regarding finalization of panels with a certificate therein that all the formalities required for preparation of such panels have been duly complied with.

III. But appointment letters to the selected Anganwadi Helpers will be issued only when the Anganwadi Centres are ready for commencement of Supplementary Nutrition Programme.

### **15. Appointing Authority:**

CDPOs of the Govt. run ICDS Projects will be the Appointing Authority in respect of Anganwadi Helpers.

In respect of NGO run ICDS Projects the respective NGOs will issue the appointment letters after acceptance of the panels prepared by the selection Committees by the Government in the Department of Women & Child Development and Social Welfare.

### **16. Die in Harness:**

If an Anganwadi Helper dies prematurely i.e., before attaining 60 years of age only one daughter or one of the daughters in case there are more than one daughter, may be considered for being appointed as an Anganwadi Helper provided she possesses a minimum qualification of Class IV passed. She should be in the age group of 18-45 years. It is also clarified that only one daughter of an Anganwadi Helper may be considered. If there are more than one daughters all the daughters will have to unanimously select by way of affirming an affidavit in favour of one of the daughters of the deceased that they will have no claim for the post of Anganwadi Helper. The daughter of the Anganwadi Helper will submit an application stating therein all her particulars regarding age, qualification, etc. to the CDPO. On receipt of the prayer a committee as constituted herein will enquire into the matter and their findings will be sent to the Department for consideration. The Committee will be as under:-

- a. The District Programme Officer, ICDS
  - b. The District Social Welfare Officer
  - c. The Child Development Project Officer
- I. The officer who is senior between the DPO and the DSWO will act as the Chairman and the CDPO will be the Member-Convener.
  - II. In case of ICDS Projects in Kolkata, the Committee will be as under: -
    - a. District Programme Officer, ICDS - Chairman
    - b. Child Development Project Officer - Member-Convener
  - III. After receipt of the approval from the Government the CDPO will issue the formal appointment letter.
  - IV. It is also clarified that if the deceased does not leave any daughter behind her the vacancy will be filled up after observing usual formalities through direct recruitment.
  - V. The vacancy caused due to death of the Anganwadi Helper Worker before attaining 60 years of age should be kept reserved for being filled up by a daughter of the deceased.
  - VI. If this vacancy belongs to any reserved category it will be carried over and the next unreserved vacancy will be filled up by a candidate belonging to such reserved category.

**17. Date of Effect:**

This order will come into effect forthwith.

- I. If in any project, recruitment process in respect of previous vacancies i.e., vacancies not covered as per sanction given by this Department vide G.O. No. 175-SW/FS dated 18.1.2006 and 176-SW/FS dated 18.1.2006 has already started i.e., notice inviting applications has already been published before issuance of this order such recruitment processes will be guided as per erstwhile orders.
- II. The panels if prepared/ to be prepared as per notice already issued will remain valid only for giving appointments in the existing vacancies. Recruitment to new vacancies, sanction of new ICDS Projects/ Additional Anganwadi centers will be covered by the present order.

By order of the Governor  
Sd/-  
P. K. CHANDA  
Joint Secretar

**GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT AND SOCIAL WELFARE  
WRITERS' BUILDINGS, KOLKATA - 700 001**

No. 2043- SW

Dated Kolkata, the 18th July, 2006

MEMORANDUM



In this Deptt., Memorandum No. 288-SW/3S-225/05 dated 25-01 -2006 in Para 3 (a) Chairman of the Municipality / Notified Area Authority has been included as Member of Selection Committee in respect of Urban ICDS Projects in the Municipal areas. But due to inadvertence in Para-3(e) in respect of the Selection Committee of the Projects in the Rural/ Tribal areas with Municipality/ Municipalities Chairman of the Notified Area Authority has not been included.

Now the undersigned is directed by order of the Governor to say that the Governor has been pleased to include Chairman of the Notified Area Authority as a Member in the Selection Committee in Para - 3(e) of this Deptt. Memorandum No. 288-SW dated 25-01-2006 in respect of the projects in the Rural/ Tribal Areas with Municipality / Municipalities.

It is further noted that in Paras- 3 c (i) and 3 e (i) in respect of the composition of the Selection Committees in the Urban ICDS Project in the Municipal Corporation other than Kolkata Municipal Corporation and projects in the Rural/ Tribal areas with Municipalities against member of the Legislative Assembly 'Member' has been shown instead of 'Chairman' due in typographical mistake.

In respect of Para 3 c (i) and 3e (i) it should be read 'Chairman' instead of 'Member'.

Sd/-  
P. K. Chanda  
Joint Secretary in the Govt. of W.B

**Government of West Bengal**  
**Deptt. of Women & Child Development & Social Welfare**  
**Writers Buildings, Kolkata - 700 001**

No. 2544-SW  
3S-225/05

Dated 14th August, 2006

MEMORANDUM

In this Deptt notification No. 288-SW/3S-225/05 dated 25.01.2006 there is a clause of restrictions on the part of the Members of the Selection Committee at Para-4 in Part-A and Para- 3 in Part-B. The restrictions of the members are in respect of close relationship with any candidate/candidates appearing in the viva- voce test. Now, clarifications have been sought for by some of the CDPOs Whether any member of the selection committee who is a candidate for the post of Anganwadi Worker/Anganwadi Helper may continue to act as a Member in the Selection committee.

Now, the undersigned is directed by order of the Governor to say that the Governor, after careful consideration, of the matter has been pleased to incorporate further paras- 4a) in part-A and 3a) in part-B in this Deptt. Notification No. 288-SW/3S-225/05 dated 25.01.2006 with the following provision:

Para 4a) in part-A- "If a Member of the Selection Committee is herself a candidate for the post of Anganwadi Worker she cannot participate in the entire selection process of Anganwadi Workers".

Para 3 a) in part B- "If a Member of the selection Committee is herself a candidate for the post of Anganwadi Helper, she cannot participate in the entire selection process of Anganwadi Helpers."

Sd/-  
P.K Chanda  
Joint Secretary to the Govt of West Bengal

**Government of West Bengal  
Deptt. of Women & Child Development & Social Welfare  
Writers Buildings, Kolkata - 700 001**

No. 3367-SW/3S-225/2006

Dated 07.11.2006  
16

**MEMORANDUM**

In this Deptt. Memorandum No. 288-SW dated 05.01.2006 the entire responsibility for setting up of question papers and examination of answer-scripts in all the ICDS Projects except the ICDS Projects in Kolkata has been entrusted to the Sub-Divisional Officers.

Now, It is felt that when the number of candidates become huge it will be difficult on the part of the single person i.e. SDO to examine the answer-scripts similarly, it will take a considerable period to complete examining the answer- scripts in a time-bound manner.

Now, after careful consideration of the matter the undersigned is directed by order of the Governor to say that the Governor has been pleased to allow the Sub- Divisional Officers to distribute answer scripts for examination only to the WBCS (Exe) Officer posted in the Sub-Divisional Headquarters/ Districts Headquarters in consultation with the respective District Magistrate. However, the responsibility of preserving the answer-scripts and also the sheets containing marks obtained by the candidates in the written examination will remain entrusted to the Sub-Divisional Officers.

Sd/-  
P. K. Chanda  
O.S.D. & Ex. Officer Joint Secretary

**Government of West Bengal  
Deptt of Women & Child Development and Social Welfare  
Writers' Buildings, Kolkata - 700 001**

No. 3863-SW/3S-255/2005(Pt. - 1)

Dated: 20.12.2006

**MEMORANDUM**

It is stipulated in Para 11 of Part "B" of the guideline issued by this department vide

No.288-SW dated 25.01.2006 regarding recruitment of AWWs that a candidate must secure minimum 25 marks to qualify for viva-voce. Now it has been brought to the notice of this Department that in many cases a huge number of candidates have qualified, in the written test and if all of them are called for viva-voce it will take a long time to complete the process and in that case it will not be possible for the members of Selection Committees, particularly the elected members, to remain present for a long period to take the test.

Now after careful consideration of the matter the Govt. in the Department of Women and Child Development and Social Welfare has decided to make the following modifications in the Department Memorandum No.288-SW dated 25.01.2006.

“If a huge number of candidates qualify in the written test for recruitment to the posts of AWW, the Selection Committee may call such candidates for viva-voce in the 1:5 ratio.”

Sd/-  
P. K. Chanda  
O.S.D. & Ex. Officer Joint Secretary

**Govt. of West Bengal**  
**Department of Women & Child Development and Social Welfare**  
**Writers Building, Kolkata - 1**

NO. 483-SW  
3S-283/06

Dated Kolkata, The 12th February, 2007

From : Shri A. K. Dhar,  
Programme Officer & Ex-Office in - Deputy Secretary,

To : The Child Development Project Officer,  
Bhangar - II, I.C.D.S. Project,  
Vill - Bhangar Bijoyganj, P.O. - Bhangar,  
Dist - South 24-Parganas

Sub : Clarification as regards to promotional from AWH to AWW of Bhangar - II, I.C.D.S. Project

The undersigned is directed to refer to his Ref. No. 735/ICDS/BHG-II dated 13.10.2006 on the above issue and to state that the Backward Classes and Welfare Department Govt. of West Bengal has opined that “if suitable candidates other than S.T. are found in the gradation list of the feeder post, the said vacancies will be filled up following Rule 10(d) Reservation Rules.

As such, he is directed to fill up the said vacancies by S.C. Candidates following the Rule 10(d) of Reservation Rules.

A copy of the said rule is enclosed for ready reference.

Sd/-  
Programme Officer & Ex-Officio  
Deputy Secretary

## CHAPTER IV

Reservation for Scheduled Castes and Scheduled Tribes in Vacancies to be filled by promotion

While filling up vacancies reserved for scheduled castes and Scheduled tribes by promotion the following procedure shall be followed namely.

- |   |  |
|---|--|
| Procedure for filling up of reserved vacancies by promotion | (b) Selection against vacancies reserved for scheduled caste and Scheduled Tribes shall be made from among those Scheduled |
|---|--|

Castes and Scheduled Tribes employees who fall within the normal zone of consideration.

“Explanation:” Normal zone of consideration in respect of promotion to any particular post or posts shall consist of such of the employees eligible for promotion to such post or posts according to the prevailing recruitment rules or procedure as occupy, when arranged for descending order of the seniority. Five times the number of vacancy or vacancies actually suitable for filling up by promotion at the time of consideration.

(b) If candidates from Schedule Castes and Scheduled Tribes obtain on the basis of merit with due regard to seniority, on the same basis as other candidates, less number of vacancies that recovered for them, the difference shall be made up by selecting candidates irrespective of merit but who are considered fit for promotion.

Provided that for the purpose of fitness, all Scheduled Castes and Scheduled Tribe employees who are within the normal zone of consideration for promotion to hire posts shall be given and grading higher than the grading assigned to them on the basis of their record of service excepting in those cases where the highest grading has been assigned on the basis of record of service.”

(c) In the absence of a qualified Scheduled Cast or Scheduled Tribe candidate against a particular reserved vacancy, the reserved vacancy shall be carried forward till the next reserved vacancy occurs in the fifty point roster but not beyond.

(d) While vacancies reserved for Scheduled Castes and Scheduled Tribes will continue to be reserved for the respective community only, a Scheduled Caste employee may also be considered for appointment against a vacancy reserved for Schedule Tribes or vice-versa, where the appropriate reserved vacancy could not be filled by a Schedule Tribe or a Schedules Caste candidates as the case may be.

**Government of West Bengal**  
**Deptt of Women & Child Development and Social Welfare**  
**Writers' Buildings, Kolkata - 1**

No. : 1053(2)-SW  
3S-197/06

Dated: 29.03.07

From: Sri Ashok Kr. Dhar,  
Programme officer & Ex-officio-Deputy Secretary  
to the Government of West Bengal.

To : 1) The Pay & Accounts Officer, West Bengal  
Kolkata Pay & Account office  
81/2/2, Phears Lane, Kolkata-700 012

2) The Accountant General (A & E),  
West Bengal  
Treasury Building, Kolkata - 700 001

Sir,

In cancellation of this Deptt. G.O. No. 15030 (2) - SW dated 25.07.1986.1 am directed by order of the Governor to state that the Governor has been pleased to sanction the following expenditure in connection with conducting the Written Test for selection for the posts of Anganwadi Worker:-

1. Invigilation charge @ Rs. 50/- (Rupees fifty) only per head per day for the invigilator.
2. Remuneration of Rs. 2/- (Rupees two) only for evaluation of each answer script.

The charge will be debited to the head of "A/cs. 2235-02-102 Child welfare -Central Sponsored (New Scheme) -003- Integrated Child Development Services Project/Scheme (SW)" in the current year's State Budget.

3. This order will take effect from 01.04.07.

This order is issued with the concurrence of the Finance Department vide their U/O No. Group 'p' - 3280 dated 13.03.2007

Yours faithfully,

Sd/-

Programme officer & Ex-officio Deputy Secretary

**Government of West Bengal**  
**Department of Women & Child Development and Social Welfare**  
**Writers' Buildings, Kolkata - 700 001**

No. : 3929-SW  
3S-225/05 (Pt-IV)

Dated, Kolkata, 15<sup>th</sup> Nov. '07

From : Shri S. K. Das  
Programme officer & Ex-Officio-Deputy Secretary

To : The Child Development Project Officer,  
Rangli-Rangliot ICDS Project,  
Lama's Bungalow No. 8, Near Takdah Club,  
P.O. Takdah, Dist. Darjeeling.

Sub. : Clarification Regarding Selection of AWWs & AWHs in Rangli-Rangliot ICDS project who have obtained same marks.

The undersigned is directed to refer to his Memo No. 46/ICDS/RRT dated 20.04.07 on the above subject and to state that seniority of age will be taken into consideration if more than one candidate secure same marks in the selection test.

Sd/-  
Programme officer & Ex-Officio  
Deputy Secretary

**Government of West Bengal**  
**Department of Women & Child Development and Social Welfare**  
**Writers' Buildings, Kolkata - 700 001**

No. : 4228-SW  
3S-225/05 (pt-II)

Dated: 13.12.07

**MEMORANDUM**

In continuation of this Deptt. Memorandum No. 288- SW dated 25.01.2006. the undersigned is directed by order of the Governor to say that the Governor has been pleased to issue the following guidelines for recruitment of Anganwadi Helpers :

"At B-7 of this Department Memorandum No. 288- SW dated 25.01.2006 provisions have been made for the candidates belonging to Schedule Caste/Schedule Tribe in respect of selection of Anganwadi Helpers. The Govt. in this Department has decided that henceforth such provisions will also be applicable to the candidates belonging to O.B.C Category."

By order of the Governor  
Sd/-  
P. K. Chanda  
Officer on Special Duty &  
Ex-officio Joint Secretary

**Govt. of West Bengal**  
**Women & Child Development and Social Welfare Deptt**  
**Writers Building, Kolkata - 700 001**

No. 2750-SW/3S-225/05

Dated 1st July 2008

P. K. Chanda  
Joint Secretary to the Govt. of West Bengal

## MEMORANDUM

It has been brought to the notice of the Govt. in the Deptt. of Women & Child Development and Social Welfare that a number of Anganwadi Workers/ /Anganwadi Helpers contested the last Panchayat Election and some of them have been elected to the different tiers of Panchayats. Some of them may also be elected as full-time office bearers to the different 'tiers of Panchayat. The Anganwadi Centres remain open for a minimum period of 4 hours a day. Thereafter the Anganwadi Workers have to make home visits and organize mothers' meetings and attend monthly meetings convened by the ANMs.

After careful consideration of the matter of smooth functioning of the Anganwadi Centres the undersigned is directed by order of the Governor to say that the Governor, in supersession of all previous Orders, Circulars and letters issued by this Department from time to time in the past, make the following provisions for the full-time, office bearers of the different tiers of Panchayats who are posted as Anganwadi Workers / Anganwadi Helpers:-

- 1) The Anganwadi Workers/Anganwadi Helpers who have been elected as full-time office bearers in different tiers of Panchayats will submit prayer for leave without honorarium to the respective Child Development Project Officers.
- 2) Such Anganwadi Workers/Anganwadi Helpers will select their respective substitutes, who are eligible for appointment as Anganwadi Workers/Anganwadi Helpers in normal cases, to be appointed as Anganwadi Workers/ Anganwadi Helpers during the period of their leave.
- 3) Selection of the substitutes will not require the approval of the Selection Committees.
- 4) CDPOs will issue appointment letters to such substitutes with the condition that their appointments will be purely on temporary basis and their appointments will be terminated after five years or till the Anganwadi Workers/ Anganwadi Helpers who have been elected as full-time office bearers to different tiers of Panchayats resume their duties before the tenure of five years in case of resignation from the post of full-time office bearers. The substitutes will have no future claim for being absorbed as regular Anganwadi Workers / Anganwadi Helpers.
- 5) During the period of leave of the Anganwadi Workers/ Anganwadi Helpers who have been elected as full time office bearers, honorarium will be drawn and disbursed in favour of the substitutes.

This order will come into effect forthwith.

Sd/-

P K Chanda  
OSD & Ex-Officio Joint Secretary  
to the Govt. Of West Bengal

**Government of West Bengal  
Department of Women & Child Dev. and Social Welfare  
Writers' Buildings, Kolkata - 1**

No. : 145-SW  
3S-225/05 (Pt-V)

Dated: 12th January 2009

## MEMORANDUM

In partial modification of para 7(1), part B of this Department Memorandum No. 288-SW dated 25.01.2006, the undersigned is directed by order of the Governor to say that the Governor has been pleased to make the following provisions for recruitment of Anganwadi Helpers belonging to the candidates of Scheduled Tribe (ST) category:

"If Scheduled Tribe (ST) Women candidates are not available in the locality i.e. where the Anganwadi Centre is located ST candidates from the GP/Ward will be eligible for the post of Anganwadi Helpers. Even if ST candidates are not available in the entire GP/Ward following provisions will be applicable:-

- I) For rural and tribal projects - the residential jurisdiction for the post of Anganwadi Helpers belonging to the ST women only will be extended to the entire area of the ICDS project.
- II) For Urban ICDS projects - the residential jurisdiction for the post of Anganwadi Helpers belonging to the ST women only will be extended to the entire area of the ICDS project.

All processes for recruitment of Anganwadi Helpers under ST Category beyond the locality will be restored to only after giving one (1) advertisement within one month i.e for first advertisement only ST candidates from the locality where the Anganwadi centre is located will be eligible. The second advertisement will be given inviting applications from the entire GP/Ward. Thereafter the third advertisement will be given inviting applications from the entire area of the ICDS projects (concerned).

The undersigned is further directed by order of the Governor to state that the Governor has been pleased to clarify that the residential jurisdiction for the post of Anganwadi Helpers belonging to Scheduled Caste (SC) Women as mentioned in para 7 (1), Part B of the aforesaid Memorandum will remain included.

All other procedures as contained in the said Memorandum in this respect will remain unchanged.

By Order

Sd/-

P. K. CHANDA

O.S.D & E. O. Joint Secretary

**Government of West Bengal  
Department of Women & Child Dev. and Social Welfare  
Writers' Buildings, Kolkata - 1**

No. : 1059-SW  
3S-225/05(Pt. III)

Dated: 26<sup>th</sup> March, 2009

From : Shri P K Chanda.  
O.S.D. & Ex-Officio Jt. Secy. to the Govt. of West Bengal



To : The Child Dev. Project Officer,  
Pursurah ICDS Project,  
P.O. - Pursurah, Dist. - Hooghly

**Sub : Clarification regarding strength of the panel.**

The undersigned is directed to refer to his Memo no. 222/Pur/ICDS dated 01.10.2008 on the above subject and to say that the maximum strength of the panels for recruitment to the post of Anganwadi Workers and Anganwadi Helpers may be fixed up to 2.5 times to the existing vacancy.

This is for his information and necessary action.

No action should be taken for recruitment till the ensuing Lok Sabha Election Process is over.

Sd/-  
O.S.D. Ex- Officio Jt. Secy

**Government Of West Bengal  
Deptt of Women & Child Development And Social Welfare  
Writers' Buildings, Kolkata - 1**

No. : 3660-SW  
3S-225/05 (Pt. V)

Dated, Kolkata, the 7<sup>th</sup> August, 2009

**MEMORANDUM**

In partial modification of paras A-8 (IV) and B-7 (1) of the Department Memorandum No. 288-SW dated 25.01.2006 and Memorandum No. 145-SW dated 12.01.09 the undersigned is directed by order of the Governor to say that the Governor has been pleased to make the following provisions for recruitment of Anganwadi Workers and the Anganwadi Helpers belonging to the OBC/PH categories:

(A) "For the post of AWW: If OBC/PH women candidates are not available in the project area women of these categories in the adjacent projects are also eligible. In the event of non-availability of women belonging to these categories in the project area/adjacent project areas women of these categories in the district are eligible for the post of Anganwadi Workers.

All processes for recruitment of Anganwadi Workers beyond the project area will be resorted to only after giving maximum 3 (three) advertisements within 3 (three) months. Thereafter maximum 3 (three) more advertisements within 3 (three) months will be given for adjacent project areas. For the next stage i.e. for the district level jurisdiction maximum 3

(three) more advertisements within 3 (three) months will have to be given.”

(B) For the post of AWH: If OBC/PH women candidates are not available in the locality i.e. where the AWC is located candidates from the GP/ Ward will be eligible for the post of Anganwadi Helpers. All processes for recruitment of Anganwadi Helpers under these categories beyond the locality will be resorted to only after giving 1 (one) advertisement within a month. Second advertisement will be given inviting applications from the entire GP/Ward. Even if OBC/PH candidates are not available in the entire GP/Ward area such the candidates from the entire project area will be eligible for the post of Anganwadi Helpers. This will be done during the third advertisement which will be followed within one month after completion of the 2nd advertisement procedure.

All other procedures as contained in the said Memorandum in this respect will remain unchanged.

By order of the Governor  
Sd/-  
OSD & Ex-Officio-Jt. Secy

**Government of West Bengal**  
**Deptt of Women & Child Development & Social Welfare**  
**Writers' Buildings, Kolkata - 700 001**

No. : 4159-SW  
3S-87/09

Date: 23.09.2009

**MEMORANDUM**

In terms of Para-18 of Part -A and Para -14 of Part - B of this Deptt. Memorandum No. 288-SW dated 25.01.2006 the panels of the Anganwadi Workers and the Anganwadi Helpers respectively remain valid for a period of 02 years. There is also a provision for revalidation of the panels beyond 02 years by the Government on a yearly basis.

25,018 posts of Anganwadi Workers and 25,018 posts of Anganwadi Helpers were created vide this Deptt GO No. 3672(2)-SW dated 07.08.2009 for setting up of 25,018 numbers of Additional Anganwadi Centres. **As per directives of the Hon'ble Supreme Court all the Additional Anganwadi Centres must be made operational by 31.12.2009.** For early operationalisation of the Additional Anganwadi Centres the Governor was pleased to direct that candidates in the existing panels of AWWs and the AWHs if any, should be appointed immediately.

After issuance of GO No 3672(2)-SW dated 07.08.2009 this Deptt has been receiving communications from the DPOs/CDPOs seeking clarifications regarding validity of the existing panels as well as revalidation of the panels provisions of which have been laid down in this Deptt, Memorandum No. 288-SW dated 25.01.2006.

