

**GOVERNMENT OF WEST BENGAL**  
**Finance Department**  
**Audit Branch**  
**NABANNA, Howrah-711102.**

No. : 3260-F(H)

Dated : 23.11.2020.

O R D E R

All the contractual IT Personnel engaged under regular establishments and in different programmes/ projects whether engaged through any agency or directly by the Finance Department itself, are hereby requested to submit their particulars in given format at Annexure-A, as sought for vide Notification No.192-IT/16/2020/P& AR, dated 16.10.2020, with the forwarding letter from concerned Officers whom they are attached to through mail address: [estt.fin-wb@gov.in](mailto:estt.fin-wb@gov.in) within 24.11.2020 positively for onward transmission to the Personnel & Administrative Reforms Department, being declared the Nodal Department of IT Personnel.

Sd/- U.K.Dutta  
Deputy Secretary  
Government of West Bengal

No. : 3260(50)-F(H)

Dated : 23.11.2020

Copy forwarded for information and taking necessary action to :-

01. Sr.P.S. to the Principal Secretary, Finance Department .
02. Sr.P.A. to the Commissioner, Finance Department.
03. Shri Kripasindhu Mukherjee, Section Officer, Finance Department, Group-H.
04. ....[All] Groups/Cell/Branches.
- ✓05. Shri Sumit Mitrs, Network Administrator, Budget Branch, Finance Department.  
.....He is requested to upload the order in the website [wbfin.nic.in](http://wbfin.nic.in).
06. Shri Saumitra Biswas, Sr.Software Developer, Finance Department.
07. Office Copy.

  
Deputy Secretary  
Government of West Bengal

ANNEXURE-A

To  
The Principal Secretary,  
Finance Department,  
Government of West Bengal,  
Nabanna, Howrah

Sub.: Individual details submission as per Order No. 192-IT/06/2020/P & AR-e.Gov

Respected Sir ,

As per Order No. 192-IT/06/2020/P & AR-e.Gov, dated 16.10.2020 of Department of Personnel & Administrative Reforms, I am submitting the required details for your kind consideration and necessary action.

Sl. No.	Particulars	Details
01.	Name	
02.	Father's/Husband's Name	
03.	Address	
04.	Date of Birth	
05.	Gender (Male/Female)	
06.	Caste (General/SC/ST/OBC)	
07.	Qualification	
08.	Mobile No.	
09.	Category/ Designation	
10.	Date of Engagement	
11.	Monthly Remuneration	
12.	Present Place of Posting	
13.	Engaging Authority	
14.	Scheme/Project under which engaged	
15.	Remarks	

Date :

Yours faithfully,

Place :

(Applicant Name)

Government of West Bengal  
Department of Personnel & Administrative Reforms  
( e-Governance Cell)  
5, Council House Street (3rd Floor)  
KOLKATA -700001

No. 192-IT/06 /2020/ P&AR-e-Gov

Date: 16.10.2020

NOTIFICATION

Whereas the Government of West Bengal has in last few years initiated a large number of e-Governance reforms including computerisation of different services to improve the ease of doing business in the state as well to ensure seamless transfer of welfare benefits to people. In order to achieve this, different departments have engaged IT personnel (particularly Data Entry Operators/Computer Operators). This engagement of IT personnel in different categories has been done either through WEBEL or WTL or similar agencies, even while some engagements have been made directly departmentally

and

Whereas the terms and conditions of services of these contractually engaged personnel in this regard vary widely across various different departments and among different categories

and

Whereas A number of benefits like security of tenure, leave, terminal benefits etc which have been allowed to other contractual employees at large has often not been extended to these IT personnel leading to sub-optimal utilization of their services.

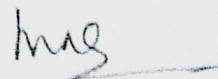
Now therefore, in view of the critical role played by these contractually engaged IT personnel in the continuing success of e-Governance reforms, their service conditions have been reviewed. It has been felt that the present terms and conditions of their engagement need to be improved upon to retain the best talent in the Government and get best services out of them. With this end in view, the State Government has decided to make the following changes in the terms and conditions of the engagement of IT Personnel engaged under regular



establishments and in different programmes/projects whether engaged through WEBEL/WTL or departmentally or through any other agency :-

1. **Direct engagement under Government--** Contractual IT personnel working in regular establishments under the State Government and/or under any project but engaged through WTL/WEBEL or any other similar agency will come under the direct control of Government as contractual workers.
2. **Benefits to be extended--**
  - 2.1 **Security of tenure--** These contractually engaged IT personnel shall be given security of engagement upto the age of 60 years. They shall not be terminated except on the grounds as prescribed in No. 9008-F(P) dated 16-09-2011.
  - 2.2 **Leave:-**
    - a) 30 days leave in a calendar year,
    - b) 10 days leave on medical ground,
    - c) Maternity leave (in case of female employee) 180 days and 42 days in case of abortion/miscarriage.
  - 2.3 **Terminal benefit on attaining the age of 60 years –** Rs.3.00 Lakhs.
  - 2.4 **Medical benefit –** They will come under SwasthyaSathi Scheme if he/she is not covered under WBHS being a spouse of an employee of State Government.
3. **Nodal Department—**P & AR Department will be the Nodal Department in respect of such IT personnel.
4. This order will take effect from 01.11.2020.

This is issued in concurrence of the Finance Department vide U.O. No. 540 Group -P2 dated 16<sup>th</sup> October, 2020.



Additional Chief Secretary

No. 192/1 ( 4 )-IT/06 /2020/ P&AR-e-Gov

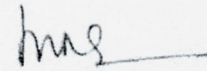
Date: 16.10.2020

Copy forwarded for kind information and necessary action to:

1. Chief Secretary to the Government of West Bengal
2. Additional Chief Secretary to the Government of West Bengal, Home Department.
3. Principal Secretary to Hon'ble Chief Minister
4. Additional Chief Secretary/ Principal Secretary/ Secretary.....(All )

With the request to kindly submit your proposal in this regard to the P&AR Department for approval as per the following format:-

- i) Name:
- ii) Father's / Husband's Name:
- iii) Address:
- iv) Date of Birth:
- v) Gender: Male / Female
- vi) Caste: General/ SC/ST/OBC
- vii) Qualification:
- viii) Mobile No.:
- ix) Category / Designation:
- x) Date of engagement:
- xi) Monthly remuneration:
- xii) Present place of posting:
- xiii) Engaging Authority:
- xiv) Scheme / Project under which engaged:
- xv) Remarks:



Additional Chief Secretary