

No. 4390/SW/O/3E-42/2017

Dated- 28/07/2017

**NOTIFICATION**

In terms of Finance department memorandum No – 3130 F (Y) dated 19.05.2017 in Human Resource Management System (HRMS) of IFMS under Stakeholders module different modules related with establishment matter of all level of employees under Government of West Bengal has been introduced and it has been made mandatory to use the stakeholder module for drawing of such bills related with personal claim of employees. Now, for implementation of Stakeholders Module it has been felt necessary to issue Departmental guideline covering different aspects of all categories of employees under the administrative control of this Department. After considering different rules, administrative convenience and established practices the following guidelines for different categories of employees posted under different Directorates are issued:-

i) **Officers promoted from West Bengal Junior Social Welfare Service (from Assistant Director to Joint Director level) :-** appointing authority is the Secretary of the Department and they are posted only at the Directorates/Disability Commission/ Transgender Board.

Their Service Book is maintained by the concerned Director, and all kind of leave at present is sanctioned by the concerned Director. Director is assigned following role for such Officers: Delegated Appointing Authority, Head of Office.

**Service Book** will be maintained by Director, and in case of ICDS and CRT Directorate Director of respective Directorate will authenticate such Service Book on behalf of Director and in case of Directorate of SW SO – I will authenticate such Service Book on behalf of Director.

**All kind of leave** will be sanctioned by Director, and he is declared as Competent Authority to sanction earned leave and other leave in case of such Officers.

In case of **ACR** – Additional Director of concerned Directorate is authorized to initiate and assigned role of Reporting Officer, Director is assigned the role of Countersigning Authority and Secretary will be final Accepting Authority.

**Transfer, Promotion and Disciplinary Action** – Secretary of the Department will undertake the work as Appointing Authority.

ii) **Officers belonging to West Bengal Junior Social Welfare Service:-** For all such Officers Secretary of the Department is the appointing authority and Director of ICDS is declared as Delegated Appointing Authority and Head of Office for such Officers.

**Service Book** of all such Officers except those who are posted at Directorate of SW will be maintained by Director of ICDS and Joint Director of ICDS will authenticate such Service Book on behalf of Director and in case of Directorate of SW SO – I will authenticate such Service Book on behalf of Director.

**All kind of leave** will be sanctioned by Director, and he is declared as Competent Authority to sanction earned leave and other leave in case of such Officers. All leave applications will be routed through concerned SDOs for all such Officers posted at ICDS Projects or Home; and for Officers posted at the Homes and District leave applications will be routed through District Magistrate. All such leave applications will be sent to Director of ICDS / Director of CRT / Director of S.W and /Controller of Vagrancy in case of officers posted at ICDS Projects, JJ Homes, Old age homes and Vagrant homes respectively.

**Controlling Officer:-** In case of Officers posted at ICDS Projects SDO concerned will be Controlling Officer in terms of TA Rules and In case of Officers posted at District concerned

District Magistrate will be Controlling Officer in terms of TA Rules. In case of Officers posted at Homes Concerned DM will be the controlling officer. As per existing rule SDO concerned will remain Controlling Officer of the Project and CDPOs and Superintendents will be Head of Office for the Project and Homes respectively.

**Annual Confidential Report (ACR)** – Officers posted at Directorate of SW, Additional Director of concerned Directorate is authorized to initiate and assigned role of Reporting Officer, Director is assigned the role of Countersigning Authority and Secretary will be final Accepting Authority. For Officers posted at the ICDS Project or Home SDO concerned is assigned the role of Reporting Officer and District Magistrate as Countersigning Officer and Secretary will be final accepting authority. All such ACRs will be sent to Director of ICDS/Director of SW/Director of CRT for processing for final acceptance by the Appointing Authority.

For Officers posted at the District, Additional District Magistrate is assigned the role of Reporting Officer and District Magistrate as Countersigning Officer and Secretary will be final accepting authority. All such ACRs will be sent to Director of ICDS for processing for final acceptance by the Appointing Authority.

**Transfer, Promotion and Disciplinary Action** – Secretary of the Department will undertake the work as Appointing Authority.

iii) **ACDPOs in charge of the post of CDPOs:-** Some Assistant Child Development Project Officers (ACDPOs) of Group – B categories has been ordered in some of the ICDS Projects to Officiate the post of CDPO and Officiating the function of the Drawing and Disbursing Officer of the Project. In those Projects such ACDPOs are instructed to use the seal and designation of “Child Development Project Officer in Charge” and in those Projects so long as the system will be in force, concerned SDO will be assigned the role of Head of Office for the Project and Controlling Officer in terms of TA Rule for all the Group – B, C, D Staff of such Projects till ACDPO Officiates the post of CDPO.

**Service Book:-** For such Officers Service Book will be maintained as per prevailing system at the Directorate of ICDS and Director may authorize any Officer up to Assistant Director level to authenticate their service Book on his behalf.