Now, after careful consideration of the matter the Governor has been pleased to issue the following clarifications for operationalisation of the Additional Anganwadi Centres within the time frame i.e. 31.12.2009 as per directive of the Hon'ble Supreme Court:

i) Validity of the existing panel the provisions at Para-18 of Part- A and Para-14 of Part-B of this Deptt. Memorandum No, 288- SW dated 25.01.2006 and the instructions contained in this Deptt, G.O. No, 3672(2)-SW dated 07.08.2009 are reiterated i.e. candidates if any, in the existing panels validity of which has not expired, must be appointed to the post of AWWs and the AWHs respectively.

ii) Revalidation of the panel - proposals for revalidation of panels beyond 02 years of the AWWs and the AWHs may be considered for according approval if the same are submitted to this Deptt being supported with the resolutions taken by the respective Project level Selection Committees to this effect.

Sd/-  
OSD & EO Joint Secretary  
to the Government of West Bengal

**Government of West Bengal**  
**Women & Child Development & Social Welfare Department**  
**Writers' Buildings, Kolkata - 700 001**

Memo. No. 4688-SW  
3S-225/05 (Pt-1)

Dated, Kolkata, the 13th Nov, 2009

From : Shri P. K. Chanda  
OSD & E.O Joint Secretary to the  
Govt. of West Bengal

To : The CDPO, Bhangar - I ICDS Project  
Bhangar-1, Dist - South 24-Parganas

Sub : Clarification regarding promotion from Anganwadi Helper to Anganwadi Worker

The undersigned is directed to refer to his Memo No. 139/ICDS/Bhangar-I Dated 02.09.2009 on the above subject and to issue the clarifications as stated hereunder

“Anganwadi Helpers who have completed five years continuous service before issuing the notice inviting applications are eligible for promotion to the post of Anganwadi Workers”.

Sd/-  
OSD & EO Joint Secretary

**Government of West Bengal**  
**Deptt of Women & Child Development and Social Welfare**  
**Writers' Buildings, Kolkata - 700 001**

No.: 5126-SW  
3S-225/05(Pt II)

Dated: 10.12.2009

## MEMORANDUM

For sometime past this Department has been receiving communications from the DPOs/CDPOs seeking clarifications in respect of Anganwadi Workers/Anganwadi Helpers going on leave without honorarium.

Now, in partial modification of this Deptt. G.O. No. 20852(79) - SW dated 15.09.1984 the undersigned is directed by order of the Governor to say that the Governor has been pleased to make the following provisions:

- a) The period of absence beyond 6 months at a time without honorarium may be extended up to 1 year in case of serious ailments warranting the necessity for hospitalization or confinement to bed.
- b) The above provision will apply to both the Anganwadi Workers and the Anganwadi Helpers.
- c) Anganwadi Workers/ Anganwadi Helpers praying for leave will have to submit medical certificates to this effect.
- d) During the period of absence an empanelled candidate may be appointed temporarily up to a maximum period of 1 year in case of both the Anganwadi Workers and the Anganwadi Helpers going on leave without honorarium.

This order will come into effect forthwith.

Sd/-  
OSD & Ex-Officio Joint Secretary  
to the Govt. of West Bengal

**Government of West Bengal**  
**Women & Child Development and Social Welfare Department**  
**Writers' Buildings, Kolkata - 700 001**  
**Ph & Fax: 2214-1169**

No. 2326-SW/3S-225/05

Dated 28.05.2010

**MEMORANDUM**

It has been brought to the notice of the Govt. in the Deptt. of Women & Child Development and Social Welfare that a number of Anganwadi Workers/ Anganwadi Helpers contest the Municipal Corporations/Municipal Elections and some of them are elected to the Municipal Corporations/ Municipalities. Some of them are also elected as full-time office bearers to the Municipal Corporations/ Municipalities. The Anganwadi Centres remain open for a minimum period of 4 hours a day. Thereafter the Anganwadi Workers have to make home visits and organize mothers' meetings and attend monthly meetings convened by the ANMs.

After careful consideration of the matter of smooth functioning of the Anganwadi Centres the undersigned is directed by order of the Governor to say that the Governor has been pleased to make the following provisions for the full time office bearers of the Municipal Corporations / Municipalities who are posted as Anganwadi Workers/Anganwadi Helpers:

1) The Anganwadi Workers/Anganwadi Helpers who have been elected as full-time office bearers of Municipal Corporations/Municipalities will submit prayer for leave without honorarium to the respective Child Development Project Officers.

2) Such Anganwadi Workers/Anganwadi Helpers will select their respective substitutes, who are eligible for appointment as Anganwadi Workers/Anganwadi Helpers in normal cases, to be appointed as Anganwadi Workers/ Anganwadi Helpers during the period of their leave.

3) Selection of the substitutes will not require the approval of the Selection Committees.

4) CDPOs will issue appointment letters to such substitutes with the condition that their appointments will be purely on temporary basis and their appointments will be terminated after five years or till the Anganwadi Workers/Anganwadi Helpers who have been elected as full-time office bearers to Municipal Corporations/Municipalities resume their duties before the tenure of five years in case of resignation from the post of full-time office bearers. The substitutes will have no future claim for being absorbed as regular Anganwadi Workers / Anganwadi Helpers.

5) During the period of leave of the Anganwadi Workers/ Anganwadi Helpers who have been elected as full time office bearers, honorarium will be drawn and disbursed in favour of the substitutes.

This order will come into effect forthwith.

Sd/-

OSD & Ex-Officio Joint Secretary  
to the Govt. of West Bengal

**Government of West Bengal  
Deptt of Women & Child Development and Social Welfare  
Writers' Buildings, Kolkata - 700 001**

No.: 2418-SW  
3S-225/05

Dated: 3rd June, 2010

**MEMORANDUM**

It has been brought to the notice of Deptt. of the Govt. in the Women & Child Development and Social Welfare that confusions have been arisen in certain I.C.D.S Projects as to the status of category of AWH and AWW under Home Quota when promoted to AWW.

After careful consideration of the matter the undersigned is directed to issue the following

clarifications:-

"In the event of an Anganwadi Helper under Home Quota being promoted to the post of Anganwadi Worker under 75% quota the post of Anganwadi Worker will be treated under General category as the promotion is made through a common viva-voce test.

Similarly, the resultant vacancy in the post of Anganwadi Helper under Home Quota will continue to be treated as a vacancy under Home Quota"

Sd/-  
OSD & EO Jt. Secretary

**Government of West Bengal**  
**Deptt of Women & Child Development and Social Welfare**  
**Writers' Buildings, Kolkata - 700 001**

Memo No. 463-SW  
3S-47/08

Dated Kolkata, the 9<sup>th</sup> February, 2011

**MEMORANDUM**

For sometime past this department has been receiving communications from the DMs/DPOs/CDPOs seeking clarifications in respect of joining of Anganwadi Workers / Anganwadi Helpers to their respective projects after being arrested and subsequently released on bail.

After careful consideration of the matter now the Governor has been pleased to make the following provisions:

“In the event of granting bail by the Hon'ble Courts, Anganwadi Workers/ Anganwadi Helpers may be allowed to join provisionally during the period of bail and paid Honorarium and Additional Honorarium with a condition that continuation in service will be dependent on the final order/ orders of the Hon'ble Courts i.e., if they are sentenced to imprisonment their services will be liable to be terminated.”

This order will come into effect forthwith.

Sd/-  
P. K. Chanda  
OSD & EO Joint Secretary

**Government of West Bengal**  
**Department of Women & Child Development & Social Welfare**  
**Writers' Buildings, Kolkata**

No. : 9067-SW/3S-126/07

Dated: 02.11.2011

**MEMORANDUM**

It has since been brought to the notice of the Govt. in the Department of Women & Child Development and Social Welfare that a number of Anganwadi Workers/Anganwadi Helpers contested the last West Bengal Legislative Assembly General Election and some of them have been elected to the West Bengal Legislative Assembly. The Anganwadi Centers remain open

for a minimum period of 4 hours a day. Thereafter the Anganwadi Workers have to make home visits and organize mothers' meetings and attend monthly meetings convened by the ANMs.

After careful consideration of the matter of smooth functioning of the Anganwadi Centers, the undersigned is directed by order of the Governor to say that the Governor is pleased to make the following provisions for the elected Members of the Legislative Assemblies who are posted as Anganwadi Workers / Anganwadi Helpers.

- 1) The Anganwadi Workers/Anganwadi Helpers who have been elected as Members of Legislative Assemblies will submit prayer for leave without honorarium to the respective Child Development Project Officers.
- 2) Such Anganwadi Workers / Anganwadi Helpers will select their respective substitutes, who are eligible for appointment as Anganwadi Workers/ Anganwadi Helpers in normal cases to be appointed as Anganwadi Workers /Anganwadi Helpers during the period of their leave.
- 3) Selection of the substitutes will not require the approval of the Selection Committees.
- 4) CDPOs will issue appointment letters to such substitutes with the condition that their appointments will be purely on temporary basis and their appointments will be terminated after five years or till the Anganwadi Workers / Anganwadi Helpers who have been elected as Members of Legislative Assemblies resume their duties before the tenure of five years in case of resignation from the post of MLAs, The substitutes will have no future claim for being absorbed as regular Anganwadi Workers / Anganwadi Helpers.
- 5) During the period of leave of the Anganwadi Workers / Anganwadi Helpers who have been elected as MLAs, honorarium will be drawn and disbursed in favour of the substitutes.

This order will come into effect forthwith.

Sd/-  
(S P Kar)  
Joint Secretary  
to the Government of West Bengal

**Government of West Bengal**  
**Deptt of Women & Child Development and Social Welfare**  
**Writers' Buildings, Kolkata - 700 001**

Memo No. 998-SW  
3S-225/05

Dated, Kolkata, the 7<sup>th</sup> March, 2012

**MEMORANDUM**

Sub : Modification in the composition of the Selection Committees in respect of Para 3(a) and Para 3(f) of Memorandum No. 288-SW dated 25.01.2006

1. This Department's Memorandum No. 288-SW dated 25.01.2006 and Memorandum No. 2043-SW dated 18.07.2006 composition of the Selection Committees in Para - 3(a) Urban ICDS Projects in the Municipal Areas 3(b) Urban ICDS Project in the Municipal Corporation of Kolkata 3(c) Urban ICDS Projects in Municipal Corporations other than Kolkata Municipal Corporation 3(d) ICDS Projects in Rural / Tribal Areas, 3(e) ICDS Projects in the Rural/ Tribal Areas with Municipality/ Municipalities and 3(f) Selection Committee of NGO run ICDS Projects provided for the mechanism to recruit Anganwadi Workers and Anganwadi Helpers Under Govt. run and NGO ICDS Projects.

2. Now, the undersigned is directed by the order of the Governor to say that the Governor has been pleased to modify the composition of the Selection Committees in respect of Para-3(a) and Para-3(f) of Memorandum No. 288-SW dated 25.01.2006 to operationalise all sanctioned ICDS Projects in the public interest Accordingly, the Selection Committee of Urban ICDS Projects in the Municipal Areas and Selection Committee of NGO run ICDS Projects will henceforward be comprised of the following Members.

3 (a) Urban ICDS Projects in the Municipal Areas:

- |    |   |                 |
|----|---|-----------------|
| 1. | Member, Legislative Assembly  | Chairperson     |
| 2. | Sub-Divisional Officer  | Member          |
| 3. | Chairman of the Municipality / Notified Area Authority (If there is more than one Municipality all the Chairman will be members of the Selection Committee) | Member/s        |
| 4. | Sub-Divisional Health Officer   | Member          |
| 5. | Chairperson of the West Bengal Social Welfare Board or his Authorized representative  | Member          |
| 6. | The District Programme Officer (ICDS)   | Member          |
| 7. | Child Development Project Officer   | Member Convener |

- (i) If there is more than one MLA from the area of the Project, the MLA who represents the larger part of the Project will be the Chairman.
- (ii) If an MLA of the Committee is a Minister, he will be the Chairman.
- (iii) If there is more than one Minister, the senior most Minister will be the Chairman.

3 (f) Selection Committee of NGO run ICDS Projects

- |    |                                 |             |
|----|---------------------------------|-------------|
| 1. | Member, Legislative Assembly    | Chairperson |
| 2. | Director/Additional Director of | Member      |



- Social Welfare, WB
3. One Officer in the rank of Deputy Director/  
Assistant Director of Social Welfare, WB Member
  4. One Senior Representative of the NGO  
running the Project Member
  5. General Secretary of the NGO running  
the ICDS Project Member - Convener

(I) If there is more than one MLA from the area of the Project, the MLA who represents the larger part of the Project will be the Chairman.

(II) If an MLA of the Committee is a Minister, he will be the Chairman

(III) If there is more than one Minister, the senior most Minister will be the Chairman.

Note: (This Selection Committee of NGO run ICDS Projects will function only for recruitment of Anganwadi Workers and Anganwadi Helpers not for other functionaries.)

4) After official publication, this Memorandum will be a part of this Deptt.'s Memorandum No. 288-SW dated 25.01.2006 in respect of Para-3(a) and Para 3(f) in supersession of earlier provisions.

5) All other matters as contained in the aforesaid 02 (two) Memoranda at Para - 1 shall remain unchanged.

By order of the Governor  
Sd/-  
S. P. Kar  
Joint Secretary  
to the Govt. of West Bengal

**Government of West Bengal  
Department of Child Development  
Writers' Buildings, Kolkata - 700 001**

**Memo No: 6003-SW/3S-225/05**

**Dated, Kolkata, the 14th September, 2012**

**MEMORANDUM**

**Sub : Modification in composition of Selection Committees in respect of Para-3 (a) to Para-3(f) except Para-3(b) and partial modification in Para 6 and Sub-Para-I of Para 16 of Notification No. 288-SW dated 25.01.2006 read with Memorandum No. 2043-SW dated 18.07.2006 and Memorandum No. 998-SW dated 07.03.2012.**

With reference to the Deptt's **Memorandum-No: 288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006 and Memorandum No.998-SW dated 07.03.2012** relating to the composition of the Selection Committees in Para-3(a) - Urban ICDS Projects in the -Municipal areas, 3(c)-Urban ICDS Project in 'Municipal Corporation other than Kolkata Municipal Corporation, 3(d) - ICDS Project in Rural / Tribal area 3(e) - ICDS Project in Rural / Tribal areas with Municipality / Municipalities and 3(f) -Selection Committee of NGO run ICDS Project providing for mechanism to recruit AWWs and AWHs under Govt. run and NGO-run ICDS Projects, the undersigned is directed, by order of the Governor to say that the Government after careful consideration has decided in the public interest to constitute District Selection and Monitoring Committee for each district except Kolkata Municipal Corporation areas for all the types of ICDS Projects in the districts.

2.In the light of the above, Paras -3(a) to 3(f)- except Para-3(b) of the Memorandum No.288-SW dated- 25.01.2006 read with Memorandum No.2043- SW dated 18.07.2006 and No. 998-SW dated- 07.03.2012 are modified here under in consonance with the structure of the District Selection and Monitoring Committee for selection of AWWs and AWHs.

3. The- Chairman / Vice-Chairman of each said committee are stated in Part-A and composition as regards other members of the committees for different areas are stated in Part - B.

Part: A

<b>Name of the District</b>	<b>Chairman</b>	<b>Vice Chairman</b>
Coochbehar	MIC, Forest Department	MLA, Tufanganj, Coochbehar
Jalpaiguri	MIC, Uttar Banga Unnayan Parishad Department	MLA, Rajganj, Jalpaiguri
Darjeeling	MIC, Uttar Banga Unnayan Parishad Department	MLA, Siliguri, Darjeeling
Uttar Dinajpur	MIC, Mass Education Extension and Library Science Department.	MLA, Itahar, Uttar Dinajpur
Dakshin Dinajpur	MIC, Correctional Home Department	MLA, Harirampur, Dakshin Dinajpur
Malda	MIC, Women Dev. and Social Welfare Department	MLA, Sujapur, Malda
Murshidabad	MOS, Fisheries Department	
Birbhum	MIC, Statistics & Programme Implementation Deptt.	
Burdwarn	MIC, Law Department	
Bankura	MIC, Child Dev. Deptt.	MLA, Saltora, Bankura
Purulia	MIC,. Self Help Group Deptt.	
Paschim Medinipur	MIC, Child Dev. Department	MLA, Salbani, Paschim Medinipur
Purba Medinipur	MIC, Environment & Public Works Deptt.	MLA, Ramnagar, Purba Medinipur
Nadia	MIC, Food Processing Deptt.	MLA, Nabadwip, Nadia

<b>Name of the District</b>	<b>Chairman</b>	<b>Vice Chairman</b>
North 24-Pgs.	MIC, Food & Supplies Department	MLA, Barrakpur, 24 Parganas (North)
South 24-Pgs.	MIC, Commerce & Industries and Information Technology Department.	
Howrah	MIC, Agriculture Marketing Department	MLA Uluberia, Howrah
Hooghly	MIC, Tourism Department	

**Part – B**

3a) **For Urban ICDS Project of the District Municipal areas-**

- Concerned Sub-Divisional Officer
- District Programme Officer (ICDS)
- Concerned ACMOH
- Concerned Child Dev. Project Officer (Member-Convener)

c) **For Urban ICDS Projects in Municipal Corporation areas other than Kolkata Municipal Corporation areas-**

- Concerned Sub-Divisional Officer
- Concerned ACMOH
- District Programme Officer (ICDS)
- Concerned Child Dev. Project Officer (Member-Convener)

d) **For Projects in Rural / Tribal areas -**

- Concerned Sub Divisional Officer
- District Programme Officer (ICDS)
- Concerned Block Development Officer
- Concerned BMOH
- Concerned Child Dev. Project Officer (Member-Convener)

e) **For Rural / Tribal areas with Municipality/ Municipalities -**

- Concerned Sub-Divisional Officer.
- District Programme Officer (ICDS)
- Concerned Block Development Officer
- Concerned BMOH
- Concerned Child Dev. Project Officer (Member-Convener)

f) **For NGO-run ICDS Projects -**

- Director./ Addl. Director of Social Welfare
- One Officer in the rank of Deputy Director/Assistant Director to be nominated by Director of Social Welfare/Addl. Director of Social Welfare
- Honorary General Secretary of the concerned NGO (Member-Convener)
- One representative of the concerned NGO

I. District Selection and Monitoring Committee will take over the selection process from the existing selection committees prospectively. The existing Selection Committee will cease to exist henceforth.

II. Chairman may nominate one person for the Selection and Monitoring Committee in each project who will Chair the said Committee meeting in absence of the Chairman. In case Chairman does not nominate any person for the meeting as aforesaid Vice-Chairman will Chair such meeting as aforesaid, where there is Vice-Chairman. Where there is no nomination by Chairman for his absence, Vice-Chairman is absent or there is no Vice-Chairman in the said Committee, SDO will Chair the meeting as aforesaid.

III. In the case of NGO-run-ICDS Projects, the nominee of the Chairman for the project concern will Chair the meeting, in absence of the Chairman; If there is no nomination, by the Chairman in absence of the Chairman, Vice-Chairman will Chair the meeting where there is Vice-Chairman in the Committee. If Chairman and Vice-Chairman both are absent in the meeting and there is no nomination from Chairman, or where there is no Vice-Chairman in the Committee and no nominee has been spelt out by Chairman for the project, Director/ Additional Director of Social Welfare, West Bengal will Chair such meeting.

IV. With respect to Para 6 and Para 16(I) of A & Para 12(I) of B of the Notification No.288-SW dated 25.01.2006 the period of intimation of CDPO to the Chairman to convene a meeting of the District Selection and Monitoring Committee and transmission of non-approved panel of selection of ICDS functionaries by the Selection Committee respectively, is modified to 45 days- for the aforesaid Para and Sub-Paras.

V. After official publication, this Memorandum will be a part of this Deptt. Memorandum No. 288-SW dated 25.01.2006 read with Memorandum No. 2043- SW dated 18.07.2006 and Memorandum No. 998-SW dated 07.03.2012 in respect of Para 3(a) to 3 (f) (except Para 3 (b) other Para / Sub-Paras as aforesaid.

VI. All other matters as contained in the aforesaid Memoranda except ones that are not in consonance with this Memorandum shall remain unchanged.

This order will take immediate effect.

By Order of the Governor  
Sd/-  
Joint Secretary to the Govt. of West Bengal

**Government of West Bengal**  
**Department of Women & Child Development & Social Welfare**  
**Writers' Buildings, Kolkata**

Memo No. 7456-SW  
3S-152/12

Dated: 6<sup>th</sup> November, 2012

MEMORANDUM

In partial modification of this Deptt. Memorandum no. 288-SW dated 25/01/06 the undersigned is directed by order of the Governor to say that the Governor has been pleased to make the following Provisions for recruitment of Anganwadi Helpers under die-in- harness category:-

I) If the daughter of a deceased Anganwadi Workers possesses less qualification then she may be considered for being appointed as an Anganwadi Helper provided there is a vacancy in the post of Anganwadi Helper in that Project area and she should be in the age group of 18-45 years and possesses a minimum qualification of class IV passed.

ii) In such cases of appointment as Anganwadi Helper under die-in- harness category as aforesaid both married and unmarried daughter should be a resident of the locality.

The candidate will, if selected under die-in-harness category for appointment to the post of Anganwadi Helper, have to submit a declaration before issuance of the appointment letter to the effect that she will reside in the locality. She will also declare that her services will be terminated if she cannot fulfill the above condition.

Sd/-  
Joint Secretary

**Government of West Bengal  
Child & WD & SW Department  
Writers' Buildings, Kolkata - 700 001**

Memo No. 7530-SW/12  
3S-267/12

Dated, Kolkata, the 9th November 2012

**MEMORANDUM**

Sub : Modification in Notification No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006 and Memorandum No.998-SW dated 07.03.2012 and Memorandum No.6003-SW/3S-225/05 dated 14.09.2012 relating to recruitment to the post of Anganwadi Workers and Anganwadi Helpers under Govt. Quota.

**With reference to the Deptt's Memorandum No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006 and Memorandum No.998-SW dated 07.03.2012 and Memorandum No.6003-SW/3S-225/05 dated 14.09.2012 relating to**

**recruitment to the post of Anganwadi Workers and Anganwadi Helpers under Govt. Quota**, providing for mechanism to recruit AWWs and AWHs under Govt. quota in Govt. run and NGO run ICDS Projects, the undersigned is directed, by order of the Governor to say that the Government after careful consideration has decided in the public interest to frame guidelines for recruitment to the post of Anganwadi Workers and Anganwadi Helpers under Govt. Quota as under:

In the light of the above, Paras -A(1) (c) and A(1) (e) and A(2) (b) and A(2) (e) of the Memorandum No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006, No.998-SW dated 07.03.2012 and Memorandum No.6003-SW dated 24.09.2012 are modified here under in consonance with the structure of the District Selection and Monitoring Committee for selection of AWWs and AWHs.

### GUIDELINE

As per existing order (No.288-SW/3S-225/05 dated 25<sup>th</sup> January, 2006), 5% of the total number of sanctioned posts in respect of Govt. run ICDS Projects will be selected by the Government from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others. The same will continue.

10% of the total number of sanctioned posts in respect of NGO run ICDS Projects will be selected by the Government from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others. The same will continue.

#### **Qualification in respect of Anganwadi Workers:-**

Age - Women in age group of 18-45 years

Academic	Madhyamik / School	Class VIII Passed in case of
Qualification	Final/High Madrasha or Equivalent	SC/ST candidates
	Examination passed from a recognized	
	Board in case of general candidates	

This will apply in case of both Govt. and NGO-run ICDS Projects.

#### **Qualification in respect of Anganwadi Helper**

Age - Women in the age group of 18-45 years.

**Academic Qualification:** Class IV Passed (For SC / ST candidates also)

This will apply in case of both Govt. and NGO-run ICDS Projects.

#### **Other eligibility criteria of Anganwadi workers as well as Anganwadi Helpers may be included as follows:-**

- 1) Suitable inmate of Govt. and Govt. aided Homes;
- 2) Women in distress, once all eligible candidates in (1) is exhausted and certified accordingly by the District Selection and Monitoring Committee.

**Resident** - A candidate should be a resident of the concerned Gram Panchayat/Ward.

**Residential Certificate** - Residential Certificate to be issued either by M.P / M.I.C. /M.O.S/ MLA/ DM/Collector/Addl. Collector/ADM/ SDO / BDO /Chairman of Municipality / Councilor / Pradhan of Gram Panchayat / Sabhadhipati, Panchayat Samiti.

In case of inmates from Govt. and Govt. aided Homes, residential certificate may be issued by the Superintendent of the Home concerned.

**Procedure of Selection -**

Eligible candidates will apply to the -  
MIC of the Department of Child Development

A Selection Committee to be constituted as follows:-

- 1) M.I.C. of the Child Development Deptt. - Chairperson.
- 2) Principal Secretary / Secretary of the Child Development Deptt – Member
- 3) Two members, involved in Social Services, to be nominated by the MIC, Child Development Deptt.

- The Selection Committee will select the candidates observing the guidelines.

- After completion of selection procedure, the list of selected Candidates will be sent to the Directorate of Social Welfare for communicating the same to the concerned Child Development Project Officer.

- The concerned Child Development Project Officer on receipt of the Order from Directorate of Social Welfare will issue appointment letter to the selected candidates after verifying of all the original certificate and testimonials.

- After official publication, this Memorandum will be a part of this Deptt. Memorandum' No.288-SW dated 25.01.2006 read with MemorandumNo.2043- SW dated 18.07.2006 , Memorandum No.998-SW dated 07.03.2012 and Memorandum No.6003-SW/3 S-225/05 dated 14.09.2012

All other matters as contained in the aforesaid Memoranda except ones that are not in consonance with this Memorandum shall remain unchanged.

This order will take immediate effect.

By Order of the Governor  
Sd/-  
Joint Secretary to the Govt. of West Bengal

**Government of West Bengal  
Child & WD & SW Department  
Writers' Buildings, Kolkata - 700 001**

Memo No. 9530-SW/12  
3S-267/12

Dated, Kolkata, the 9th November, 2012

MEMORANDUM

**Sub : Modification in Notification No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006 and Memorandum No.998-SW dated 07.03.2012 and Memorandum No.6003-SW/3S-225/05 dated 14.09.2012 relating to recruitment to the post of Anganwadi Workers and Anganwadi Helpers under Govt. Quota.**

With reference to the Deptt's Memorandum No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006 and Memorandum No.998-SW dated 07.03.2012 and Memorandum No.6003-SW/3S-225/05 dated 14.09.2012 relating to recruitment to the post of Anganwadi Workers and Anganwadi Helpers under Govt. Quota, providing for mechanism to recruit AWWs and AWHs under Govt. quota in Govt. run and NGO-run ICDS Projects, the undersigned is directed, by order of the Governor to say that the Government after careful consideration has decided in the public interest to frame guidelines for recruitment to the post of Anganwadi Workers and Anganwadi Helpers under Govt. Quota as under.

In the light of the above, Paras –A (l) (c) and A(l) (e) and A(2) (b) and A(2) (e) of the Memorandum No.288-SW dated 25.01.2006 read with Memorandum No. 2043-SW dated 18.07.2006, No.998-SW dated 07.03.2012 and Memorandum No.6003~SW dated 24.09.2012 are modified here under in consonance with the structure of the District Selection and Monitoring Committee for selection of AWWs and AWHs.

GUIDELINE

As per existing order (No.288-SW/3S-225/05 dated 25m January, 2006), 5% of the total number of sanctioned posts in respect of Govt. run ICDS Projects will be selected by the Government from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others. The same will continue.

10% of the total number of sanctioned posts in respect' of NGO run ICDS Projects will be selected by the Government from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others. The same will continue.

**Qualification in respect of Anganwadi Workers -**

**Age** - Women in the age group of 18 - 45 years.



<b>Academic Qualification</b>	Madhyamik / School Final/High Madrasha Or Equivalent Examination passed from a recognized Board in case of general candidates	Class VIII Passed in case of SC / ST Candidates
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This will apply in case of both Govt. and NGO-run ICDS Projects.

**Qualification in respect of Anganwadi Helpers -**

**Age** - Women in the Age group of 18-45 years.

**Academic Qualification** - Class - IV passed. (For SC / ST candidates also)

This will apply in case of both Govt. and NGO-run ICDS Projects.

**Other eligibility criteria of Anganwadi workers as well as Anganwadi Helpers may be included as follows:-**

- 1) Suitable inmate of Govt. and Govt. aided Homes.
- 2) Women in distress, once all eligible candidates in (1) is exhausted and certified accordingly by the District Selection and Monitoring Committee

**Resident** - A candidates should be a resident of the concerned Gram Panchayat / Ward.

**Residential Certificate** - Residential Certificate to be issued either by MP/ MIC/ MOS/ MLA/ DM Collector/ Addl. Collector / ADM / SDO / BDO/ Chairman of Municipality / Councillor / Pradhan of Gram Panchayat / Sabhadhipati, Panchayat Samiti.

In case of inmates from Govt. and Govt. aided Homes, residential certificate may be issued by the Superintendent of the Home concerned.

**Procedure of Selection -**

Eligible candidates will apply to the -  
MIC of the Department of Child Development

- **A Selection Committee to be constituted as follows: -**
  - 1) M.I.C. of the Child Development Deptt. - Chairman
  - 2) Principal Secretary / Secretary of the Child Development Deptt. - Member

3) Two members, involved in Social Services to be nominated by the MIC, Child Development Deptt.

- The Selection Committee will select the candidates observing the guidelines.
- After completion of selection procedure, the list of selected Candidates will be sent to the Directorate of Social Welfare for communicating the same to the concerned Child Development Project Officer.
- The Concerned Child Development Project Officer on receipt of the Order from Directorate of Social Welfare will issue appointment letter to the selected candidates after verifying of all the original certificates and testimonials.

After official publication this Memorandum will be a part of this Dept. Memorandum No. 288-SW dated 25.01.2006 read with Memorandum No. 2043-SW dated 18.07.2006, Memorandum No. 998-SW dated 07.03.2012 and Memorandum No. 6003-SW/3S-223/05 dated 14.09.2012.

All other matters as contained in the aforesaid Memoranda except ones that are not in consonance with this Memorandum shall remain unchanged.

This order will take immediate effect.

By Order of the Governor  
Sd/-  
Joint Secretary to the Govt. of West Bengal

**Government of West Bengal  
Child Development Department & WD & SW Department  
Writers' Buildings, Kolkata - 700 001**

Memo No. 7956-SW/12  
3S-267/12

Dated, Kolkata, the 17th December, 2012

#### CORRIGENDUM

The Governor is pleased to make the following amendments in respect of point No,2 of the portion OTHER ELIGIBILITY CRITERIA OF ANGANWADI WORKERS AS WELL AS ANGANWADI HELPERS as contained in this Department Memorandum No. 7530-SW dated 09.11.2012:

**2. OTHER ELIGIBILITY CRITERIA OF ANGANWADI WORKERS AS WELL AS ANGANWADI HELPERS** at part No.2 as contained in this Department Memorandum No. 7530-SW dated 09.11.2012 should be read as:

**“ Women in distress, once all eligible candidates in (1) is exhausted and certified accordingly by the District Level Monitoring and Review Committee, on ICDS headed by the District Magistrate” in place of Women in distress, once all eligible candidates in (1)**

**is exhausted and certified accordingly by the District Selection and Monitoring Committee.**

Other things contained in the aforesaid Memorandum will remain unchanged.

Sd/-

Joint Secretary to the Govt. of West Bengal

**Government of West Bengal  
Child Dev & WD & SW Department  
Writers' Buildings, Kolkata - 700 001**

Memo No. 72-SW  
3S-225/05 (Part - I)

Dated, Kolkata, the 4th January, 2013

**MEMORANDUM**

Sub : Modification in Notification No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006 and Memorandum No.998-SW dated 07.03.2012 and Memorandum No.6003-SW/3S-225/05 dated 14.09.2012 and Memorandum No. 7530-SW dated 9th November 2012 relating to academic qualification for recruitment to the post of Anganwadi Workers.

**With reference to the Deptt's Memorandum No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006 and Memorandum No.998-SW dated 07.03.2012, Memorandum No.6003-SW/3S-225/05 dated 14.09.2012 and Memorandum No. 7530-SW dated 9th November, 2012 relating to academic qualification for recruitment to the Post of Anganwadi workers providing for mechanism to recruit AWWs through direct recruitment in Govt. run and NGO-run ICDS Projects, the undersigned is directed, by order of the Governor to say that the Government after careful consideration has decided in the public interest to frame guidelines for recruitment to the post of Anganwadi Workers as under.**

In the light of above, Paras - A(7) (b) (I, II & III) of the Memorandum No. 288-SW dated 25.01.2006 read with Memorandum No. 2043-SW dated 18.07.2006, No. 998-SW dated 07.03.2012, Memorandum No. 6003-SW dated 24.09.2012 and **Memorandum No. 7530-SW dated 9th November, 2012** are modified here under in consonance with academic qualification for recruitment to the post of AWWs.

**GUIDELINE**

As per existing order (No.288-SW/3S-225/05 dated 25th January, 2006), the following criteria were followed for direct recruitment of AWWs.

**Qualification in respect of Anganwadi Workers -**

**Age** - Women in the age group of 18 - 45 years.

<b>Academic</b>	Madhyamik / School	Class VIII Passed in case of
<b>Qualification</b>	Final/High Madrasha	SC/ ST Candidates
	Or Equivalent Examination passed from a	
	recognized Board in case of general candidates	

I. All candidates will have to give a declaration regarding her maximum academic qualification.

II. Candidates who are graduates will not be eligible for a post of Anganwadi Workers. If a graduate candidate suppressed her academic qualification and if selected to a post of Anganwadi Worker her services will be terminated forthwith without assigning any reason.

III. A women candidate may apply for a post of Anganwadi Worker if the result of the final degree examination has not been published before the date of issuing of the notice inviting applications.

Now the guideline for qualification of Anganwadi workers through direct recruitment will be as under: Part A 7(b), (I, II & III) of memorandum No. 288-SW dated 25.01.2006 is done away with. All graduate and higher qualified candidates will be eligible for a post of AWW. There will be no bar on educational qualification for a candidate applying for a post of AWW.

This will be effective from 1st April 2012.

After official publication this Memorandum will be a part of this Deptt. Memorandum No. 288-SW dated 25.01.2006 read with Memorandum No. 2043-SW dated 18.07.2006, Memorandum No. 998-SW dated 07.03.2012, Memorandum No. 6003-SW/3S-225/05 dated 14.09.2012 and Memorandum No. 7530 ~SW dated 9th November 2012.

All other matters as contained in the aforesaid Memoranda except ones that are not in consonance with this Memorandum shall remain unchanged.

The order will take effect w.e.f. 01.04.2012.

By Order of the Governor  
Joint Secretary to the Govt. of West Bengal

**Government of West Bengal**

**Child Development Department and Women & Social Welfare Department  
Writers' Buildings, Kolkata - 700 001**

No. : 185(18/18)/CD&WDSW/12

Dated: January 10<sup>th</sup>, 2013

From : Sri Roshni Sen, IAS  
Secretary of the Govt. of West Bengal

To : District Magistrate  
Cooch Bihar / Darjeeling / Jalpaiguri/ Malda/ Uttar Dinajpur/ Dakshin Dinajpur  
Murshidabad/ Nadia/ Purulia/ Bankura/ Birbhum/ Burdwan / Paschim Medinipur/  
Purba Medinipur/ Howrah/ Hooghly/North 24 Parganas

Sub : Completion of recruitment process of AWW s/AWHs in ICDS Projects by March 2013

Sir/Madam,

Kindly find enclosed a copy of the order of this Department bearing No. 6003-SW dated Kolkata the 14th September 2012 in respect of the modification in the composition of the Selection Committee in all ICDS Projects for recruitment of voluntary workers i.e. Anganwadi Workers / Anganwadi Helpers against the remaining corresponding vacancies in different ICDS Projects in your district which is self-explanatory. The Chairman/ Vice Chairman of each Committee and composition as regard other members of the Committees for different areas are stated in the said order.

Since this order has hardly made any headway so far in some districts I would like to suggest your personal intervention to arrange for a meeting of the Selection Committee of your district if not already done, at the district headquarter with all members of the Committees for all Projects under the Chairmanship of the Hon'ble MIC, as communicated by the order as mentioned above. The date and time of the meeting of the Committee should be as per convenience of the Chairman of the Committee.

During that meeting District Programme Officer (ICDS) should brief the Committees regarding the updated status of the recruitment of AWW & AWH for each of the Project of the district and the details of the problems faced by the CDPOs in this regard. On the basis of resolution of said meeting CDPOs concerned will be able to take further course of action for filling up the vacant posts of the voluntary workers. You are also requested to keep close vigil on the state of affairs so that the vacancies are filled up at the earliest opportunity and definitely within March 2013.

Yours faithfully  
Sd/-  
(Roshni Sen)  
Secretary

**Government of West Bengal  
Department of Women & Child Development & Social Welfare  
Writers' Buildings, Kolkata - 700 001**

No. : 286-SW/3S-225/05

Dated, Kolkata, the 18th January, 2013

**MEMORANDUM**

Sub : Modification in composition of selection committees in respect of Part - A of this Department Memorandum No. 6003-SW dated 14.09.2012 read with Memorandum No. 7631-SW dt. 21.11.2012

The Governor is pleased to make the following amendments in respect of Part - A of this Department Memorandum No. 6003 SW dated 14.09.2012. The amendments have been effected following the change in portfolios of some MICs/MOS Vice issuance of Notification No. 433Home (Cons) dated 21.11.2012 of the Home Department.

For the following five districts, the entries will be substituted as under:

Sl. No.	Name of the District	Chairman holding Portfolio in terms of Memo No. 6003 SW dt	Chairman holding portfolio due to aforesaid substitution
1.	Nadia	MIC, Food Processing Department	MIC Technical Education and Training Department
2.	Birbhum	MIC, Statistics & Prog. Implementation Department	MIC, Fisheries Department
3.	Hooghly	MIC, Tourism Department	MIC, Planning Department
4.	Burdwan	MIC, Law Department	MIC, Agriculture Department
5.	Murshidabad	MOS, Fisheries Department	MIC, Food Processing Industries & Horticulture Department

Other things contained in the aforesaid Memorandum shall remain unchanged.

By Order of the Governor

Sd/-

Joint Secretary to the Governor of West Bengal

No.: 1-1/2007-C.D-I (Vol II)

**Government of India**

**Ministry of Women and Child Development**

**Shastri Bhawan, New Delhi**

**Dated 01 March, 2013**

To  
The Principal Secretary  
Women & Child Development and  
Social Welfare Department  
Govt. of West Bengal  
Writers' Buildings  
Kolkata-700001

Sub : Age limit and educational qualification for selection of AWWs and AWHs under the ICDS Scheme-reg.

Sir,

I am directed to refer to Government of West Bengal's letter No. 396-SW/3S- 255/04(Pt) dated 29.01.2013 on the above mentioned subject and to say that under the restructured ICDS Scheme the Minimum Qualification for appointment of AWW/AWH is Matriculation and prescribed age limit is 18-35 years. The maximum age limit for discontinuation from the

honorary work of AWW/AWH under ICDS is 65 years. However, there is no bar for any State to restrict the age at less than 65 years.

2. Further, the ICDS Scheme does not provide any retirement benefit from Government of India funds. The State Governments are free to make any such provision from their own resources.

Yours faithfully

Sd/-

Under Secretary to the Government of India

**Government of West Bengal**  
**Department of Women & Child Development & Social Welfare**  
**Writers' Buildings, Kolkata - 700 001**

No. : 1104-SW/3S-255/04 Part

Date: 21.03.2013

**MEMORANDUM**

The question of Educational qualification, prescribed Age Limit and Retirement Age of Anganwadi Workers and Anganwadi Helpers under the ICDS scheme has been under active consideration of this Department for quite some time past. Govt. of India after receiving several representations from different states/UTs for revisiting the educational qualifications and upper (maximum) age limit of Anganwadi Workers and Anganwadi Helpers has also framed new guidelines under the restructured ICDS scheme.

In pursuance of Govt. of India's Guidelines issued in terms of No. 1-1/2007-CD-I (Vol. II) dated 01.03.2013 and in partial modification of this Deptt. Memorandum No. 288-SW dated 25.01.2006 it has now been decided that the lower age limit for recruitment to the posts of Anganwadi Workers and Anganwadi Helpers will be 18-35 years and maximum age limit for discontinuation from the honorary work of AWWs and AWHs under ICDS will be 65 years for all new recruits w.e.f date of issue of this notification. It is also to be mentioned that the Minimum Educational Qualification for recruitment to the post of Anganwadi workers as well as Anganwadi Helpers belonging to candidates of all categories (i.e. General, SC,ST,OBC etc.) will be Class X passed (Matriculation) w.e.f issue of this Notification.

All previous Memoranda, Orders, G.O issued in this regard stand shall superseded.

For old recruits a policy decision will be communicated soon.

By Order of the Governor

Sd/-

SPO & EO Deputy Secretary

**Government of West Bengal**  
**Department of Child Dev & Women Dev & Social Welfare**  
**Writers' Buildings, Kolkata - 700 001**

Memo No: 3104-SW/3S-225/05(Pt. II)

Dated: 19th September, 2013

## MEMORANDUM

Sub : Modification in Memorandum No.288-SW dated 25.01.2006 read with Memorandum No.2043- SW dated 18.07.2006 and Memorandum No. 998-SW dated 07.03.2012 read with Memorandum No. 6003-SW dated 14.09.2012 read with Memorandum No. 7530-SW dated 09.11.2012 and Corrigendum No. 7956-SW dated 17.12.2012 in respect of Part A (11) and Part - A(12) and Part- B(9)(I), (II), (a) to (d) & I & II of Notification No. 288-SW dated 25.01.2006 and cancellation of this Deptt. Memorandum No. 1104-SW dated 21.03.2013 relating to procedures for selection of AWWs and AWHs.

With reference to the Modification in Memorandum No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006 and Memorandum No 998-SW dated 07.03.2012 read with Memorandum No. 6003-SW dated 14.09.2012 read with Memorandum No. 7530-SW dated 09.11.2012 and Corrigendum No. 7956-SW dated 17.12.2012 in respect of Part-A (11) and Part-A (12) and Part - B(9) (I) (II)(a) to (d) & I & II of Notification No. 288-SW dated 25.01.2006 and in cancellation of this Deptt. Memorandum No. 1104-SW dated 21.03.2013 relating to procedures for selection of AWWs and AWHs providing for modification in mechanism for recruitment of Anganwadi Workers and Anganwadi Helpers under Govt. run and NGO-run ICDS Projects, **the undersigned is directed, by order of the Governor, to say that the Governor, after careful consideration, has been pleased to decide in the public interest, to frame guidelines for recruitment to the post of AWWs and AWHs under Govt. run and NGO run ICDS Projects as under -**

In the light of the above, Paras - Part-A(11), Part-A(12) and Part-B(9).(I), (II), (a) to (d) and I & II of Notification No.288-SW dated 25.01.2006 read with Memorandum No.998-SW dated 07.03.2012 read with Memorandum No.-6003-SW dated 14.09.2012 read with Memorandum No. 7530-SW dated 09.11.2012 and corrigendum No. 7956-SW dated 17.12.2012 are modified hereunder in consonance with the relevant portion of the aforesaid Memoranda and **also this Deptt. Notification No. 1104-SW dated 21.03.2013 shall stand superseded w.e.f. date of issue of this Memorandum.**

### GUIDELINE

As per new guidelines the **minimum educational qualifications** termination Age, lower age limit and procedure for selection of AWHs and AWWs as contained in Part- A(11) and Part-A(12) and Part-B(9) (I), (II), (a) to (d) & I & II of Notification No. 288-SW dated 25.01.2006 will be as under :-

- A) Minimum Educational Qualification for Recruitment to the post of AWWs and AWHs for all categories (i.e. General, ST, SC, OBC etc.)**
- a) The candidates should possess minimum Class - X pass certificate for both AWWs & AWHs
  - b) Candidates with higher qualifications may be considered for the posts of the AWWs /AWHs.



**B) Discontinuation of AWWs and AWHs under ICDS Scheme**

- a) Age limit for discontinuation / termination from the honorary work of AWWs and AWHs will be 65 years for all new recruits.

**C) Age Limit for recruitment to the posts of AWWs and AWHs**

- a) Age Limit for recruitment to the posts of AWWs and AWHs will be 18-35 years.

**D) Procedure for selection of AWWs and AWHs**

- a)
- AWWs and AWHs should be selected through a written examination followed by a viva voce
  - (I) The total marks for written and viva-voce will be 100 in the ratio of 90:10
  - A candidate must secure minimum 30 marks to qualify for the viva-voce.
  - If A candidate qualified in the written examination does not appear in the viva-voce she will be disqualified for selection as an AWW and AWH as the case may be.
  - There will be no qualifying marks in the viva voce test
  - For preparation of the panel, marks obtained in the written examination as well as in the viva-voce test will be considered for preparation of merit list.

**b)**

In case of vacancies of AWWs and AWHs and also on receipt of sanction of new ICDS Projects and Additional AWCs, CDPOs will immediately convene a meeting of the Selection Committee. After meeting of the selection committee the CDPO will issue notice inviting applications.

**E) Syllabus for written examination for the post of AWWs and AWHs**

- a) an essay of 150 words in mother tongue (Class VIII standard) ..... - 15 Marks
- b) Arithmetic (Class VIII standard) - 20 Marks
- c) Nutrition, Public Health, Status of Women - 15 Marks
- d) English language (candidates understanding of the simple and primary knowledge of English language) simple translation up to the level of Class - VIII/ IX etc. should be tested..... - 20 Marks
- e) General knowledge - 20 Marks

**Separate question papers should be setup for AWWs and AWHs based on above syllabus:-**

- F) After official publication, this Memorandum will be part of this Department Memorandum No. 288-SW dated 25.01.2006 read with Memorandum No. 2043-SW dated 18.07.2006 read with Memorandum No. 998-SW dated 07.03.2012 read with Memorandum No. 6003-SW dated 14.09.2012 read with Memorandum No. 7530-SW dated 09.11.2012 and

Corrigendum No. 7956-SW dated 17.12.2012 in respect of Par A (11), Part A (12) and Part B(9)(I), (II) (a) to (d) & I & II other paras / sub paras as aforesaid.

- G) All previous Memoranda Orders, GOs including Memorandum No. 1104-SW dated 21.03.2013 issued in this regard shall stand superseded.
- H) All other matters as contained in the aforesaid Memoranda except ones that are not in consonance with this Memorandum shall remain unchanged.
- I) This order will take immediate effects.

By Order of the Governor  
Sd/-  
(Rana Ray)  
SPO & EO Deputy Secretary

**Government of West Bengal**  
**Department of Child Dev. & Women Dev. & Social Welfare**  
**Writers' Buildings, Kolkata - 700 001**

Memo No : 4039-SW/3S-225/05

Dated: 20th December, 2013

**MEMORANDUM**

Sub : Modification in Memorandum No. 3104-SW dated 19.09.2013 with respect to (i) minimum educational qualification for recruitment to the post of AWHs for all categories and (ii) age limit for recruitment to the posts of AWWs and AWHs.

In partial modification of Clause A(a) and Clause C(a) of this Deptt. Memorandum No. 3104-SW dated 19.09.2013 i.e. (i) with respect to minimum educational qualification for recruitment to the post of AWHs for all categories (i.e General, SC, ST, OBC, etc.) and (ii) age limit for recruitment to the posts of AWWs and AWHs, the undersigned is directed by order of the Governor, to say that the Governor after careful consideration has been pleased to frame the following guidelines in the public interest:

- (I) the minimum educational qualification for recruitment to the post of AWHs will be Class VIII Pass
- (ii) age limit for recruitment to the posts of AWWs and AWHs will be 18-45 years.

All other things as contained in the aforesaid Memorandum shall remain unchanged.

If in any ICDS Project, recruitment process has already started i.e. notice inviting application has already been published before issuance of this order such recruitment

process will be guided by the partial modifications of the previous order as mentioned herein above and further applications be invited accordingly.

This order will take immediate effect.

By Order of the Governor

Sd/-

Joint Secretary

**Government of West Bengal  
Deptt of Child Dev & Women Dev & Social Welfare  
Writers' Buildings, Kolkata - 700 001**

Memo No: 4040-SW/3S-225/05

Dated: 20th December, 2013

**MEMORANDUM**

Sub: Modification in part A(7)(d) of this Memorandum No. 288-SW dated 25.01.2006 relating to procedures for giving appointment to AWWs by promotion.

In Modification of part - A (7) (d) of this Deptt. Memorandum No. 288-SW dated 25.01.2006 relating to procedures for giving appointment to AWWs by promotion from AWHs under Govt. run and NGO run ICDS Projects, **the undersigned is directed, by order of the Governor, to say that the Governor, after careful consideration, has been pleased to decide in the public interest, to frame guidelines for recruitment to the post of AWWs by promotion from AWHs under Govt. run and NGO run ICDS Projects as under:**

In the light of the above, Paras Part A (7) (d), (I), (II), (III), (IV), (V), (VI) and (VII) of Notification No. 288-SW dated 25.01.2006 are modified hereunder in consonance with the relevant portion of the aforesaid Memorandum.

**GUIDELINE**

- (I) In the matter of promotion minimum qualification will be Class - X pass for all categories:
- (II) the AWHs may be eligible for promotion to AWWs till the age of her discontinuation/ termination from the honorary works i.e. 65 years of age.
- (III) there will be no bar for on AWH in the matter of promotion to the post of AWW if she possesses further academic qualification after joining the post of AWH.
- (IV) there will be a test for giving promotion to the post of AWWs from AWHs in the following manner:
  - a) total marks 50
  - b) weightage for seniority for every 3 years 10 marks  
exceeding 5 years – 5 marks (subject to maximum of 10 marks)

- c) written test (multiple type objective questions on Arithmetic class - VIII standard, English language, Nutrition, Public Health, status of Women & General Knowledge) (Arithmetic -10 marks+ English -10 Marks + Nutrition Public Health and status of Women 10 marks + General Knowledge - 05 Marks) 35 marks
- d) Viva voce test 05 marks
- e) after written Exams as per (C) above the, Selection Committee during interview/ viva voce will conduct test for (b) and (d) above.
- f) **minimum qualifying marks for the aforesaid Exams,**  
There will be no minimum qualifying marks in respect of written test or viva voce test conducted for giving promotion to the post of AWWs from AWHs. For preparation of panel marks obtained in the written test as well as viva voce test will be taken into account for consideration. However, if a candidate does not appear either in the written test or viva voce test, she the will be disqualified for selection as an AWW.
- g) If no suitable candidates are available out of 75% quota under promotion the remaining vacancies will be filled up by direct recruitment as usual.
- h) the procedures for setting up questions papers and examination of answer scripts will be vested with the SDOs in all ICDS Projects except the ICDS project in Kolkata district. In respect of Kolkata District ICDS Projects it will be vested with the Addl. Director of Social Welfare, West Bengal.
- I) This order will take retrospective effect w.e.f date of issue of memorandum no. 3 (04-SW dated 19.09.2013)

By Order of the Governor

Sd/-

Joint Secretary

**Government of West Bengal**  
**Deptt of Child Dev & Women Dev & Social Welfare**  
**Writers' Buildings, Kolkata - 700 001**

Memo No: 361-SW/3S-225/04 (Pt)

Dated: 3rd February, 2014

**MEMORANDUM**

The question of discontinuation of Anganwadi Workers and Anganwadi Helpers under the ICDS Scheme for old recruits has been under active consideration of this Department for quite some time past. Govt. of India after receiving several representations from different States / UTs for revising the maximum age limit of Anganwadi Workers and Anganwadi Helpers has also framed new guidelines under the restructured ICDS Scheme.

In pursuance of Govt. of India's guidelines issued in terms of No. 1-1/2007-CD-1 (Vol. II) dated 01.03.2013, this Department has issued Memorandum vide No 1104/SW dated 21.-03.2013 wherein maximum age limit for discontinuation from the honorary works of Anganwadi Workers and the Anganwadi Helpers under ICDS has been fixed at 65 years for all new recruits w.e.f date of issue of the said Notification.

**Now in compliance of Govt. of India's guidelines issued in terms of No. 1-1/2007-CD-1 (Vol. II) dated 01.03.2013 and in order to keep parity with the uniform schematic pattern of ICDS Scheme, the undersigned is directed, by order of the Governor, to say that the Governor, after careful consideration of the matter, has been pleased to decide in the public interest that the services of all the Anganwadi Workers and the Anganwadi Helpers under Govt. Run and NGO- run ICDS Projects who will reach/ have reached the age of 65 years by 31.03.2014 will be terminated from the honorary works w.e.f. 01.04.2014.**

**The Governor has further been pleased to decide in the public interest that all Anganwadi Workers and the Anganwadi Helpers under Govt. run and NGO-run ICDS Projects who will attain the age of 65 years after 31st March 2014 and so on will also be discontinued/terminated from their honorary works on the last date of the month in which she will attain the age of 65 years.**

**All previous memoranda, orders, G.Os issued in this regard shall stand superseded.**

**All DPO (ICDS) will take immediate steps in this regard.**

By Order of the Governor  
Sd/-  
Joint Secretary

**Government of West Bengal  
Department of Child Dev & Women Development & Social Welfare  
Bikash Bhavan, Salt Lake City, Kolkata - 700091**

Memo No: 1010-SW/3S-225/05

Dated 3rd April, 2014

From : Shri N.G. Hira ,WBCS (Exe),  
Joint Secretary to the Government of West Bengal

To : The District Magistrate (All)

Sub: Regarding representative of Sub-Divisional Officers in the ICDS selection Committee.

Sir/Madam,

I am directed to say that in terms of part B of this Deptt. Memorandum No. 6003-SW dated 14.09.2012, Sub-Divisional Officers have been made one of the Members of the District Selection and Monitoring Committee for Selection of AWWs and AWHs under ICDS.

Now, since Sub-Divisional Officers are assigned with the tasks of other quasi-judicial administrative and Law & Order etc., so it has been decided that Sub-Divisional Officers may now be authorized to send their representatives not below the rank of Deputy Magistrate in the

meetings of the ICDS Selection Committee.

This order will take immediate effect.

Yours faithfully,

Sd/-

Joint Secretary

**Government of West Bengal**  
**Department of Women & Child Development and Social Welfare**  
**Bikash Bhavan, Salt Lake City, Kolkata - 700091**

Memo No: 2156(18)-SW /3S-225/05 (Pt.III)

Dated the 2nd July, 2014

From : Shri N.G. Hira ,IAS,

Joint Secretary to the Government of West Bengal

To : The District Magistrate, \_\_\_\_\_

P.O .....Dist .....

Sub: Clarification regarding fresh recruitment  
process for the ICDS projects of Birbhum district

Ref: Your Memo. No 69/ICDS/BIR dtd. 19.2.14

Sir,

With reference to the subject and Memo referred above, I am directed to issue the clarifications as stated below.

“Whatever may be the reason for delay in conducting of examinations preparation of merit list and panel completion of selection process including the approval of panel if conditions are fulfilled for approval should be done once Notification is issued/examination is held other-wise litigation may arise”

This is for your kind information and taking necessary action please.

Yours faithfully,

Sd/-

Joint Secretary

**Government of West Bengal**  
**Department of Child Dev & Women Dev & and Social Welfare**  
**Bikash Bhavan, Salt Lake City, 10<sup>th</sup> Floor, Kolkata - 700091**

No.2579-SW/3S-87/05

Dated: 31.07.2014

**NOTIFICATION**

The undersigned is directed by order of the Governor to say that concerned SDOs will be entrusted, henceforth, with the responsibility for preparing question papers and evaluating the answer scripts for the purpose of recruitment of voluntary workers in all NGO-run ICDS Projects in their respective jurisdiction except those in Bartala and Red Light Area ICDS Project.

The Governor is further pleased to direct that in case of Bartala and Red Light Area ICDS Projects run by NGO, the Director of Social Welfare, West Bengal will hold the responsibilities for setting up the question papers as well as evaluating answer scripts for recruitment of the voluntary workers in those particular NGO-run-ICDS Projects.

This order issues in continuation with this Deptt's earlier Memo No. 6003-SW/3S-225/05 dated 14.09.2012 and in partial modification of this Deptt's earlier G.O. No. 6979(5)/3S-34/96 dated 07.11.1997

This will take immediate effect.

By order of the Governor,  
Sd/-  
SPO & EO Deputy Secretary

**Government of West Bengal**  
**Deptt of Child Development & Women Development & Social Welfare**  
**Bikash Bhawan, Saltlake City, 10<sup>th</sup> Floor, Kolkata - 700091**

No. 2695(19)-SW/3S-225/05-Pt.-III

Dated 08.08.2014

From : Shri N G Hira, IAS  
Joint Secretary to the Govt. of West Bengal  
To : 1) The District Magistrate (all)  
2) The Addl. Director of Social Welfare, West Bengal

Sub : Clarification regarding maintaining of Roster Point in bifurcated ICDS Projects

Sir/Madam,

I am directed to say that several representations/ correspondences have been received from the districts seeking clarification on the following points.

After careful consideration of the matter, I am directed to issue the clarifications as stated below:

<b>S.No.</b>	<b>Points</b>	<b>Clarifications</b>
01.	Whether separate Roster Point will be maintained in case of vacancies of AWWs/ AWHs created in bifurcated ICDS Projects.	Separate Roster Point may be maintained for appointment to the post of AWWs/ AWHs in the bifurcated ICDS Projects since there are different Appointing Authorities for different ICDS Projects.

<b>S.No.</b>	<b>Points</b>	<b>Clarifications</b>
02.	Whether advertisement will be made taking both the original projects & additional projects created due to bifurcation as a unit or separate advertisement is to be made for recruitment to the post of AWWs/AWHs.	Separate advertisement shall be published taking into consideration the original projects and bifurcated projects as unit for the appointment of AWWs/AWHs.
03.	Whether AWHs belonging to additional Projects having requisite qualifications for promotion to the post of AWWs be posted in original projects or in the additional projects.	AWHs having eligibility criteria belonging to additional projects may be promoted to the original/additional projects.
04.	Whether the AWHs who have suppressed their higher qualifications at the time of entry as AWHs be considered for promotion to the post of AWWs as at present there is no upper educational bar for the post of AWW/AWH	Suppression of facts should always be considered as misdemeanour and should not be considered.

This is for information and necessary action please.

Yours faithfully,  
Sd/-  
Joint Secretary

**Government of West Bengal**  
**Department of Child Dev. & Women Dev. and Social Welfare**  
**Bikash Bhavan, 10th Floor, Salt lake City, Kolkata - 700 091**

Memo No. 3001-SW/3S-225/05

Dated 1st September, 2014

**MEMORANDUM**

Sub : Modification in composition of Selection Committee in respect of Part A of this Deptt. Memorandum No. 6003-SW dated 14.09.2012 read with Corrigendum No. 7631-SW dated 21.11.2012 and No.286-SW dated 18.01.2013

In Modification of part -A of this Deptt. Memorandum No. 6003-SW dated 14.09.2012 read with Corrigendum No. 7631 -SW dated 21.11.2012 and No. 286-SW dated 18.01.2013 relating to the composition of the Selection Committees in Part-A, providing for mechanism to recruit Anganwadi Workers and Anganwadi Helpers under Govt.-run and NGO-run ICDS Projects **the undersigned is directed by order of the Governor, to say that the Governor, after careful consideration, has been pleased to decide in the public interest to reconstitute District Selection and Monitoring Committee for each District except Kolkata Municipal Corporation Areas for all types of ICDS Projects in the Districts.**



2. In the light of above, the Chairman / Vice Chairman of each said Committee as stated in Part - A of this Deptt. Memorandum No.-6003-SW dated 14.09.2012 read with Corrigendum No. 7631-SW dated 21.11.2012 and No. 286-S W dated 18.01.2013 are modified hereunder in consonance with the structure of the **District Selection and Monitoring committee** for selection of the AWWs and AWHs in Govt.-run and NGO-run ICDS Projects.

**PART-A**

<b>Name of the District</b>	<b>Chairman</b>	<b>Vice-Chairman</b>
Coochbehar	Shri Binay Burman, MIC, Forest Deptt.	Shri Rudra Narayan Ghosh, MLA,
Jalpaiguri	Shri Binay Burman, MIC, Forest Deptt	Shri Ananta Deb Adhikari, MLA,
Darjeeling	Shri Goutam Deb, MIC, Uttar Banga Unnayan Deptt.	Shri Rudra Narayan Bhattacharyya, MLA,
Uttar Dinajpur	Janab Abdul Karim Chowdhury, MIC, Mass Education Deptt.	Shri Amal Acharya, MLA,
Dakshin Dinajpur	Shri Sankar Chakroborty, MIC, Jail Deptt	Shri Biplab Maitra, MLA
Malda	Smt Sabitri Mitra, MIC	Shri Sushil Biswas, MLA
Murshidabad	Shri Ujjal Biswas, MIC, Technical Education Deptt.	Shri Subrata Saha, MIC
Birbhum	Shri Chandranath Sinha, MIC, Fisheries Department.	Manirul Islam, MLA
Burdwan	Shri Swapan Debnath, MOS, MSSE&T Department	Shri Apurba Mukherjee, MLA
Bankura	Shri Shyamapada Mukherjee, MIC, Textiles Department.	Shri Swapan Bauri, MLA,
Purulia	Shri Shantiram Mahato, MIC, Self Help Group & Self Employment	Shri K.P.Singh Deo, MLA, Purulia
Paschim Medinipur	Dr Shashi Panja, MOS(IC), WCD&SW Deptt.	Shri Srikanta Mahato, MLA,
Purba Medinipur	Shri Sudarshan Ghosh Dastidar	Shr Akhil Giri, MLA,
Nadia	Shri Ujjal Biswas, MIC, Tech Education Department.	Shri Nanda Saha, MLA
North 24-Parganas	Shri Jyotipriyo Mallick, MIC, Food & Supplies Department.	Shri Shil Bhadra Dutta, MLA,
South 24-Parganas	Shri Monturam Pakhira, MIC, Sundarban Affairs Department.	Shri Shyamal Mondal, MLA
Howrah	Shri Arup Roy, MIC, Agri-Marketing Department.	Shri Pulak Roy, MLA,
Hooghly	Shri Rachpal Singh, MIC.	Shri Tapan Dasgupta, MLA

After official publication, this Memorandum will be a part of this Deptt. Memorandum No.6003-SW dated 14.09.2012 read with Corrigendum No.7631-SW dated 21.11.2012 and No.286- SW dated 18.01.2013 as mentioned aforesaid.

All other matters as contained in the aforesaid Memoranda except ones that are not in consonance with this Memorandum shall remain unchanged.

This order will take immediate effect.

By Order of the Governor  
Sd/-  
Joint Secretary

**Government of West Bengal**  
**Department of Child Dev. & Women Dev. and Social Welfare**  
**Bikash Bhavan, Saltlake City, 10th Floor, Kolkata - 700 091**

Memo No: 3487-SW/3S-48/14

Dated: 15.10.2014

MEMORANDUM

The question of bringing amendments in Part-A(20) and Part-B(16) of this Deptt's Memorandum No. 288-SW dated 25.01.2006 i.e. regarding the academic qualification and upper age limit of AWWs and AWHs under ICDS Scheme who dies prematurely while considering the Died-in-harness case after issuance of this Department Memorandum No.3104-SW date 19.09.2013 and Memorandum N0.4039-SW dated 20.12.2013 has been under active consideration of this Department. It is expedient to review the prevailing guideline regarding the academic qualification and upper age limit of AWWs and AWHs under, Died-in-harness cases.

Now, in partial modification in Part-A(20) and Part-B(16) of this Deptts. Memorandum No. 288-SW dated 25.01.2006 and in compliance with the Deptt's Memorandum No.3104-SW dated 19.09.2013 and Memorandum No. 4039-SW dated 20.12.2013 and in order to keep parity with the uniform schematic pattern of ICDS Scheme, the undersigned is directed by Order of the Governor to say that the Governor, after careful consideration of the matter, has been pleased to decide in the public interest that following guidelines will be followed for the appointment to the post of AWWs and AWHs under died in harness cases:

<b>Category</b>	<b>Existing norms</b>	<b>New norms</b>
Anganwadi Worker	In terms of this Deptt. G.O No. 288-SW dated 25.01.2006 (Part-A 20) if an Anganwadi Worker dies prematurely i.e. before attaining 60 years of age only one daughter or one of the daughters in case there are more than one daughters may be considered for being appointed as an	i) If an Anganwadi Worker dies prematurely, while considering the Died-in-harness case the upper age limit may be extended up to 65 years instead of 60 years. ii) The requisite minimum educational qualification should be Madhyamik or equivalent examination

	<p>Anganwadi Worker provided she possesses the requisite qualification - Madhyamik or equivalent examination passed from a recognized Board will be considered as minimum academic qualification. She should be in the age group of 18-45 years. In case of candidates belonging to SC/ST category the minimum academic qualification will be class - VIII pass. At that time there was no age limit for discontinuation from the honorary works of AWW and AWH.</p>	<p>passed from a recognized Board for all categories of candidates including SCs/ STs  iii) She should be in the age group of 18-45 years.  iv) If married daughter takes up the employment in died-in harness category her residential address should be within the project to avoid transfer appeals after joining.</p>
Anganwadi Helper	<p>In terms of this Deptt. G.O No. 288-SW dated 25.01.2006 (Part-B 16) - if an Anganwadi Helper dies prematurely i.e. before attaining 60 years of age only one daughter or one of the daughters in case there are more than one daughters may be considered for being appointed as an Anganwadi Helper provided she possesses minimum qualification of class IV passed. She should be in the age group of 18-45 years. At that time there was no age limit for discontinuation from the honorary works of AWHs.</p>	<p>i) If an Anganwadi Helper dies prematurely, while considering the Died-in-harness case the upper age limit may be extended upto 65 years instead of 60 years.  ii) The requisite minimum educational qualification should be Class VIII passed for all categories of candidates including SCs/STs.  iii) She should be in the age group of 18-45 years.  iv) If married daughter takes up the employment in died-in harness category her residential address should be within the project to avoid transfer appeals after joining.</p>

The aforesaid guidelines will come into effect w.e.f. date of issue of this Notification.

If in any ICDS Project an AWW / AWH has died before the date of issue of this Notification such died in harness cases will be guided as per provisions contained in Part - A(20) and Part B( 16) of this Deptt's Memorandum No. 288-SW dated 25.01.2006.

By Order of the Governor  
Sd/-  
Joint Secretary

**Government of West Bengal**  
**Department of Child Dev. & Women Dev. and Social Welfare**  
**Bikash Bhavan, Saltlake City, 10th Floor, Kolkata - 700 091**

Memo No. : 4113-SW/3S-267/12

Dated: 27.11.2014

MEMORANDUM

In modification of this Department Memorandum No.2178-SW dated 03.07.2014, the undersigned is directed by order of the Governor to say that the Governor has been pleased to

reconstitute the Selection Committee for recruitment to the post of Anganwadi Workers and Anganwadi Helpers under Govt./Home Quota as under:

- 1) MIC/MOS(IC)of the Child Dev., Women Dev. & SW Deptt.  
Govt. of West Bengal -Chairperson
- 2) The Additional Chief Secretary/Principal Secretary/Secretary - Member  
of the Child Dev. Women Dev. SW Deptt., Govt. of West Bengal
- 3) Ms Poushali Dutta - Member
- 4) Smt Bipasha Roy - Member

The committee will select the candidates observing the guidelines as mentioned in Memo No.7530-SW dated 09.11.2012 and Corrigendum No. 7956-SW dated 17.12.2012.

The Committee will start functioning with immediate effect.

State Programme Officer and EO Deputy Secretary will convene the meeting and will do the Secretarial function.

By Order of the Governor  
Sd/-  
A. K. MITRA  
SPO & EO Deputy Secretary

**Government of West Bengal**  
**Women & Child Development and Social Welfare Department**  
**Bikash Bhavan, Salt Lake City, Kolkata - 700 091**

Memo No. : 4279-SW/2M-123/14

Dated: Kolkata, the 10th December, 2014

**ORDER**

The adoption of the provisions of "self declaration" in lieu of attestation by gazetted officers and others and "self declaration" in lieu of affidavit has been introduced by the State Government vide memo no 1275/PAR(AR)/0/3M-23/2014 dated 13.11.2014 of the Personnel and Administrative Reforms Department (Administrative Reforms Cell) which has already been circulated

The Government is further pleased to order that for matters involving application for engagement for workers/helpers in Anganwadi centers the applicants are required to submit self attested documents in support of his/her educational qualification, date of birth, proof of residential address and photo along with his/her application.

Original documents will be required to be produced for verification afterwards at the time of issuance of engagement letter for the selected candidates for necessary verification.

In cases of engagement of Anganwadi worker/helper against any vacancy created because of death of any Anganwadi worker/helper the eligible applicant for such died in harness cases will also submit self declaration in the format enclosed herewith and will have to furnish declaration of no objection of other eligible co claimant/s if any

All D.P.O and CDPO's should immediately confirm that the new system of self

attestation and self declaration has been initiated w.e.f 01.12.2014 and above is followed meticulously.

Yours faithfully,  
Sd/- R. Sen  
Secretary to the Govt. of West Bengal

**Government of West Bengal**  
**Child Dev and Women Dev and Social Welfare Department**  
**Bikash Bhavan, Salt Lake City, Kolkata - 700 091**

Memo No. 7852-SW/3708-SPO

Dated: 22.12.2014

From : Shri Avijit Kumar Mitra, WBCS (Exe)  
SPO & EO Deputy Secretary to the Govt. of West Bengal

To : The Director of Social welfare  
West Bengal  
Juvenile Court Building  
Salt Lake City, Kolkata- 700 064

Sub : Recruitment of AWWs/AWHs under Govt. Quota

Sir,

I am directed to inform you that the department has given approval of the names of eligible home inmates which were made available from the districts for issuing appointment to them for the post of AWW/AWH according to the suitable vacancy.

As per Notification No 7530-SW/12 dated 09.11.2012 with the corrigendum No. 7956-SW/12 dated 17.12.2012 if no more eligible and willing beneficiaries from recognized homes in the Kolkata District are available as on 30.06.2014, a certificate on the non-availability of the aforesaid beneficiaries shall be furnished by you being the head of the District Level Monitoring and Review Committee on ICDS a per conditions laid down in the Notification.

It will be highly appreciated if you send this certificate by 26.12.2014 for taking further action at this end.

Yours faithfully,  
Sd/-  
SPO & EO Deputy Secretary

**Government of West Bengal**  
**Women & Child Development and Social Welfare Department**  
**Bikash Bhavan, 10th Floor, Salt Lake, Kolkata – 91**

No. 2232(30)-SW/3S-205/12

Kolkata, the 25th May, 2015

From: Shri A. K. Mitra  
Joint Secretary to the Government of West Bengal

To : 1) The Director of Social Welfare, W.B  
2) The District Magistrate, .....

Sir / Madam,

The question of incorporating provisions in this department's Memorandum No.288-SW dated 25.01.06 read with Memorandum No. 3487-SW dated 15.10.2014 with respect to the Income Ceiling of the father/husband/legal guardian of the eligible daughter of the deceased Anganwadi Workers/Anganwadi Helpers only in Died-in-Harness cases has been under active consideration of this Department for quite some time back. It is imperative to include income ceiling in the provision of the current guidelines while considering employments in Died-in-Harness cases for the daughter of the deceased AWWs/AWHs of ICDS Scheme following guidelines aforementioned.

Now, in continuation of this Department Memorandum N0.288-SW dated 25.01.06 and Memorandum No.3487-SW dated 15.10.14, the undersigned is directed to say that the gross annual income of the father/husband/legal guardian of the applicant under "Died-in-Harness" cases should not exceed Rs.1,20,000/- (Rupees one lakh twenty thousand) only for considering engagements to the posts of AWWs/AWHs under Died-in-Harness Cases.

The Income Certificates to this effect should be produced from employers in respect of employed persons and for self-employed persons such certificates stating definite income from all sources should be obtained either from Pradhan/Councilors/MLAs /MPs/ Chairpersons/Mayors /Sabhapatis / Sabhadhipati/ or from any Executive Officers including BDOs, Executive Officers of Municipalities/Secretary or Commissioner of Municipal Corporations.

The new guidelines will come into effect w.e.f date of issue of this order.

Yours faithfully,  
Sd/-  
Joint Secretary

**Government of West Bengal**  
**Department of Child Dev. & Women Dev. & Social Welfare**  
**Bikash Bhavan, 10th Floor, Salt Lake City,**  
**Kolkata - 700 091**

Memo No.: 2662-SW/3S-225/05

Dated: 23<sup>rd</sup> June, 2015

**MEMORANDUM**

Sub: Modification in composition of Selection Committees in respect of Part A of this Deptt. Memorandum no. 6003-SW dated 14.09.2012 read with corrigendum no.

7631-SW dated 21.11.2012, No. 286-SW dated 18.01.2013, No. 3001-SW dated 01.09.2014 and Corrigendum No. 4205-SW dated 05.12.2014 and further No. 1173-SW dated 13.03.2015

In modification of part - A of this Deptt. Memorandum No. 6003-SW dated 14-09-2012 read with Corrigendum No. 7631-SW dated 21.11.2012, No. 286-SW dated 18.01.2013, No. 3001-SW dated 01.09.2014 and Corrigendum No. 4205-SW dated 05.12.2014 and further No. 1173-SW dated 13.3.2015 relating to the composition of the Selection Committees in Part-A, providing for mechanism to recruit Anganwadi Workers and Anganwadi Helpers under Govt.-run and NGO-run ICDS Projects, **the undersigned is directed, by order of the Governor, to say that the Governor, after careful consideration, has been pleased to decide in the public interest, to reconstitute District Selection and Monitoring Committee for each District including Kolkata Municipal Corporation Areas for all types of ICDS Projects in the Districts.**

2. In the light of above, the Chairman/ Vice-Chairman of each said Committee as stated in Part-A of this Deptt. Memorandum No. 6003-SW dated 14.09.2012 read with Corrigendum No. 7631-SW dated 21.11.2012, No. 286-SW dated 18.01.2013, No. 3001-SW dated 01.09.2014 and Corrigendum No. 4205 SW dated 05.12.2014 and further No. 1173-SW dated 13.3.2015 are modified hereunder in consonance with the structure of the **District Selection and Monitoring Committee** for selection of the AWWs and AWHs in Govt. run and NGO-run ICDS Projects for all districts including Kolkata:

**PART -A**

<b>Name of the District</b>	<b>Chairman</b>	<b>Vice Chairman</b>
Coochbehar	Shri Binay Burman, MIC, Forest Deptt.	Shri Rabindra Nath Ghosh, MLA
Jalpaiguri	Shri Binay Burman, MIC, Forest Deptt.	Shri Ananta Deb Adhikari, MLA
Darjeeling	Shri Goutam Deb, MIC, Uttar Banga Unnayan Deptt.	Shri Rudra Narayan Bhattacharyya, MLA
Uttar Dinajpur	Janab Abdul Karim Chowdhury, MIC, Mass Education Deptt.	Shri Amal Acharya, MLA
Dakshin Dinajpur	Shri Sankar Chakraborty, MIC, PWD Deptt.	Shri Biplab Maitra, MLA
Malda	Smt. Sabitri Mitra, MIC	Shri Sushil Ch. Roy, MLA
Murshidabad	Shri Ujjal Biswas, MIC, Technical Education Deptt.	Shri Subrata Saha, MIC
Birbhum	Shri Chandranath Sinha, MIC, Fisheries Deptt.	Manirul Islam, MLA
Burdwan	Shri Swapan Debnath, MOS, MSSE&T Deptt.	Shri Apurba Mukherjee, MLA
Bankura	Shri Shyamapada Mukherjee, MIC, Textiles Branch, MSME Department	Shri Swapan Bauri, MLA
Purulia	Shri Shantiram Mahato, MIC, Self Help Group & Self Employment	Shri K. P. Singh Deo. MLA, Purulia

<b>Name of the District</b>	<b>Chairman</b>	<b>Vice Chairman</b>
Paschim Medinipur	Dr. Shashi Panja, MOS(IC), WCD&SW Deptt.	Shri Srikanta Mahato, MLA
Purba Medinipur	Dr. Sudarshan Ghosh Dastidar, MIC, Environment Deptt.	Shri Akhil Giri, MLA
Nadia	Shri Ujjal Biswas, MIC, Tech Education Deptt.	Shri Nanda Saha, MLA
North 24 Parganas	Shri Jyotipriyo Mallick, MIC, Food & Supplies Deptt.	Vacant
South 24-Parganas	Shri Monturam Pakhira, MIC, Sundarban Affairs, Deptt.	Shri Shyamal Mondal, MLA
Howrah	Shri Arup Roy, MIC, Agri-Marketing Deptt.	Shri Pulak Roy, MLA
Hooghly	Shri Rachpal Singh, MIC	Shri Tapan Dasgupta, MLA
Kolkata, KMC Area	Shri Aroop Biswas, MIC, Housing & Youth Services	Dr. Shashi Panja, MOS (IC) WD&SW Deptt.

After official publication, this Memorandum will be a part of this Deptt. Memorandum No. 6003-Sw dated 14.09.2012 read with Corrigendum No. 7631 -SW dated 21.11.2012, No. 286-SW dated 18.01.2013, No. 3001-SW dated 01.09.2014 and Corrigendum No. 4205-SW dated 05.12.2014 and further No. 1173-SW dated 13.3.2015 as mentioned aforesaid.

All other matters as contained in the aforesaid Memoranda except ones that are not in consonance with this Memorandum shall remain unchanged.

This order will take immediate effect.

By Order of the Governor

Sd/-

A. K. Mitra

Joint Secretary

**Government of West Bengal**  
**Department of Women & Child Development & Social Welfare**  
**Bikash Bhavan, Salt Lake City**  
**Kolkata – 91**

No. 5068-SW  
SW/O/3S-225/05 Pt. III

Date: 05.10.2015

From,  
The Joint Secretary to



Government of West Bengal

To,  
The Additional District Magistrate, (Dev.)  
South 24-Parganas  
P.O. – Alipore

Subject: Regarding recruitment under Die-in-Harness case due to death of AWH appointed earlier under Home & others Quota

The undersigned is directed to refer to his office Memo No. 650/ICDS/DPO-S-24 Pgs dt 04.08.2015 on the subject cited above and to state that as per Department's G.O No. 2418-SW dt.03.06.2010 the vacancy occurred due to death of AWWs/ AWHs (recruitment under Home Quota) may be treated as a '**Vacancy under Die-in-harness category**' with respect to that of the Home Quota.

He is therefore, directed to take necessary action accordingly.

Sd/- A. K. Mitra  
Joint Secretary to the  
Government of West Bengal

**Check List**

1. Name of the deceased AWW/ AWH :
2. Name & address of the project & centre No. :
3. Date of death & age of the deceased AWW/AWH :  
(Duly attested Death Certificate)
4. Name & address of the Applicant :  
(Residential certificate whether resides in  
Project Area/ G.P./Ward) (Self-attested)
5. Proof of date of Birth of the Applicant (Self attested) :
6. Educational qualification of the Applicant (Self attested) :
7. Candidate applied for AWW/ AWH i.e. self application :  
(Copy to the enclosed)
8. Caste certificate if any :
9. N.O.C from other legal heirs (Affidavit) :
10. Declaration for only daughter (Affidavit) :
11. Report of the enquiry committee :

[C.D.P.O., D.P.O (I.C.D.S.), D.S.W.O]

12. Annual income of the family :  
(To be issued by the competent authority  
as mentioned in G.O. No. 2232-SW dt. 25.05.15)

13. Date of application by the candidate :

Note : Attested documents or in original related to Sl. No. 8 to 13 along with the Self Declaration format (copy enclose) are to be attached with the forwarding letter of the Concerned Authority )

**Government of West Bengal**  
**Department of Child Dev. & Women Dev. & Social Welfare**  
**Bikash Bhavan, Salt Lake City, 10th Floor, Kolkata – 700091**

No. 5023-SW/3S-183/16

Dated 19.12.2016

**MEMORANDUM**

**Subject: Modification in composition of District Selection & Monitoring Committee**

In modification of Part A of this Department Memorandum No 2662-SW- dated. 23.06.2015 read with Memorandum No. 5993-SW dated. 18.12.2015 along with other Memorandum relating to the composition of the Selection Committee in Part-A, providing for mechanism to recruit Anganwadi Workers and Anganwadi Helpers under Govt. run ICDS Projects, the undersigned is directed by order of the Governor to say that the Governor after careful consideration, has been pleased to decide in the public interest, to reconstitute the **District Selection & Monitoring Committee for Nine districts i.e. Dakshin Dinajpur, Birbhum, Bankura, Paschim Medinipur. Nadia, North 24-Parganas, South 24-Parganas, Howrah including Kolkata Municipal Corporation Areas** for all types of ICDS Projects in the above said districts.

2. In the light of the above, the Chairman/ Vice-Chairman of each said Committee as stated in PART-A of this Department Memorandum No 2662-SW dated 23.06.2015 are modified hereunder in consonance with the structure of the **District Selection & Monitoring Committee** for selection of Anganwadi Workers and Anganwadi Helpers in Govt.-run and NGO-run ICDS Projects for the districts as stated above including Kolkata:

**PART-A**

<b>Name of the District</b>	<b>Chairman</b>	<b>Vice Chairman</b>
Dakshin Dinajpur	Shri Bacchu Hansda, MOS North Bengal Development	Shri Biplab Khan, Member of Uttarbanga Unnyan Parishad
Birbhum	Shri Chandranath Sinha, MIC, Fisheries Department	Shri Manirul Islam, MLA
Bankura	Shri Arup Khan, MLA	Shri Subhasish Batabyal, Director & Vice- Chairman,

<b>Name of the District</b>	<b>Chairman</b>	<b>Vice Chairman</b>
		West Bengal Agro-Industries Corporation Limited
Paschim Medinipur	Shri Chudamani Mahato, MIC, Backward Classes Welfare	Shri Ajit Maity, Director, West Bengal, Agro Industries Corporation Limited
Nadia	Shri Ujjal Biswas, MLA	Shri Nanda Saha, MLA
North 24 Parganas	Shri Jyotipriyo Mallick, MIC, Food & Supplies Department	Shri Krishna Gopal Banerjee, Sahakari Sabhadhipati, North 24 Parganas Zilla Parisad
South 24 Parganas	Shri Monturam Pakhira, MOS (IC) Sundarban Affairs Department	Shri Saokat Molla, MLA
Howrah	Shri Arup Roy, MIC, Co-Operation	Shri Pulak Roy, MLA
Kolkata Municipal Corporation Areas	Shri Sovan Chatterjee, Mayor KMC & MIC Housing Environment, Fire & Emergency Service	Shri Aroop Biswas, MIC, Sports, Public Works & Youth Services

After official publication, this Memorandum will be a part of this Department's Memorandum No.6003-SW dated 14.09.2012 read with Corrigendum No. 7631-SW dated 21.11.12, Memorandum No. 286-SW dated 18.01.2013, Memorandum No. 3001-SW dated 01.09.2014 and Corrigendum No. 4205-SW dated 05.12.2014, Memorandum No. 1173-SW dated 13.03.2015 and further Memorandum No. 2662-SW dated 23.06.2015.

The Committee will select the candidates for the **Nine** district as mentioned above observing the guidelines as mentioned in Memo No. 7530-SW dated 09.11.2012 and Corrigendum No. 7956 SW dated 17.12.2012.

The Committee will start functioning with immediate effect until further orders.

By Order of the Governor  
Sd/-  
N. G. Hira  
Commissioner in the Department  
Government of West Bengal

**Government of West Bengal**  
**Department of Women & Child Development & Social Welfare**  
**10th Floor (North Block), Bikash Bhavan, Kolkata – 700091**

No. 4904-SW/O/3S-227/17

Dated Kolkata the 30th August, 2017

From : The Joint Secretary to the Government of West Bengal

To : The CDPO, Patharpratima, ICDS Project,  
South 24 Parganas

**Subject: Clarification on selection process for AWW & AWH of Patharpratima ICDS Project**

The undersigned is directed to request him/ her to clarify to the following effect –

1. 100 point roster and 50 point roster may be reconstructed and vetted by BCW Department through District Magistrate.
2. Fresh notification for recruitments of AWW/ AWH may be invited if admit card was not issued or examination was not held. Cancellation of notification should be published in the newspaper(s) where advertisement was published.

This may be treated as very urgent.

Sd/-

Joint Secretary to the Government of West Bengal  
**Government of West Bengal**  
**Department of Women & Child Development & Social Welfare**  
**Bikash Bhavan, Salt Lake City, Kolkata – 91**

No. 23-SW

Date: 03.01.2018

SW/O/3S-110/17

From : The Joint Secretary to the Government of West Bengal

To : The District Magistrate  
South 24 Parganas, PO- Alipore

Subject: Clarification regarding recruitment to the post of Anganwadi Workers and Helpers under ICDS

Reference: Memo No. 205/ICDS/DPO-S 24 Pgs. Dated 06.03.2017

Sir,

In reference to Memo under reference, it is clarified that a vacancy created due to superannuation at the age of 65 years/ termination from voluntary service/ resignation/ transfer without substitute / sanction of new posts will be filled up by following methods mentioned in para (A)(1) of this Department's G.O. No. 288-SW/3S-225/05 dated 25.01.2006 where the ICDS Project is less than 5(five) years old from the date of Operationalisation and (A)(2) where the ICDS Project is more than 5 (five) years old from the date of Operationalisation.

In case of vacancy created due to death of voluntary workers, the recruitment to the post will be governed by para (20) applicable for die-in-harness. In such cases the post may be kept reserved for daughters of the dead person for not more than one year.

Yours faithfully,

Sd/- A. K. Mitra

Joint Secretary to the  
Government of West Bengal

**LAW-IN-PERSPECTIVE**

**DEDICATED TO THE CAUSE OF PROVIDING INSIGHTS  
INTO LAW'S WHYS AND HOWS, FOCUSING ON  
CONTENT FROM INDIA BUT THEN COVERING THE  
LEGAL ARENA FROM ALL OVER THE WORLD**

Date: 19.02.2010

## THE MOTIVATION

Rule 46 of the 'Standards of Professional Conduct and Etiquette' prescribed by the Bar Council of India requires that "Every advocate shall in the practice of the profession of law bear in mind that any one genuinely in need of a lawyer is entitled to legal assistance even though he cannot pay for it fully or adequately and that within the limits of an Advocate's economic condition, free legal assistance to the indigent and oppressed is one of the highest obligations an advocate owes to society."

Sharing this "vision for a better world" and serving to the Humanity, this blog is a small attempt by a group of like-minded lawyers to spread the word of "LAW" across the society.

### DISCLAIMER:

In any event no part of the information published on this blog is intended to be served or considered as legal advice. The publisher shall not be liable for any action taken on the basis of information published on this blog.

## Cannot appoint more than vacancies: Supreme Court

The Supreme Court of India, in a recent decision has restated the law of the land that it is not permissible for the Government to hand out more appointments than the vacancies that are advertised. The court noted that the law had been settled by a number of decisions of the Supreme Court itself that it was against the law and also the rights of others to appoint more people than the vacancies advertised. The decision notes as under:

9. It is a settled legal proposition that vacancies cannot be filled up over and above the number of vacancies advertised as "the recruitment of the candidates in excess of the notified vacancies is a denial and deprivation of the constitutional right under Article 14 read with Article 16(1) of the Constitution" of those persons who acquired eligibility for the post in question in accordance with the statutory rules subsequent to the date of notification of vacancies. Filling up the vacancies over the notified vacancies is neither permissible nor desirable for the reason that it amounts to improper exercise of power and only in a rare and exceptional circumstance and in emergent situation, such a rule can be deviated and such deviation is permissible only after adopting policy decision based on some rational otherwise the exercise would be arbitrary. Filling up of vacancies over the notified vacancies amounts to filling up of future vacancies and thus, not permissible in law (vide *Union of India & Ors. v. Ishwar Singh Khatri & Ors.* (1992) Supp 3 SCC 84, *Gujrat State Deputy Executive Engineers' Association v. State of Gujrat & Ors.* (1994) Supp & SSC 591; *State of Bihar & Ors. v The Secretariat Assistant S.E. Union 1986 & Ors.* AIR 1994 SC 736 *Prem Singh & Ors. v Haryana State Electricity Board & Ors.* (1996) SCC 319 and *Ashok Kumar & Ors. vs Chairman, Banking Services Recruitment Board & Ors.* AIR 1996 SC 976)

10. In *Surinder Singh & Ors. v State of Punjab & Ors* AIR 1998 SC 18, this Court held as under "A waiting list prepared in an examination conducted by the Commission does not furnish a source of recruitment. It

is operative only for the contingency that if any of the selected candidates does not join then the person from the waiting list may be pushed up and be appointed in the vacancy so caused or if there is some extreme exigency the Government may as a matter of policy decision pick up persons in order of merit from the waiting list. But the view taken by the High Court that since the vacancies have not been worked out properly, therefore the candidates from the waiting list were liable to be appointed does not appear to be sound. This practice may result

in depriving those candidates who become eligible for competing for the vacancies available in future. If the waiting list in one examination was to operate as an infinite stock for appointment, there is a danger that the State Government may resort to the device of not holding an examination for years together and pick up candidates from the waiting list as and when required. The constitutional discipline requires that this Court should not permit such improper exercise of power which may result in creating a vested interest and perpetrate waiting list for the candidates of one examination at the cost of entire set of fresh candidates either from the open or even from service ..... Exercises of such power has to be tested on the touchstone of reasonableness. It is not a matter of course that the authority can fill up more posts than advertised.”

11. Similar view has been re-iterated in Madan Lal v. State of J & K & Ors. AIR 1995 SC 1088. Kamlesh Kumar Sharma v Yogesh Kumar Gupta & Ors. AIR 1998 SC 1021: Sri Kanti Tripathi v State of UP & ors (2001) 10 SCC 237: State of J & K v Sanjeev Kumar & Ors (2005) 4 SCC 148: State of U.P. v Raj Kumar Sharma & Ors. (2006) 3 SCC 330: and Ram Avtar Patwari & Ors v. State of Haryana & Ors AIR 2007 SC 3242)

14. In view of above, the law can be summarized to the effect that any appointment made beyond the number of vacancies advertised is without jurisdiction being violative of Articles 14 and 16(1) of the Constitution of India, thus, a nullify inexecutable and unenforceable in law . In case the vacancies notified stand filled up process of selection comes to an end. Waiting list etc. cannot be used as a reservoir to fill up the vacancy which comes into existence after the issuance of notification/advertisement. The unexhausted select list/ waiting list become meaningless and cannot be pressed in service any more.

From: Abhisek Guha <smritikana17@gmail.com>

Date: Wed, Nov 30, 2016 at 8:28 AM

Subject: **IMPORTANT JUDGMENT ON ICDS WORKERS**

To: Avijit Mitra <avijitkumar.mitra@gmail.com>

SIR,

ENCLOSED KINDLY FIND HERewith A JUDGMENT PASSED BY THE HON'BLE DIVISION BENCH, HIGH COURT, CALCUTTA RELATING TO **TERMINATION OF ANGANWADI WORKERS ON THE GROUND OF SUPPRESSION OF HIGHER QUALIFICATION.**

**THIS CASE HAS BEEN DECIDED IN FAVOUR OF THE STATE AND TERMINATION OF THE EMPLOYEE BY THE STATE UPHELD.**

THE SAID JUDGMENT HAS BEEN REPORTED IN 2015 (5) CHN (Calcutta High Court Notes) 138. THE HEAD NOTE AS PUBLISHED IN CHN ARE ALSO ATTACHED HERewith FOR KIND PERUSAL.

THIS JUDGMENT MAY HELP US A LOT IN DECIDING A NUMBER OF CASES OF SIMILAR NATURE. IN SEVERAL OTHER CASES PENDING BEFORE THE HON'BLE COURT ALSO, THIS JUDGMENT MAY BE PRODUCED FOR KIND CONSIDERATION.

THANKS, REGARDS,  
ABHISEK (LAW OFFICER)

**Form no. J (2)**

**In the High Court at Calcutta  
Civil Appellate Jurisdiction  
Appellate Side**

**Present:**

**The Hon'ble Justice Nishita Mhatre**

**And**

**The Hon'ble Justice Asha Arora**

**F.M.A No. 1464 of 2015**

**The State of West Bengal and others**

**..... Appellants**

**Versus**

**Chaitali Das**

**.....Respondent**

For the appellants/State: Mr. Joytosh Majumder

Mrs. Debjani Roy

For the respondent:

Mr. D.N. Roy

Mr. Shyamal Kumar Ghosh

Mr. Rajesh Kumar Shah

Heard on: 27/7/2015

Judgment on 07th August 2015.

**Asha Arora, J.;**

1. The writ petitioner/respondent had applied for the post of Anganwadi Worker pursuant to an advertisement dated 5th July, 2006 which was published as per Memorandum dated 25th January, 2006. The aforesaid advertisement stipulated as follows:  
“The candidate for the post of Anganwadi Worker should have a Madhyamik or equivalent pass certificate. SC, ST candidate can apply only if they have passed class VIII. Graduate and above cannot apply for the post. If the results of the graduation examination are not declared on the date of the publication of the notice, then the applicant can apply.” The writ petitioner was duly selected and appointed as an Anganwadi Worker whereafter it was detected that she had completed her graduation before applying for the post and in suppression of the said fact, she had given a false declaration regarding her educational qualification. Her appointment was accordingly terminated by a letter dated 2/12/2009 the relevant portion of which reads thus:  
“As reported by the concerned authority, she completed graduation before applying for the post of Anganwadi Worker and so, as per terms and conditions of the appointment, her service is hereby terminated from the post of Anganwadi Worker.”

2. The aforesaid order of termination was challenged by the writ petitioner before the learned Single Judge in W.P. No. 19895 (W) of 2012.
3. After hearing the learned Counsels for the parties the learned Single Judge of this Court observed as follows:

“I find that the issue of suppression of over qualification for consideration of candidature for engagement to the post of Anganwadi Worker has already been decided by a Special Bench of this Court in the case of **Rina Dutta and others versus Anjali Mahato and others** reported in **2010 (2) CLJ (CAL) 321** and the relevant portions of the above decision are quoted below:

“21. When a particular qualification is laid down in an advertisement relating to a distinct class of candidates, the candidates possessing a qualification higher than that advertised can ordinarily not be debarred or disqualified, but it is open to the employer to make a rule providing for disqualification of candidates possessing qualification higher than the prescribed qualification, but the burden would be on the employer to justify such a rule.”
4. By the order dated 12/9/2012 the learned Single Judge held that “in view of the above settled principles of law the impugned order of termination cannot be sustained in law and the same is quashed and set aside.”
5. Aggrieved, the appellants assailed the said order in the present appeal.
6. Mr. Majumder, the learned Counsel for the appellants invited our attention to the Memorandum dated 25th January, 2006 for selection of Anganwadi Workers and Anganwadi Helpers which clearly provides that “Candidates who are graduates will not be eligible for the post of Anganwadi Worker. If a graduate candidate suppresses her academic qualification and if selected to a post of Anganwadi Worker her service will be terminated forthwith without assigning any reason.” Mr. Majumder further pointed out that the advertisement dated 5th July, 2006 in response to which the writ petitioner Chaitali Das had applied also categorically mentioned that “graduates and above cannot apply for the post. If the results of the graduation examination are not declared on the date of the publication of the notice then the applicant can apply.” Our attention has been drawn to the declaration dated 8/8/2007 of Chaitali Das the relevant portion of which reads thus:

“I, Chaitali Das hereby declare that I have not obtained any graduation degree from any recognized university and I am a permanent resident of Pandua Gram Panchayat under the Pandua Block area. If any of the above facts turn out to be false I shall be bound to consider my appointment to be immediately cancelled. I am joining as temporary Anganwadi Worker today 8/8/2007 accepting all above conditions.”
7. It has been argued on behalf of the appellants that the writ petitioner/respondent secured the appointment by giving a false declaration regarding her academic qualification and she suppressed the fact that she had obtained graduation degree before applying for the post of Anganwadi Worker. Placing reliance on the judgment of the Special Bench of this Court in **Rina Dutta and others versus Anjali Mahato and others** reported in **2010 (2) CLJ (CAL) 321** the learned Counsel for the appellants submitted that the advertisement dated 5/7/2006 specifically bars graduates and above from applying for the post of



Anganwadi Worker. Despite such prohibition the writ petitioner had applied for the post. Therefore the order of termination is justified. In support of his contention the learned Counsel for the appellants also referred to an unreported judgment dated 1/9/2014 of the Division Bench of this Court in M.A.T 932 of 2014 in the case of **Shampa Dey versus State of West Bengal and others**.

8. It is not in dispute that as per the advertisement dated 5/7/2006 a candidate for the post of Anganwadi worker was required to have “a Madhyamik or equivalent pass certificate.” SC, ST could apply only if they had passed Class VIII.” It is also evident from the advertisement that graduates and above were specifically barred from applying for the post. Admittedly the writ petitioner had obtained her graduation degree before applying for the post of Anganwadi Worker. It is also an undisputed fact that she gave a false declaration in suppression of her graduation degree while joining as temporary Anganwadi Worker on 8/8/2007.
9. Palpably, as per the conditions of appointment the writ petitioner was bound to accept her termination since she had given false declaration by suppressing her qualification. In this context it is pertinent to refer to the judgment in **Monoj Kumar versus Government of NCT of Delhi and others** reported in (2010) 11 Supreme Court Cases 702 wherein the Apex Court observed that if any candidate furnishes false or incomplete information or withholds or conceals any material information in his application, he will be debarred from securing employment. It was further observed that even if such an applicant is already appointed, his services are liable to be terminated for furnishing false information.
10. Despite the specific stipulation in the aforesaid advertisement prohibiting graduates from applying for the post of Anganwadi Worker, the writ petitioner applied for the said post by suppressing her graduation degree. Further, she even gave a false declaration in this regard in her joining letter dated 8/8/2007. In the circumstances we are of the firm view that the order of termination issued vide letter dated 2/12/2009 was justified.
11. Assailing the order of termination the learned Counsel for the writ petitioner/respondent relied upon the case of **T.S Vasudavan Nair versus Director of Vikram Sarabhai Space Centre and others** reported in 1988 (Supp) Supreme Court Cases 795. Reference has also been made to the judgment in **Commissioner of Police and others versus Sandeep Kumar** reported in (2011) 4 Supreme Court Cases 644.
12. The aforesaid judgments are clearly distinguishable on facts from our present case. In T.S Vasudavan Nair s case the Apex Court observed that the appellant should not have been denied the employment on the sole ground that he had not disclosed that during emergency he had been convicted under the Defense of India Rules for having shouted slogans on one occasion. In Sandeep Kumar's case the respondent Sandeep Kumar's candidature for the post of Head Constable was cancelled on the ground that he had concealed his involvement in a criminal case under Section 325/34 I.P.C when he was aged about 20 years. It was held by the Apex Court in the said judgment that young people often commit indiscretions and approach should be to condone such indiscretions rather than branding them as criminals for the rest of their lives. It is evident that the two decisions referred on behalf of the writ petitioner/respondent are out of context and in no way applicable to our case in hand.

13. Laying much emphasis on paragraph 21 of the judgment of the Special Bench of this Court in Rina Dutta's case, learned Counsel for the respondent/writ petitioner submitted that a candidate cannot be debarred or disqualified on the ground of possessing a higher qualification than that advertised unless the employer makes a rule providing for such disqualification.
14. We have perused the judgment of the Special Bench including the paragraph relied upon which has to be read with reference to the entire facts and circumstances of the case and not in isolation. Furthermore, paragraph 21 has to be read in continuation of the preceding paragraph 20 of the judgment. The relevant paragraphs 20 and 21 are quoted thus:

“20. As regards the question referred by the Division Bench, we are of the view that the question can be answered only after examining the scheme for the concerned post and the nature of the duties required to be performed and the nature of the services to be rendered by the holder of a post and the qualifications prescribed. Nevertheless, the general answer would be as follows:

21. When a particular qualification is laid down in an advertisement relating to a distinct class of candidates, the candidates possessing a qualification higher than that advertised can ordinarily not be debarred or disqualified, but it is open to the employer to make a rule providing for disqualification of candidates possessing qualification higher than the prescribed qualification, but the burden would be on the employer to justify such a rule.”
15. In the judgment referred it was held that “the advertisement did not specifically debar or disqualify graduate women from applying for the post of Anganwadi Workers and, therefore, the engagement of the appellants and the other private respondents in the writ petition as Anganwadi Workers could not be said to be illegal on the touchstone of the advertisement.” The Special Bench was not inclined to disturb the appointment of the appellants and others “having regard to the fact that they were appointed way back in 1998 and they continued in employment for the last 12 years and the advertisement specifically did not disqualify or debar graduate women.” In our case in hand, unlike Rina Dutta's case, the advertisement dated 5/7/2006 specifically prohibits graduates from applying for the post. Apart from this, in the aforesaid judgment the Court considered the fact that the appellants were appointed long back in the year 1998 and had continued in 'employment' for the last 12 years which is not so in our case in hand. Therefore we are of the view that the judgment referred is of no help to the writ petitioner/respondent.
16. For the reasons discussed we are unable to concur with the decision of the learned Single Judge. The impugned order dated 12/9/2012 passed in W.P No. 19895 (W) of 2012 is therefore not sustainable and is accordingly set aside.
17. Consequently, the appeal is allowed.
18. No order as to costs.
19. Urgent photostat certified copy of this judgment if applied for by the parties, shall be supplied subject to compliance of requisite formalities.

(Asha Arora, J.)

(Nishita Mhatre, J.)

**GOVERNMENT OF WEST BENGAL  
BACWARD CLASSES WELFARE DEPARTMENT  
ADMINISTRATIVE BUILDING, 4<sup>TH</sup> & 5<sup>TH</sup> FLOOR  
DJ-4, SECTOR-II, BIDHANNAGAR, KOLKATA-91  
WEBSITE: [www.anagrasarkalyan.gov.in](http://www.anagrasarkalyan.gov.in)**

No: 3019-BCW/MR-215/08

Kolkata: 15<sup>th</sup> September 2014

**MEMORANDUM**

It has been observed by this Department that a large number of vacancies in the posts of (1) Anganwari Worker & (2) Anganwari Helper are lying vacant due to non-availability of qualified SC/ST/BC-A/BC-B category candidates, for which the appointing authorities are at District level.

It has also been observed that due to lack of employees in those posts the working of ICDS Projects under the Deptt. Of Women & Child Development & Social Welfare are being hampered.

After careful consideration of the above aspects the Governor has now been pleased to authorize the District Magistrate & District Commissioner for Reservation to de-reserve the reserved vacancies in the posts mentioned, at para 1 above for administrative expediency.

The Memorandum shall take immediate effect and remain valid till further order.

Sd/-A.Chatterjee

Joint Commissioner for Reservation and Ex-Officio  
Joint Secretary to the Government of West Bengal

**Government of West Bengal  
Department of Women & Child Development & Social Welfare  
Bikash Bhavan, 10<sup>th</sup> Floor, Salt Lake City, Kolkata - 700 091**

Memo No. 872(40)-SW/P/II/3S-104/08

Dated: 25.02.2015

From : Shri Avijit Kr. Mitra, WBCS (Exe)  
Joint Secy. to the Govt. of WB

To : 1) D.S.W, W.B., IAS  
Juvenile Court Bldgs, Salt Lake, Kol- 64

2-20) District Magistrate, Bankura/ Birbhum/ Purulia/ Burdwan/ Howrah /Hooghly/  
Purba Medinipur/ Paschim Medinipur/ South 24 Pgs/ North 24- Pgs/ Nadia/  
Murshidabad/ Malda/ Cooch Behar/ Jalpaiguri/ Darjeeling/ Uttar Dinajpur/ Dakshin

Dinajpur/Alipurduar

21-40) DPO (ICDS), Bankura/ Birbhum/ Purulia/ Burdwan/ Howrah /Hooghly/  
Purba Medinipur/ Paschim Medinipur/ South 24 Pgs/ North 24- Pgs/ Nadia/  
Murshidabad/ Malda/ Cooch Behar/ Jalpaiguri/ Darjeeling/ Uttar Dinajpur/ Dakshin  
Dinajpur/Alipurduar

**Ref : This Deptt. No.3911 (39)- SW dtd. 17.11.14**

**Sub : Clarification regarding Dereservation Notification No. 3019-BCW/MR-215/08,  
dtd. 15.09.2014**

Sir/Madam,

It has come to the notice of this Deptt. that a confusion has arisen and some circles in view of the issuance of the Dereservation Notification No. 3019-BCW/MR-215/08 dt15.09.2014 by the BCW Deptt. and its applicability in respect of deserving the vacancies in the posts of AWWs & AWHs under ICDS Scheme.

Now, in order to allay the confusion and fear, the Govt. in the Deptt. of Child Dev. & Women Dev. and Social Welfare has decided to issue the following clarifications:

"The existing practice/procedure of inviting different types of advertisements mentioned in part A 8(iv) & (v) & Part B 7 (1) & (II) of this Deptt. Memorandum No.288-SW dated 25.01.2006 will still be applicable.

The only bottleneck that has been removed is that, henceforth Dereservation Procedure will not be routed through DM to this Deptt. & subsequently then for getting it dereserved by the BCW Deptt. Rather such dereservation proposals will be cleared by DM themselves in order to quickening the processes".

This is for your kind information & taking necessary action please.

Yours faithfully,  
Sd/-  
Joint Secretary

**Government of West Bengal  
Department of Social Welfare  
Writers' Buildings, Kolkata – 1**

No. 401-SW

Date: 5<sup>th</sup> May,1999

From: Sri B. K. Sahu  
Programme Officer & Ex-Officer Deputy Secretary

To : Child Development Project Officer  
Basirhat ICDS Project  
District North 24 Pgs

## MEMO

The undersigned is directed to her letter vide Memo No. ICDS 66(4) dated 30/04/99 booking clarification regarding determination of the agency for setting up question papers and for examination of the answer in connection with the recruitment of Anganwadi Workers and Anganwadi Helpers under Basirhat (ICDS project and to state that the question papers should be set and the answer script examined either by appointing authority in respect of the post (i.e. CDPO of the project) or by the Controlling Officer of the project i.e. S.D.O. Basirhat) and the matter should be noted- between the concerned C.D.P.O. and the S.D.O. Basirhat.

The undersigned is also directed to say that marks obtained by the candidates in the written test should not be shown to the members of the Selection Committee until the viva-voce is over, marks obtain by the candidates concerned in the written test and Oral test should be aggregated submitted before the Selection Committee so as to enable the said Committee to recommend the name of the selected candidates on the basis of merit list for their appointment as Anganwadi Workers, Helpers by the C.D.P.O. concerned.

Sd/-

Programme Officer & Ex-Officio  
Deputy Secretary

**Government of West Bengal**  
**Directorate of Social Welfare**  
**Writers' Buildings, Kolkata – 1**

No. 223-SW

Date: 05.03.1999

From : Sri B. K. Sahu  
Programme Officer & Ex-Officer Deputy Secretary

To : The DPO (ICDS), Murshidabad  
PO & Dist.- Murshidabad

The undersigned is directed to refer to his memo No. 186/ICD/MSD dt 27.07.1998 regarding difficulties to follow the 100 pt- Roster and to say that in the matter of selection of voluntary workers, the Block will be considered as a unit covering the concerned GPs instead of considering the GP as a unit. The requisite number of SC/ST/OBC candidates as per 100 pt Roster should be recruited accordingly from the GP of the Block wherever they are available.

Sd/-

Programme Officer & Ex-Officio  
Deputy Secretary

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF RELIEF AND WELFARE**  
**WELFARE BRANCH**

No. 736-SW  
3S-5/85

Date: 18th January, 1989

Sub: Reservation of vacancies for the members of Scheduled Caste / Scheduled Tribes in the post of Anganwadi Workers and Helpers.

### MEMORANDUM

For sometime past the Government in the Department of Relief & Welfare (Welfare Branch) have observed that members of Scheduled Caste/Scheduled Tribe are not adequately represented in the post of Anganwadi Workers and Helpers under of scheme of ICDS. It has now been decided that 15% of the vacancies of Anganwadi Workers and Helpers will be reserved for Scheduled Caste and 5% for candidates belonging to Scheduled Tribes provided.

- a) the candidates possess minimum educational and residential qualification to be selected as Anganwadi Workers and/or Helpers as per existing rules.
- b) the candidates obtained minimum qualifying marks in the written examination and Viva-voce held for the purpose of selection.

In order to give effect to the reservation for the members of Scheduled Caste/Scheduled Tribe in the posts Anganwadi Workers and Helpers under the Scheme of ICDS as sanctioned above a roster of vacancies is required to be maintained in the following manner :

1st vacancy	:	Unreserved
2nd vacancy	:	Ditto
3rd vacancy	:	Scheduled Caste
4th vacancy	:	Unreserved
5th vacancy	:	Ditto
6th vacancy	:	Ditto
7th vacancy	:	Ditto
8th vacancy	:	Scheduled Tribe
9th vacancy	:	Unreserved
10th vacancy	:	Ditto
11th vacancy	:	Ditto
12th vacancy	:	Ditto
13th vacancy	:	Scheduled Caste
14th vacancy	:	Unreserved
15th vacancy	:	Ditto
16th vacancy	:	Ditto
17th vacancy	:	Ditto
18th vacancy	:	Scheduled Caste
19th vacancy	:	Unreserved
20th vacancy	:	Ditto

3. Before making any appointment, the appointing authority should ascertain by consulting a register maintained for the purpose whether the posts are reserved or unreserved. The roster mentioned above is running account and should be maintained accordingly.

The vacancies reserved for Scheduled Castes and Scheduled Tribes will continue to be reserved for the respective community and filling up of the same by unreserved candidate only be made after obtaining necessary approval from the Department of Relief & Welfare.

4. It has further been decided that the above reservation of vacancies for Scheduled Caste and Scheduled Tribes will come into effect in ICDS Projects where the process of selection of Anganwadi Workers and Helpers existing procedure will be initiated after 15.1.89.

Sd/-  
SECRETARY

**GOVERNMENT OF WEST BENGAL  
RELIEF AND WELFARE DEPARTMENT  
(WELFARE BRANCH)**

No. 596-SW

Dated, the 12th March, 1991

From: Smt. J. Ghosh Dasgupta  
Joint Secretary to the Govt. of West Bengal

To : 1) The District Magistrate ,.....  
2) The Director of Social Welfare, West Bengal  
3) The Addl. Director of Social Welfare, West Bengal

Sub : Recruitment of Voluntary Workers under I.C.D.S. Project

Sir,

In continuation of G.O. No. 8050(17)-SW dt. 8.4.85 on the above subject, I am directed by order of the Governor to say that vacancy in the post of Anganwadi workers in ICDS Projects which are more than 5 years old should be filled up in the following manners.

- a) 75% of vacancies should be filled up by promotion from the Helpers to AWWs who have minimum qualification of Class-VIII passed and who have at least 5 years working experience as Helper.
- b) 5% vacancy should be filled up from the Home Quota and others as usual.
- c) The remaining 20% vacancy should be filled up by direct recruitment in the manner as laid down in G.O. No. 8050-SW dt. 8.4.85

2. While filling up of vacancies for the post of AWWs in case of both by promotion and direct recruitment as mentioned above 50 Point roster should be maintained in case of SC/ST candidates in terms of Notification No. 136 TW/EC dt. 27.3.90 in the manner as detailed below:-

First Vacancy	: Scheduled Castes
Second Vacancy	: Unreserved
Third Vacancy	: Ditto
Fourth Vacancy	: Scheduled Tribes

Fifth Vacancy	: Unreserved
Sixth Vacancy	: Ditto
Seventh Vacancy	: Scheduled Castes
Eighth Vacancy	: Unreserved
Ninth Vacancy	: Ditto
Tenth Vacancy	: Ditto
Eleventh Vacancy	: Scheduled Castes
Twelfth Vacancy	: Unreserved
Thirteenth Vacancy	: Ditto
Fourteenth Vacancy	: Ditto
Fifteenth Vacancy	: Scheduled Castes
Sixteenth Vacancy	: Unreserved
Seventeenth Vacancy	: Ditto
Eighteenth Vacancy	: Scheduled Castes
Nineteenth Vacancy	: Unreserved
Twentieth Vacancy	: Ditto
Twenty First Vacancy	: Scheduled Castes
Twenty Second Vacancy	: Unreserved
Twenty Third Vacancy	: Ditto
Twenty Fourth Vacancy	: Scheduled Tribes
Twenty Fifth Vacancy	: Unreserved
Twenty Sixth Vacancy	: Ditto
Twenty Seventh Vacancy	: Ditto
Twenty Eighth Vacancy	: Scheduled Castes
Twenty Ninth Vacancy	: Unreserved
Thirtieth Vacancy	: Ditto
Thirty First Vacancy	: Ditto
Thirty Second Vacancy	: Scheduled Castes
Thirty Third Vacancy	: Unreserved
Thirty Fourth Vacancy	: Ditto
Thirty Fifth Vacancy	: Ditto
Thirty Sixth Vacancy	: Scheduled Castes
Thirty Seventh Vacancy	: Unreserved
Thirty Eighth Vacancy	: Ditto
Thirty Ninth Vacancy	: Ditto
Fortieth Vacancy	: Scheduled Castes
Forty First Vacancy	: Unreserved
Forty Second Vacancy	: Ditto
Forty Third Vacancy	: Scheduled Castes
Forty Fourth Vacancy	: Unreserved
Forty Fifth Vacancy	: Ditto
Forty Sixth Vacancy	: Ditto
Forty Seventh Vacancy	: Scheduled Castes
Forty Eighth Vacancy	: Unreserved
Forty Ninth Vacancy	: Ditto
Fiftieth Vacancy	: Ditto

3. The Governor is also pleased to constitute Screening Committees in Rural, Urban and Tribal and Calcutta area Projects for filing up of the vacancies in the post of Anganwadi



Workers as given above. The members of the Screening Committee would be same as given in G.O. No. 8050(17)-SW dated 8.4.85. An M.L.A on the 3S-5/35 including a Minister may be represented by a person authorized by him in writing in this behalf. Such a person cannot act as a Chairman.

4. The Committee will hold an oral test for formation of panel of eligible Helpers for promotion as A.W.Ws. The Child Development Project Officer of the project will be the Member-Convener of the Committee.

5. List of eligible candidates in order of seniority, based on date of joining and marks obtained in oral examination will be consolidated for whole projects by Child Development Project Officer and sent to Additional Director of Social Welfare. On receipt of Additional Director of Social Welfare's approval C.D.P.O will issue appointment order.

6. All panels will be valid for two years and if required, it may be revalidated by the Govt. on a yearly basis.

7. The projects where direct recruitment process for the post of Anganwadi workers has started on or before the date of issuance of this G.O. should not be affected by this G.O.

Yours faithfully,  
Sd/-  
Programme Officer & Ex-Officer  
Assistant Secretary

**GOVERNMENT OF WEST BENGAL  
BACKWARD CLASSES WELFARE DEPARTMENT  
RESERVATION CELL  
WRITERS BUILDING**

No.134-BCW/RC  
MR-103/94

Calcutta the 25th March, 1999

**ORDER**

In exercise of the power conferred by section 10, read with section 11, of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 (West Bengal Act XXVII of 1976) and in supersession of all previous orders on the subject, the Governor is pleased hereby to direct that with a view to giving effect to the reservation of vacancies for the Scheduled Castes, and the Scheduled Tribes under the said Act, the following model roster shall henceforth be maintained for direct recruitment to vacancies in services and posts in the establishment as defined in the said Act.

## Model 100-Point Roster

<p style="text-align: center;"><b>THE CALCUTTA GAZETTE, EXTRA ORDINARY</b> <b>MARCH 25, 1999</b> <b>MODEL 100 POINT ROSTER</b></p>
--

1 <sup>st</sup> Vacancy	-	Scheduled Casts
2nd Vacancy	-	General
3rd Vacancy	-	General
4th Vacancy	-	Scheduled Tribe
5th Vacancy	-	General
6th Vacancy	-	General
7th Vacancy	-	Scheduled Caste
8th Vacancy	-	General
9th Vacancy	-	General
10th Vacancy	-	General
11th Vacancy	-	Scheduled Caste
12th Vacancy	-	General
13th Vacancy	-	General
14th Vacancy	-	General
15th Vacancy	-	Scheduled Caste
16th Vacancy	-	General
17th Vacancy	-	General
18th Vacancy	-	Scheduled Caste
19th Vacancy	-	General
20th Vacancy	-	General
21st Vacancy	-	Scheduled Caste
22nd Vacancy	-	General
23rd Vacancy	-	General
24th Vacancy	-	Scheduled Tribe
25th Vacancy	-	General
26th Vacancy	-	General
27th Vacancy	-	General
28th Vacancy	-	Scheduled Caste
29th Vacancy	-	General
30th Vacancy	-	General
31st Vacancy	-	General
32nd Vacancy	-	Scheduled Caste
33 rd Vacancy	-	General
34th Vacancy	-	General
35th Vacancy	-	General
36 th Vacancy	-	Scheduled Caste
37 th Vacancy	-	General
38 th Vacancy	-	General
39 th Vacancy	-	General
40 th Vacancy	-	Scheduled Caste
41 st Vacancy	-	General
42 nd Vacancy	-	General

**THE CALCUTTA GAZETTE, EXTRA ORDINARY**  
**MARCH 25, 1999**  
**MODEL 100 POINT ROSTER**

43 rd Vacancy	-	Scheduled Tribe
44 th Vacancy	-	General
45 th Vacancy	-	General
46 th Vacancy	-	General
47 th Vacancy	-	Scheduled Caste
48 th Vacancy	-	General
49 th Vacancy	-	General
50 th Vacancy	-	General
51 st Vacancy	-	Scheduled Caste
52 nd Vacancy	-	General
53 rd Vacancy	-	General
54 th Vacancy	-	Scheduled Tribe
55 th Vacancy	-	General
56 th Vacancy	-	General
57 th Vacancy	-	Scheduled Caste
58 th Vacancy	-	General
59 th Vacancy	-	General
60 th Vacancy	-	General
61 st Vacancy	-	Scheduled Caste
62 nd Vacancy	-	General
63 rd Vacancy	-	General
64 th Vacancy	-	General
65 th Vacancy	-	Scheduled Caste
66 th Vacancy	-	General
67th Vacancy	-	General
68th Vacancy	-	Scheduled Caste
69th Vacancy	-	General
70th Vacancy	-	General
71st Vacancy	-	Scheduled Caste
72 nd Vacancy	-	General
73rd Vacancy	-	General
74th Vacancy	-	Scheduled Tribe
75th Vacancy	-	General
76th Vacancy	-	General
77th Vacancy	-	General
78th Vacancy	-	Scheduled Caste
79th Vacancy	-	General
80th vacancy	-	General
81 st Vacancy	-	General
82 nd Vacancy	-	Scheduled Caste
83 rd Vacancy	-	General
84 th Vacancy	-	General
85th Vacancy	-	General
86 th Vacancy	-	Scheduled Caste
87 th Vacancy	-	General
88 th Vacancy	-	General
89 th Vacancy	-	General

**THE CALCUTTA GAZETTE, EXTRA ORDINARY**  
**MARCH 25, 1999**  
**MODEL 100 POINT ROSTER**

90 th Vacancy	-	Scheduled Caste
91 st Vacancy	-	General
92 nd Vacancy	-	General
93 rd Vacancy	-	Scheduled Tribe
94 th Vacancy	-	General
95 th Vacancy	-	General
96 th Vacancy	-	General
97 th Vacancy	-	Scheduled Caste
98 th Vacancy	-	General
99 th Vacancy	-	General
100 th Vacancy	-	General

The Governor is further pleased to direct that the 9th, 19th, 29th, 49th, 59th, 69th and 89th vacancies in the model roster and paragraph (1) shown as 'General' shall be reserved for backward classes of citizens included in the lists as deemed in clause (e) of section 2 of the West Bengal Commission for Backward Classes Act, 1993 (West Bengal Act of 1993).

This order shall come into force at once.

By order of the Governor  
Sd/-  
K. JHALA  
Pr. Secy. to the Govt. of West Bengal

**Government of West Bengal**  
**Department of Women & Child Dev & Social Welfare**  
**Writers' Building, Kolkata – 1**

No. 5680(42)-SW  
SW/0/1A-4/97 Part IV

Dated: 9th November, 2001

**IMPORTANT**

From : Shri R. M. Jamir,

Secretary to the Govt. of West Bengal

- 1) The Commissioner for Persons with Disabilities,  
West Bengal, 45, Ganesh Ch. Avenue, Kolkata - 700 013
- 2) The Director of social welfare,  
West Bengal, Juvenile Court Building,  
Salt Lake, Kolkata - 700064
- 3) The Secretary,  
Rajya Sainik Board, West Bengal,  
Writers' Buildings, Kolkata - 700 001
- 4) The Secretary,  
West Bengal Commission for Women

- 10, Rainey Park, Kolkata - 700 019
- 5) The Secretary,  
West Bengal Women Development Undertaking,  
B -7, LA - Block, Sector - III, Salt Lake,  
Kolkata - 700 091
  - 6) The Secretary,  
West Bengal Social Welfare Advisory Board  
Bhabani Bhawan, Alipur, Kolkata - 700 027
  - 7) The Controller of Vagrancy, West Bengal,  
Purta Bhawan, 3rd Floor, Salt Lake,  
Kolkata - 700 064
  - 8) The District Social Welfare  
Office of .....
  - P.O. .... Dist .....
  - 9) The District Programme officer of .....
  - P.O. .... Dist .....

Sub : Reservation of 3% seats for Persons with Disabilities on specific points under 100-point Roster

Sir / Madam,

I am directed to forward herewith a copy of the Labour Deptt's Notification No. 240-EMP/1M-5/2000 dt. 2.8.01 on the subject noted above and to request you to kindly maintain, accordingly, the reservation quota strictly while on appointment / recruitment in any vacant post under Group A, B, C, & D Categories in the offices under your control.

Necessary feed-back may also kindly be submitted quarterly may also kindly be submitted quarterly to this Govt. in Form - I, II & III as provided under rules 39 & 40 of the West Bengal Persons with Disabilities (Equal opportunities, Protection of Rights and Full Participation) Rules, 1999.

Yours faithfully,

Sd/-

SECRETARY

**GOVT. OF WEST BENGAL  
LABOUR DEPARTMENT  
WRITERS' BUILDINGS, KOLKATA - 700 001**

**No. : 240-EMP/IM-5/2000  
2001**

**Dated: 02-08-**

**NOTIFICATION**

In exercise of the powers conferred by Section 14, read with Sub-section (b) of Section 3 and Section 13 of the West Bengal Regulation of Recruitment in State Government Establishment and Establishments of Public Undertaking, Statutory Bodies, Government Companies and Local Authorities Act, 1999 (West Bengal Act XIV of 1999) and with due regard to the 100-point roster introduced by the Backward Classes Welfare Department, vide Notification No. 134-BCW/RC, dated 25-03-99, in compliance with the Provision of the West Bengal Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 (West Bengal Act XXVII of 1976) and West Bengal Commission for Backward Classes Act, 1993 (West Bengal Act I of 1993), the Governor is pleased to prescribe following 100-point roster

showing there in the points of reserved for the scheduled Castes, Scheduled Tribes, Backward Classes, Persons with Disabilities and the Exempted Categories for the guidance of the appointing authorities :-

**MODEL: 100 Point Roster of Vacancies**

1st Vacancy - Scheduled Caste, 2nd Vacancy - General, 3rd Vacancy - General, (E.C.), 4th Vacancy - Schedule Tribes, 5th Vacancy - General, 6th Vacancy - General, 7th Vacancy - Schedule Caste (E.C.), 8th Vacancy - General, 9th Vacancy - Backward Class, 10th Vacancy - General (E.C.), 11th Vacancy - Schedule Caste, 12 th Vacancy - General, (Person with disabilities) 13th Vacancy - General (E.C), 14th Vacancy - General, 15th Vacancy - Schedule Caste, 16th Vacancy - General (E.C.), 17th Vacancy - General, 18th Vacancy - Schedule Case, 19th Vacancy - Backward Classes, 20th Vacancy - General (E,C) 21st Vacancy - Schedule Caste, 22nd Vacancy - General, 23rd Vacancy - General (E,C.) 24th Vacancy - Schedule Tribe, 25th Vacancy - General, 26th Vacancy General, 27th Vacancy - General (E.C.) 28th Vacancy - Schedule Caste (E.C), 29th Vacancy - Backward Classes, 30th Vacancy - General, 31st Vacancy - General, 32nd Vacancy - Schedule Caste, 33rd Vacancy - General, 34th Vacancy - General (E.C), 35th Vacancy - General, 36th Vacancy - Schedule Caste, 37th Vacancy - General (E.C.). 38th Vacancy - General, 39th Vacancy - General (E.C), 40th Vacancy - Scheduled Caste, 41st Vacancy - General, 42 nd Vacancy - General (Persons with Disabilities), 43rd Vacancy - Scheduled Tribe (E.C) 44th Vacancy - General, 45th Vacancy - - General, 46th Vacancy - General, 47th Vacancy - Scheduled Caste (E.C.), 48th Vacancy - General, 49th Vacancy - Backward Caste, 50th Vacancy - General, 51st Vacancy - Scheduled Caste, 52nd Vacancy - General, 53rd Vacancy - General (E.C), 54th Vacancy - Scheduled Tribes, 55th Vacancy - General, 56th Vacancy - General, 57th Vacancy - Scheduled Caste (E.C), 58th Vacancy - General, 59th Vacancy - Backward Class, 60th vacancy - General (E.C), 61st Vacancy - Scheduled Caste, 62nd Vacancy - General 63rd Vacancy - General, 64th Vacancy - General (E.C), 65th Vacancy - Scheduled Caste, 66th Vacancy - General, 67th Vacancy - General (E,C), 68th Vacancy - Scheduled Caste, 69th Vacancy - Backward Classes (E.C), 70th Vacancy - General, 71st Vacancy - Scheduled Caste, 72nd Vacancy - General (Person with disability), 73rd Vacancy - General (E.C), 74th Vacancy - Scheduled Tribes, 75th Vacancy - General, 76th Vacancy - General, 77th Vacancy - General (E.C), 78th Vacancy - Scheduled Caste (E.C), 79th Vacancy - General, 80th Vacancy - General, 81st Vacancy - General, 82nd Vacancy - Scheduled Caste, 83rd Vacancy - General, 84th Vacancy - General, 85th Vacancy - General (E.C), 86th Vacancy - Scheduled Caste (E.C), 87th Vacancy - General (E.C) 88th Vacancy - General, 89th Vacancy - Backward Class, 90th Vacancy - Scheduled Caste, 91st Vacancy - General, 92nd Vacancy - General, 93rd Vacancy - Scheduled Tribe (E.C), 94th Vacancy - General, 95th Vacancy - General, 96th Vacancy - General, 97th Vacancy - Scheduled Caste (E.C), 98th Vacancy - General, 99th Vacancy - General, 100th Vacancy - General (E.C).

2. The Governor is also pleased to direct that the reservation for persons with disabilities, as provided for under the persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 shall be implemented as follows:

Each of the (3) Three Points (12th, 42nd and 72nd) of the 100-Point roster, reserved for the persons with disabilities shall be filled up by persons suffering from (1) Blindness of Low Vision, (ii) Hearing impairment and (iii) Locomotor disability or Cerebral Palsy - respectively in order to ensure 1% (one percent) reservation for each of the three categories of persons with disabilities.

3. The Governor is further pleased to direct that (a) Vacancy in Group 'C' posts at any point in each 'Block of 20 Points' of the aforesaid 100-Point roster shall be filled up by an Ex-Serviceman irrespective of the Category like General/SC/ST/ and BC (other than Exempted Category) to which the candidate may belong : (b) Vacancy in Group – 'D' post at any point in each "Block of 10 Points" of the aforesaid 100-Point roster shall be filled up by an Ex-Serviceman irrespective of the Category like General/SC/ST/ and BC (other than Exempted Category) to which the candidate may belong : (b) Vacancy in Group – 'D' post at any point in each 'Block of 10 Points' of the aforesaid roster shall be filled up by an Ex-Serviceman irrespective of the category like General/ SC/ ST/ and BC (other than Exempted Category) to which the candidate may belong.

Ex-Serviceman may be appointed against SC/ ST/ BC vacancies only if they belong to SC/ ST/ BC, otherwise they may be appointed against "General" vacancies.

4. All appointing authorities should obtain names from Exempted Category Cell under the Directorates of Employment, West Bengal, to fill up the vacancies meant for the Exempted category candidates in the above roster except the cases of Employment on compassionate ground, viz. death-in-harness and premature retirement due to remarent in capacitation.

5. The relevant Notification issued by the Finance Deptt. relaxing upper age limits for SC, ST, BC, persons with disabilities ex-serviceman and Exempted Category Candidates may be kept in view with calling for names from the sponsoring agencies concerned and at the time of offering employment.

6. As no curtailment of existing percentage of reservation for SC, ST, and BC can be made the reserved points for SC (EC), ST (E.C) and BC (E.C) shall be filled up by Exempted Category Candidates belonging to SC, ST, and EC only, In case of non-availability of a suitable exempted category candidate belonging to SC, ST or BC for any of such reserved point, the said vacancy shall be filed up by a non-Exempted Category Candidate belonging to SC, ST, Or BC as the case may exempted category candidate belonging to SC, ST, or BC in the case my be.

7. (a) The guide-lines contained herein should be followed with immediate effect in respect of all existing and future vacancies coming under the purview of the aforesaid Act.

(b) This supersedes earlier circular issued by the Labour Department prescribing roster points for filling up aforesaid vacancies.

By order of the Governor,  
Sd/  
Chief Secretary to the  
Government of West Bengal

**GOVERNMENT OF WEST BENGAL**  
**BACKWARD CLASSES WELFARE DEPARTMENT**  
**WRITERS' BUILDING, KOLKATA - 700 001**  
Website: [www.anagrasarkalyan.gov.in](http://www.anagrasarkalyan.gov.in) / [www.bcwdwb.gov.in](http://www.bcwdwb.gov.in)

**ORDER**

WHEREAS by this Department's Notification No. 6309 - BCW/MR-84/10, dated the 24th September, 2010, the backward classes, for the purpose of the West Bengal Commission for Backward Classes Act, 1993 (West Ben. Act I of 1993) were divided into two categories, namely, **Category-A** (consisting of 56 communities) and **Category-B** (consisting of 52 communities).

AND WHEREAS by this Department's Notification No. 6312 - BCW/MR-84/10, dated the 24th September, 2010 (hereinafter referred to as the said order), the Governor has been pleased to reserve **10% and 7% of vacancies in services and posts** for the Category-A and Category-B respectively of the Other Backward Classes under the Government of West Bengal, **the local and statutory authorities constituted under any State Act**, Corporations in which not less than 51% of the paid-up share capitals is held by the State Government, Universities, Colleges affiliated to the Universities, primary, secondary and higher secondary schools, other educational institutions which are owned or aided by the State Government, and public sector, to be filled up by direct recruitment shall be reserved for the backward classes of citizens;

Now, Therefore, the Governor is pleased hereby to direct that for the purposes of implementation of 10% and 7% reservation quota for the backward classes under **Category-A and Category-B** respectively in direct recruitment in pursuance of the provisions of the said order, a separate 100-point roster (as per the model 100 point roster annexed hereto in which 6th, 13th, 26th, 38th, 45th, 52nd, 63rd, 76th, 84th and 99th vacancies for the backward classes under **Category-A** and 9th, 19th, 29th, 49th, 59th, 69th and 89th vacancies under **Category B** of the backward classes shall be reserved) shall be maintained;

The citizens of the backward classes claiming the benefit of reservation in services and posts, shall produce a certificate of proof from competent authority for his being a member of the backward classes with respect to respective category of backward classes as specified below:-

- (a) in the district, the Sub-divisional Officer of the sub-division concerned, and
- (b) in Kolkata, the District Magistrate, South 24-Parganas, or such Additional District Magistrate, South 24-Parganas, as may be authorized by the District Magistrate, South 24-Parganas, in this behalf.

The following model roster shall henceforth be maintained for direct recruitment to vacancies and services and posts in an establishment as defined in the West Bengal Scheduled Castes and the Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 (West Bengal Act XXVII of 1976).

**Model 100-Point Roster**

1 <sup>st</sup> Vacancy	-	Scheduled Caste
2nd Vacancy	-	Unreserved
3rd Vacancy	-	Unreserved
4th Vacancy	-	Scheduled Tribe
5th Vacancy	-	Unreserved
6th Vacancy	-	OBC Category - A
7th Vacancy	-	Scheduled Caste



8th Vacancy	-	Unreserved
9th Vacancy	-	OBC Category - B
10th Vacancy	-	Unreserved
11th Vacancy	-	Scheduled Caste
12th Vacancy	-	Unreserved
13th Vacancy	-	OBC Category - A
14th Vacancy	-	Unreserved
15th Vacancy	-	Scheduled Caste
16th Vacancy	-	Unreserved
17th Vacancy	-	Unreserved
18th Vacancy	-	Scheduled Caste
19th Vacancy	-	OBC Category - B
20th Vacancy	-	Unreserved
21st Vacancy	-	Scheduled Caste
22nd Vacancy	-	Unreserved
23rd Vacancy	-	Unreserved
24th Vacancy	-	Scheduled Tribe
25th Vacancy	-	Unreserved
26th Vacancy	-	OBC Category - A
27th Vacancy	-	Unreserved
28th Vacancy	-	Scheduled Caste
29th Vacancy	-	OBC Category - B
30th Vacancy	-	Unreserved
31st Vacancy	-	Unreserved
32nd Vacancy	-	Scheduled Caste
33rd Vacancy	-	Unreserved
34th Vacancy	-	Unreserved
35th Vacancy	-	Unreserved
36th Vacancy	-	Scheduled Caste
37th Vacancy	-	Unreserved
38th Vacancy	-	OBC Category - A
39th Vacancy	-	Unreserved
40th Vacancy	-	Scheduled Caste
41st Vacancy	-	Unreserved
42nd Vacancy	-	Unreserved
43rd Vacancy	-	Scheduled Tribe
44th Vacancy	-	Unreserved
45th Vacancy	-	OBC Category - A
46th Vacancy	-	Unreserved
47th Vacancy	-	Scheduled Caste
48th Vacancy	-	Unreserved
49th Vacancy	-	OBC Category - B
50th Vacancy	-	Unreserved
51st Vacancy	-	Scheduled Caste
52nd Vacancy	-	OBC Category-A
53rd Vacancy	-	Unreserved
54th Vacancy	-	Scheduled Tribe

55th Vacancy	-	Unreserved
56th Vacancy	-	Unreserved
57th Vacancy	-	Scheduled Caste
58th Vacancy	-	Unreserved
59th Vacancy	-	OBC Category-B
60th Vacancy	-	Unreserved
61st Vacancy	-	Scheduled Caste
62nd Vacancy	-	Unreserved
63rd Vacancy	-	OBC Category -A
64th Vacancy	-	Unreserved
65th Vacancy	-	Scheduled Caste
66th Vacancy	-	Unreserved
67th Vacancy	-	Unreserved
68th Vacancy	-	Scheduled Caste
69th Vacancy	-	OBC Category-B
70th Vacancy	-	Unreserved
71st Vacancy	-	Scheduled Caste
72nd Vacancy	-	Unreserved
73rd Vacancy	-	Unreserved
74th Vacancy	-	Scheduled Tribe
75th Vacancy	-	Unreserved
76th Vacancy	-	OBC Category - A
77th Vacancy	-	Unreserved
78th Vacancy	-	Scheduled Caste
79th Vacancy	-	Unreserved
80th Vacancy	-	Unreserved
81st Vacancy	-	Unreserved
82nd Vacancy	-	Scheduled Caste
83rd Vacancy	-	Unreserved
84th Vacancy	-	OBC Category-A
85th Vacancy	-	Unreserved
86th Vacancy	-	Scheduled Caste
87th Vacancy	-	Unreserved
88th Vacancy	-	Unreserved
89th Vacancy	-	OBC Category - B
90th Vacancy	-	Scheduled Caste
91st Vacancy	-	Unreserved
92nd Vacancy	-	Unreserved
93rd Vacancy	-	Scheduled Tribe
94th Vacancy	-	Unreserved
95th Vacancy	-	Unreserved
96th Vacancy	-	Unreserved
97th Vacancy	-	Scheduled Caste

98th Vacancy	-	Unreserved
99th Vacancy	-	OBC Category -A
100th Vacancy	-	Unreserved

The format of Certificate for Other Backward Classes is hereby modified as per format attached to this order to have a specific mention of the category of the Other Backward Class the certificate holder belongs to.

**Government of West Bengal**  
**Office of the Sub-Divisional Officer / District Magistrate**

-----  
**CERTIFICATE FOR OTHER BACKWARD CLASSES**

Certificate No. \_\_\_\_\_ Date \_\_\_\_\_  
This is to certify that Shir / Shrimati / Kumari\*.....Son/ Daughter\* of  
Shri .....of village/Town.....in District/Division\*  
.....of the State / Union Territory\* of West Bengal belongs to the..... Community  
which is recognized as a Backward Class (Category.....\*) by the Government of West  
Bengal, under:-

- #
1. Notification No. ....Date .....
  2. Notification No. ....Date .....
  3. Notification No. ....Date .....
  4. Notification No. ....Date .....

Read with  
Notification No. .... Date .....

and by the Government of India for the State of West Bengal under -

- #
1. Resolution No..... Date .....
  - Notification No. .... Date .....
  2. Resolution No. ....Date .....
  - Notification No. ....Date .....
  3. Resolution No. ....Date .....
  - Notification No. .... Date .....

-----  
\* Please insert 'A' or 'B' Notification No. \_\_\_\_\_ dated \_\_\_\_\_

# Please delete the portion which is not applicable

Shri/ Shrimati ..... and / or/ his / her family ordinarily\*  
reside (s) in Village / Town / District of .....in the State of West Bengal.

This is also to certify that he / she does not belong to the category of persons / sections  
(Creamy Layer) to whom reservation shall not apply as per provision contained in the Schedule  
mentioned in Order No. 347-TW/EC, dated the 13th July, 1994 and subsequently modified  
vide Order No. 1518-BCW, dated the 20th May, 2009 of the Backward Classes Welfare  
Department or in column 3 of the Schedule to the Government of India, Department of

Personnel and Training O.M. No. 36012/22/93-Estt (SCT) dated the 8th September, 1993, subsequently revised vide O.M. No. 36033/3/2004-Estt. (Res.) dated the 9th March, 2004 and O.M. No. 1-1/2008-U.I.A. dated the 13th October, 2008.

Date

D.M./ S.D.O

Seal

This order shall come into force at once.

By order of the Governor,

Sd/-

SK. NURUL HAQUE

Principal Secretary of the Government of West Bengal

**Government of West Bengal  
Labour Department  
Writers' Buildings, Kolkata – 1**

No. 50-Emp/1M-25/98

Dated, Kolkata, the 1st March, 2011

**NOTIFICATION**

In exercise of the powers conferred by Section 14, read with Sub-section (b) of Section 3 and Section 13 of the 'West Bengal Regulation of Recruitment in State Government Establishments and Establishments of Public Undertakings, Statutory Bodies, Government Companies and Local Authorities Act, 1999' (West Bengal Act XIV of 1999) and with due regard to the 100-Point Roster introduced by the Backward Classes Welfare Department, vide Notification No. 6320- BCW/MR-84/10 dated 24-09-2010 in compliance with the provision of the 'West Bengal Scheduled Caste and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976' (West Bengal Act XXVII of 1976) and 'West Bengal Commission for Backward Classes Act, 1993' (West Bengal Act I of 1993), the Governor is pleased to prescribe following Model 100-Point Roster showing therein the points reserved for the Scheduled Castes, Scheduled Tribes, Other Backward Classes - Category-A and Category-B, Persons With Disabilities, Ex-servicemen and the Exempted Categories for the guidance of the appointing authorities:-

**MODEL 100-Point Roster of Vacancies**

1 <sup>st</sup> Vacancy	-	Scheduled Casts
2nd Vacancy	-	Unreserved
3rd Vacancy	-	Unreserved (EC)
4th Vacancy	-	Scheduled Tribe
5th Vacancy	-	Unreserved (Ex-Service man in Group D Post)
6th Vacancy	-	OBC Category - A
7th Vacancy	-	Scheduled Caste (E.C)
8th Vacancy	-	Unreserved
9th Vacancy	-	OBC Category - B
10th Vacancy	-	Unreserved (E.C)

11th Vacancy	-	Scheduled Caste (Ex Service man in Group C Post)
12th Vacancy	-	Unreserved (Persons with Disabilities)
13th Vacancy	-	OBC Category A (E.C)
14th Vacancy	-	Unreserved
15th Vacancy	-	Scheduled Caste
16th Vacancy	-	Unreserved (EC)
17th Vacancy	-	Unreserved (Ex-Serviceman in Group D Post)
18th Vacancy	-	Scheduled Caste
19th Vacancy	-	OBC Category-B (E.C)
20th Vacancy	-	Unreserved (E.C)
21st Vacancy	-	Scheduled Caste(Ex-Serviceman in Group D Post)
22nd Vacancy	-	Unreserved (Ex-Serviceman Group C Post)
23rd Vacancy	-	Unreserved
24th Vacancy	-	Scheduled Tribe
25th Vacancy	-	Unreserved
26th Vacancy	-	OBC Category - A
27th Vacancy	-	Unreserved (E.C)
28th Vacancy	-	Scheduled Caste (E.C)
29th Vacancy	-	OBC Category - B
30th Vacancy	-	Unreserved
31st Vacancy	-	Unreserved (Ex Serviceman in Group D Post)
32nd Vacancy	-	Scheduled Caste
33rd Vacancy	-	Unreserved (Meritorious Sportspersons)
34th Vacancy	-	Unreserved (EC)
35th Vacancy	-	Unreserved
36th Vacancy	-	Scheduled Caste
37th Vacancy	-	Unreserved
38th Vacancy	-	OBC Category - A
39th Vacancy	-	Unreserved (EC)
40th Vacancy	-	Scheduled Caste
41st Vacancy	-	Unreserved
42nd Vacancy	-	Unreserved (Persons with Disabilities)
43rd Vacancy	-	Scheduled Tribe (E.C)
44th Vacancy	-	Unreserved
45th Vacancy	-	OBC Category - A (E.C)
46th Vacancy	-	Unreserved
47th Vacancy	-	Scheduled Caste (EC)
48th Vacancy	-	Unreserved
49th Vacancy	-	OBC Category- B (Ex Serviceman in Group D Post)
50th Vacancy	-	Unreserved (EC)
51st Vacancy	-	Scheduled Caste
52nd Vacancy	-	OBC Category A
53rd Vacancy	-	Unreserved (EC)
54th Vacancy	-	Scheduled Tribe (Ex Serviceman in Group D Post)
55th Vacancy	-	Unreserved
56th Vacancy	-	Unreserved
57th Vacancy	-	Scheduled Caste (EC)
58th Vacancy	-	Unreserved (Ex-Serviceman Group C Post)
59th Vacancy	-	OBC Category-B
60th Vacancy	-	Unreserved (E.C.)

61st Vacancy	-	Scheduled Caste
62nd Vacancy	-	Unreserved
63rd Vacancy	-	OBC Category- A (Ex-Serviceman in Group D Post)
64th Vacancy	-	Unreserved (EC)
65th Vacancy	-	Scheduled Caste
66th Vacancy	-	Unreserved (Meritorious Sports person)
67th Vacancy	-	Unreserved (E.C.)
68th Vacancy	-	Scheduled Caste
69th Vacancy	-	OBC Category-B (E.C)
70th Vacancy	-	Unreserved
71st Vacancy	-	Scheduled Caste (Ex Serviceman in Group D Post)
72nd Vacancy	-	Unreserved (Persons with Disabilities)
73rd Vacancy	-	Unreserved (EC)
74th Vacancy	-	Scheduled Tribe
75th Vacancy	-	Unreserved (Ex-Serviceman in Group C Post)
76th Vacancy	-	OBC Category - A (EC)
77th Vacancy	-	Unreserved
78th Vacancy	-	Scheduled Caste (EC)
79th Vacancy	-	Unreserved
80th Vacancy	-	Unreserved
81st Vacancy	-	Unreserved (Ex Serviceman in Group C Post)
82nd Vacancy	-	Scheduled Caste
83rd Vacancy	-	Unreserved (Ex Serviceman Group D Post)
84th Vacancy	-	OBC Category - A
85th Vacancy	-	Unreserved (E.C)
86th Vacancy	-	Scheduled Caste (E.C)
87th Vacancy	-	Unreserved (EC)
88th Vacancy	-	Unreserved
89th Vacancy	-	OBC Category - B
90th Vacancy	-	Scheduled Caste
91st Vacancy	-	Unreserved
92nd Vacancy	-	Unreserved
93rd Vacancy	-	Scheduled Tribe (EC)
94th Vacancy	-	Unreserved (Ex-Serviceman in Group-D Post)
95th Vacancy	-	Unreserved
96th Vacancy	-	Unreserved
97th Vacancy	-	Scheduled Caste (EC)
98th Vacancy	-	Unreserved
99th Vacancy	-	OBC Category -A
100th Vacancy	-	Unreserved (EC)

(E.C. means Exempted Categories)

**2. The Governor is also pleased to direct that the reservation for Persons With Disabilities, as provided under the 'Persons With Disabilities (Equal opportunities, Protection of Rights and Full Participation) Act, 1995' shall be implemented as follows :-**

Each of the 3 (three) Points (12th, 42nd and 72nd) of the 100-Point Roster, reserved for the Persons With Disabilities shall be filled up by persons suffering from (i) Blindness or Low vision, (ii) Hearing impairment and (iii) Loco-motor disability or Cerebral Palsy – respectively in order to ensure 1% (one percent) reservation for each of the three categories of Persons With Disabilities.

3. The Governor is further pleased to direct that (a) vacancies in Group 'C' Post at 11th, 22nd, 58th, 75th and 81st points and (b) vacancies in Group-D Post at 5th, 17th, 21st, 31st, 49th, 54th, 63rd, 71st, 83rd, and 94th points of the above 100-Point Roster in State Services and Posts, Group-C and Group-D including those filled up through the P.S.C., West Bengal shall be filled up by ex-serviceman subject to the provisions of Rule-4 of the 'Ex-Servicemen (Reservation of vacancies in State Services and Posts, Group-C and Group-D) Rules, 1982 as published vide Finance Department Notification No. 6249-F dated 15-06-1982.

4. The Governor is further pleased to direct that the vacancies in Group 'B', 'C' and 'D' posts, at 33rd and 66th points of the above 100 point Roster shall be filled up from the meritorious sports persons according to the provisions of this Department Notification Number 49-EMP/1M-25/98 dated 1st March, 2011.

5. In terms of the B.C.W., Department's Notification No. 6309-BCW/MR-84/10 dated 24-09-2010, the Backward Classes, for the purpose of the 'West Bengal Commission for Backward Classes Act, 1993' (West Bengal Act 1 of 1993) stand divided into two categories, viz. Category-A (consisting of 56 communities) and Category-B (consisting of 52 communities).

6. All appointing authorities should obtain names from Exempted Category Cell under the Directorate of Employment, West Bengal, to fill up the vacancies meant for Exempted Category Candidates in the above roster except the cases of Employment on compassionate ground, viz. death-in-harness and premature retirement due to permanent incapacitation.

7. The relevant Notifications issued by the Finance Department relaxing upper age limits for SC, ST, Other Backward Classes Category-A and Category-B, Persons With Disabilities, Ex-Servicemen and Exempted Category Candidates may be kept in view while taking steps for filling up vacancies meant for the respective categories.

8. As no curtailment of existing percentage of reservation for SC, ST and OBC-Category-A and Category-B can be made, the reserved points for SC (E.C.), ST (E.C.), OBC Category-A (E.C.) and OBC Category-B (E.C.) shall be filled up by the Exempted Category Candidates belonging to SC, ST and OBC Category-A/ Category-B only. In case of non-availability of a suitable Exempted Category Candidate belonging to SC, ST or OBC Category-A and Category-B for any of such reserved point, the said vacancy shall be filled up by a non-Exempted Category Candidate belonging to SC, ST or OBC Category-A and Category-B as the case may be.

9. a) This order issues in partial modification of this Department Notification No. 240-Emp dated 02-08-2001 to the extent it is considered necessary for implementation of the 10% and 7% reservation quota for Backward Classes under Category-A and Category-B as laid down in BCW Department Order No. 6320-BCW/MR-84/10 dated 24-09-2010 and also for streamlining the process of 5% and 10% reservation of vacancies in Group-C and Group-D Post respectively in State Services and Posts, Group-C and Group-D as laid down in the 'Ex-Servicemen (Reservation of vacancies in the State Services and Posts, Group-C and Group-D) Rules 1982.

b) All appropriate authorities of the Government, including Home Department, B.C.W, Department, Finance Department, Department of Sports and P.S.C., West Bengal have been consulted on respective issues concerning them.

By Order of the Governor  
Sd/-  
Samar Ghosh  
Chief Secretary to the  
Government of West Bengal

**Annexure – AB**

**LIST OF SC, ST & OBC RECOGNIZED IN WEST BENGAL**

**LIST OF SCHEDULED CASTES**

1.	BAGDI, DULEY	31	KAUR
2	BAHELIA	32	KEOT, KEYOT
3	BAITI	33	KHAIRA
4	BANTAR	34	KHATIK
5	BAURI	35	KOCH
6	BELDAR	36	KONAI
7	BHOGTA	37	KONWAR
8	BHUIMALI	38	KOTAL
9	BHUIYA	39	KURARIAR
10	BIND	40	LALBEGI
11	CHAMAR, CHARMAKAR, MOCHI, MUCHI, RABIDS, RUIDAS, RISHI	41	LOHAR
12	CHAUPAL	42	MAHAR
13	DABGAR	43	MAL
14	DAMAI (NEPAL)	44	MALLAH



15	DHOBA DHOBI	45	MUSAHAR
16	DOAI	46	NAMASUDRA
17	DOM, DHANGAD	47	NAT
18	DOSADH, DUSADH, DHARI, DHARBI	48	NUNIYA
19	GHASI	49	PAILYA
20	GONRHI	50	PAN, SAWASI
21	HALAIKHOR	51	PASI
22	HARI, MEHTAR, MEHTOR, BHANGI, BALMIKI	52	PATNI
23	JALIA KAIBARTTA	53	POD, POUNDRA
24	JHALA MALO, MALO	54	RAJBANSHI
25	KADAR	55	RAJWAR
26	KAMI (NEPALI)	56	SARKI (NEPALI)
27	KANDRA	57	SUNRI (Excluding SAHA)
28	KANJAR	58	TIYAR
29	KAORA	59	TURI
30	KARENGA, KORANGA	60	CHAIN (in Malda, Murshidabad, Nadia and Dakshin Dinajpur Districts)

### **LIST OF SCHEDULED TRIBES**

1.	ASUR	21	KORWA
2	BAIGA	22	LEPCHA
3	BEDIA, BEDIYA	23	LODHA, KHERIA, KHARIA
4	BHUMIJ	24	LOHARA, LOHRA
5	BHUTIA, SHERPA, TOTO, DUKPA, KAGATAY, TIBETAN, YOLMO	25	MAGH
6	BIRHOR	26	MAHALI
7	BIRJIA	27	MAHLI
8	CHAKMA	28	MAL PAHARIYA
9	CHERO	29	MECH
10	CHIK BARAIK	30	MRU
11	GARO	31	MUNDA
12	GOND	32	NAGESIA
13	GORAIT	33	ORAON
14	HAJANG	34	PAHARIYA
15	HO	35	RABHA
16	KARMALI	36	SANTAL

17	KHARWAR	37	SAURIA PAHARIA
18	KHOND	38	SAVAR
19	KISAN	39	LIMBU
20	KORA	40	TAMANG

**LIST OF OTHER BACKWARD CLASSES  
RECOGNIZED BY GOVT. OF WEST BENGAL**

Sl.	Name of Class	Particulars of Connected Orders
1	Kapali	Notification No. 346-TW/EC dt. 13.07.94 read with Notification No. 92-TW/EC dt. 11.02.1997 read with Notification No. 267-TW/EC dt. 17.05.1996
2	Baishya Kapali	
3	Kurmi	
4	Sutradhar	
5	Karmakar	
6	Kumbhakar, Kumar	
7	Swarnakar	
8	Teli, Kolu	
9	Napit	
10	Yogi-Nath	
11	Goala-Gope (Pallav Gope, Ballav Gope, Yadav Gope, Gope, Ahir and Yadav.)	
12	Moirra-Modak (Halwai)	
13	Barujibi, Barui	
14	Satchasi	
15	Malakar	Notification No. 705-TW/EC dt. 13.12.94
16	Jolah (Ansari-Momin)*	
17	Kansari	
18	Tanti, Tantubaya	
19	Dhanuk	
20	Shankakar	
21	Keori / Koiri	
22	Raju	
23	Nagar	
24	Karani	
25	Sarak	Notification No. 370-TW/EC dt. 12.05.1995
26	Tamboli / Tamali	
27	Kosta / Kostha	
28	Roniwar	Notification No. 183-TW/EC dt. 8th March 1996
29	Christians converted from Scheduled Castes	
30	Lakhera/Laahera	
31	Fakir / Sain*	
32	Kahar	
33	Betkar (Bentkar)	
34	Chitrakar	
35	Bhujel	
36	Newar	
37	Mangar	
38	Nembang	

<b>Sl.</b>	<b>Name of Class</b>	<b>Particulars of Connected Orders</b>
39	Sampang	Notification No. 1179-TW/EC dt. 01.12.1995
40	Bungchheng	
41	Thami	
42	Jogi	
43	Dhimal	
44	Hawari*	Notification No. 93-TW/EC dt. 01.02.1997
45	Bhar	
46	Khandait	
47	Gangot	
48	Turha	
49	Dhunia*	
50	Patidar*	
51	Kasai*	Notification No. 1054-BCW/EC dt. 06.11.97
52	Hele / Halia / Chasi-Kaibartta	
53	Bansi-Barman	Notification No. 84-BCW/RC dt. 01.03.1999
54	Nashya-Sekh*	
55	Pahadia-Muslim*	
56	Khen	
57	Sukli	
58	Sunuwar	
59	Bharbhujia	Notification No. 2927-BCW/MR-436/99 dated 10th July 2001
60	Dewan	
61	Rai (including Chamling)	Notification No. 5001-BCW dt 07.10.2002
62	Rayeen / Kunjra*	
63	Shershabadia*	Notification No. 861-BCW/MR-169/2004 dated 01.3.2005
64	Devanga	
65	Hajjam*	Notification No. 3230-BCW dt. 04.12.2008 read with No. 264/BCW dt. 28.01.2009
66	Chowduli*	Notification No. 485/BCW dt. 20.02.2009
67	Chasatti (Chasa)	Notification No. 771-BCW/ MR - 436/1999 dt. 05.03.2010
68	Beldar Muslim*	
69	Khotta Muslim*	
70	Sardar*	
71	Nikari*	Notification No. 1403-BCW/MR-436/99(1) dt. 26/04/2010
72	Mahaldar*	
73	Dhukre*	
74	Basni / Bosni*	
75	Abdal*	
76	Kan*	Notification No., 1639-BCW/MR- 436/1999 dt. 14.05.2010
77	Tutia*	
78	Gayen*	
79	Bhatia Muslim*	
80	Midde*	
81	Mallick*	

Sl.	Name of Class	Particulars of Connected Orders
82	Kalander*	Notification No. 1929-BCW/MR-436/99(1) dt. 02/06/2010
83	Laskar*	
84	Baidya Muslim*	
85	Jamadar*	
86	Chutor Mistri*	
87	Dafadar*	
88	Mal Muslim*	
89	Majhi / Patni Muslim*	
90	Muchi / Chamar Muslim*	
91	Nehariya*	
92	Muslim Haldar*	
93	Siuli (Muslim)*	
94	Muslim Mandal*	
95	Muslim Sanpui/Sapui*	
96	Muslim Biswas*	
97	Muslim Mali*	
98	Ghosi*	
99	Darji / Ostagar / Idrishi*	Notification No. 5045-BCW/MR-436/99(1) Dated 31st August, 2010
100	Rajmistri*	
101	Bhatiyara*	
102	Molla*	
103	Dhali (Muslim)*	
104	Tal-Pakha Benia*	
105	Muslim Piyada*	
106	Muslim Barujibi / Barui*	Notification No. 6305-BCW/MR-436/99(1) Dated 24th September, 2010
107	Bepari / Byapari Muslim*	
108	Penchi*	
* indicate Muslim Communities amongst the OBCs		

**BACKWARD CLASSES WELFARE DEPARTMENT  
GOVERNMENT OF WEST BENGAL**

Ref. No. 1132-BCW  
28.03.2018

Dated \_\_\_\_\_ :

**Category wise OBC list**

List of Other Backward Classes (O.B.C) -Category wise  
Recognized by Govt. of West Bengal

Sl.	MORE BACKWARD (Category -A)	Sl	BACKWARD (Category - B)
1	Abdal (Muslim)*	1	Baishya Kapali
2	Baidya Muslim*	2	Bansi Barman
3	Basni / Bosni (Muslim)*	3	Barujibi
4	Beldar Muslim*	4	Betkar (Bentkar)
5	Bepari / Byapari Muslim*	5	Bhar

<b>Sl.</b>	<b>MORE BACKWARD (Category -A)</b>	<b>Sl</b>	<b>BACKWARD (Category - B)</b>
6	Bhatia Muslim*	6	Bharbhuj
7	Muslim Bhatiyara*	7	Bhujel
8	Chowduli (Muslim)*	8	Bungchheng
9	Muslim Chutor Mistri*	9	Chasatti (Chasa)
10	Muslim Dafadar*	10	Chitrakar
11	Dhukre (Muslim)*	11	Scheduled Castes converts to Christianity and their progeny
12	Dhunias*	12	Devanga
13	Fakir, Sain*	13	Dewan
14	Gayen (Muslim)*	14	Dhimal
15	Ghosi (Muslim)*	15	Gangot
16	Hajjam (Muslim)*	16	Goala, Gope (Pallav Gope, Ballav Gope, Yadav Gope, Gope, Ahir and Yadav)
17	Hawari, Dhobi (other than those included in the list of Scheduled Castes)*	17	Hele / Halia / Chasi-Kaibartta, Das Kaibartta
18	Muslim Jamadar*	18	Kahar
19	Jolah (Ansari-Momin)*	19	Kansari
20	Muslim Kalander*	20	Kapali
21	Kan (Muslim)*	21	Karani
22	Kasai*	22	Karmakar
23	Khotta Muslim*	23	Keori / Koiri
24	Muslim Laskar*	24	Khen (Non-Bania category)
25	Mahaldar (Muslim)*	25	Kumbhakar
26	Majhi / Patni Muslim*	26	Kurmi
27	Mal Muslim*	27	Malakar
28	Mallick*	28	Mangar
29	Midde*	29	Moiras (Halwai), Modak (Halwai)
30	Muslim Molla*	30	Nagar
31	Muchi / Chamar Muslim*	31	Napit
32	Muslim Barujibi / Barui*	32	Nembang
33	Muslim Biswas*	33	Newar
34	Muslim Haldar*	34	Rai (including Chamling)
35	Muslim Mali, Faraji (Muslim)*	35	Raju
36	Muslim Mandal*	36	Sampang
37	Muslim Piyada*	37	Sarak

<b>Sl.</b>	<b>MORE BACKWARD (Category -A)</b>	<b>Sl</b>	<b>BACKWARD (Category - B)</b>
38	Muslim Sanpui/Sapui*	38	Satchasi
39	Nashya-Sekh*	39	Shankakar
40	Muslim Nehariya*	40	Sunuwar
41	Nikari (Muslim)*	41	Sutradhar
42	Patidar*	42	Swarnakar
43	Muslim Penchi*	43	Tamboli / Tamali
44	Muslim Rajmistri*	44	Tanti, Tantubaya
45	Rayeen (Kunjra)*	45	Teli, Kolu
46	Muslim Sardar*	46	Thami
47	Shershabadia*	47	Turha
48	Siuli (Muslim)*	48	Yogi, Nath
49	Tutia (Muslim)*	49	Muslim Darji / Ostagar / Idrishi*
50	Dhanuk	50	Dhali (Muslim)*
51	Jogi	51	Pahadia Muslim*
52	Khandait	52	Tal-Pakha Benia*
53	Kosta / Kostha	53	Adaldar (Muslim)*
54	Lakhera/Laahera	54	Aku nji/Akan/Akhan (Muslim)*
55	Roniwar	55	Bag (Muslim)*
56	Sukli	56	Chaprashi (Muslim)*
57	Bhangi (Muslim)*	57	Churihar*
58	Dhatri/Dai/Dhaity (Muslim)*	58	Daptari (Muslim)*
59	Gharami (Muslim)*	59	Dewan (Muslim)*
60	Ghorkhan*	60	Dhabak (Muslim)*
61	Goldar/Golder (Muslim)*	61	Gazi (Muslim), Par (Muslim)*
62	Halsana (Muslim)*	62	Khan (Muslim)*
63	Kayal (Muslim)*	63	Sadhukhan (Muslim)*
64	Naiya (Muslim)*	64	Majhi
65	Shikari/Sikari (Muslim)*	65	Malita/Malitha/Malitya (Muslim)*
66	Sekh/Seikh*	66	Mistri (Muslim)*
67	Bayen (Muslim)*	67	Paik (Muslim)*
68	Bhuiya/Bhunya (Muslim)*	68	Pailan (Muslim)*
69	Borah / Bara / Bora (Muslim)*	69	Purkait (Muslim)*
70	Gorey (Muslim)*	70	Sana (Muslim)*
71	Hati (Muslim)*	71	Sareng (Muslim)*
72	Jatuya (Muslim)*	72	#Omitted
73	Khondekar/Khonkar (Muslim)*	73	Sarkar (Muslim)*

<b>Sl.</b>	<b>MORE BACKWARD (Category -A)</b>	<b>Sl</b>	<b>BACKWARD (Category - B)</b>
74	Pahar (Muslim)*	74	Shah (Shah/Sahaji)*
75	Raptan (Muslim)*	75	Tarafdar (Muslim)*
76	Kalwar	76	Gavara
77	Atta (Muslim)*	77	Mouli (Muslim)*
78	Khansama*	78	Sepai (Muslim)*
79	Hawaikar (Muslim)*	79	Baradi (Muslim)*
80	Khajankriya / Khajankriya (Muslim)*	80	Dalai (Muslim)*
81	Hazari (Muslim)*	81	Hoseni Goyala (Muslim)*
		82	Khalashi (Muslim)*
		83	Kichni (Muslim)*
		84	Mukti/Mufti (Muslim)*
		85	Kalal/Iraqi*
		86	Sarala/Sarwala (Muslim)*
		87	Bagani (Muslim)*
		88	Bhandari (Muslim)*
		89	Katha (Muslim)*
		90	Mudi / Mehedi (Muslim)*
		91	Sahana (Muslim)*
		92	Kazi/Kaji/Quazi/Quaji (Muslim)*
		93	Kotal (Muslim)*
		94	Gurung
		95	Layek (Muslim)*
		96	Khas

\*Indicate Muslim communities amongst the OBCs





Name of the Department

Group of Service

Scale of Pay

**REGISTER OF APPOINTMENT  
DIRECT RECRUITMENT / PROMOTION**

Name of office

Name of the Post

Total No. of Sanctioned Posts

Percentage of Reservation:

(a) Scheduled Castes:

(b) Scheduled Tribes:

<b>Date of Occurrence of the Vacancy</b>	<b>Point of roster</b>	<b>Whether reserved for Scheduled Castes or Scheduled Tribes</b>	<b>Name of the candidate appointed indicating Scheduled Caste or Scheduled Tribe Status</b>	<b>Date of appointment</b>	<b>If the candidate of the right community is not appointed to the reserved vacancy reasons for not doing so</b>	<b>Remarks</b>	<b>Signature of the appointing authority</b>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)