**All kind of leave** up to 60 (sixty) days will be sanctioned by concerned SDO, and beyond that by District Magistrate and SDO is declared as Competent Authority to sanction earned leave up to 60 days of leave in case of such Officers and beyond that District Magistrate will be Competent Authority to sanction all kind of leave. All such leave applications after due approval by Competent Authority will be sent to Director of ICDS for noting in service Book.

**Annual Performance Report (APR)** – Annual Performance Report (APR) for such Officers SDO concerned is assigned the role of Reporting Officer and Additional District Magistrate as Countersigning Officer and Director will be final accepting authority. All such APRs will be sent to Director of ICDS for final acceptance on behalf of the Appointing Authority i.e. Director of ICDS.

**Transfer, Promotion and Disciplinary Action** – Director of ICDS will undertake the work as Appointing Authority. As Officiating CDPO (Acting) transfer will be undertaken by the Department.

iv) **Block Welfare Officers:-** Concerned BDO will be Head of Office for them and their Service Book will be maintained by Concerned BDO. For sanction of leave up to 60 (sixty) days BDO will be declared Competent Authority and beyond that up to 120 days District Magistrate will be Competent Authority and beyond that it will be done by Appointing Authority i.e. Director of Social Welfare.

**APR – Annual Performance Report (APR)** for such Officers BDO concerned is assigned the role of Reporting Officer and SDO as Countersigning Officer and District Magistrate will be accepting authority. All such APRs will be sent to Director of SW for final custody.

**Transfer, Promotion and Disciplinary Action** – Director of SW will undertake the work as Appointing Authority.

v) **ACDPOs and Supervisors and other Group – B, C, D staff posted at ICDS Projects:-** Assistant Child Development Project Officers (ACDPOs) and Supervisors of Group – B categories and other Group – B, C, D, staff are posted at the ICDS Projects under CDPOs. For them CDPO will be Head of Office Controlling Officer under TA Rule. In those Projects so long as the system of CDPO in Charge will be in force, concerned SDO will be assigned the role of Head of Office for the Project and Controlling Officer in terms of TA Rule for all the Groups – B, C, D Staff of such Projects till ACDPO Officiates the post of CDPO.

**Service Book:-** For such Officers Service Book will be maintained by CDPO of the concerned Projects and for the Projects where CDPO in Charge is in force concerned SDO will maintain the Service Book and he may authorize any of the Deputy Magistrates to authenticate the Service Book on behalf of SDO.

**All kind of leave** up to 60 (sixty) days will be sanctioned by concerned CDPO, and beyond that by District Magistrate and CDPO is declared as Competent Authority to sanction earned leave up to 60 days of leave in case of such Officers and beyond that District Magistrate will be Competent Authority to sanction all kind of leave. For the Projects managed by CDPO in Charge the system stated in para (iii) will be followed.

**Annual Performance Report (APR)** – Annual Performance Report (APR) for such Officers CDPO concerned is assigned the role of Reporting Officer and SDO as Countersigning Officer and Director will be final accepting authority. All such APRs will be sent to Additional Director of ICDS for final acceptance on behalf of the Appointing Authority i.e. Director of ICDS.

**Transfer, Promotion and Disciplinary Action** – Director of ICDS will undertake the work as Appointing Authority.

vi) **Group – B, C, D staff posted at Homes:-** Group – B, C, D, staff are posted at the Homes run under Director of SW or CRT. For them Superintendent of concerned Home will be Head of Office, Controlling Officer under TA Rule.

**Service Book:-** For such Officers Service Book will be maintained by Superintendent of the concerned Homes.

**All kind of leave** up to 60 (sixty) days will be sanctioned by concerned Superintendent, and beyond that by District Magistrate and Superintendent is declared as Competent Authority to sanction earned leave up to 60 days of leave in case of such Officers and beyond that District Magistrate will be Competent Authority to sanction all kind of leave.

**Annual Performance Report (APR)** – Annual Performance Report (APR) for such Officers Superintendent concerned is assigned the role of Reporting Officer and District Magistrate as Countersigning Officer and Director will be final accepting authority. All such APRs will be sent to Director of ICDS for final acceptance on behalf of the Appointing Authority i.e. Director of ICDS.

**Transfer, Promotion and Disciplinary Action** – Director of ICDS will undertake the work as Appointing Authority.

vii) **Group – B, C, D staff posted at District:-** Group – B, C, D, staff are posted at the District under DPO (ICDS) within Director of ICDS. For them DPO (ICDS) of concerned District will be Head of Office, Controlling Officer under TA Rule.

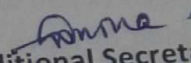
**Service Book:-** For such Officers Service Book will be maintained by DPO (ICDS) of the concerned District.

All kind of leave up to 60 (sixty) days will be sanctioned by concerned DPO (ICDS), and beyond that by District Magistrate and DPO (ICDS) is declared as Competent Authority to sanction earned leave up to 60 days of leave in case of such Officers and beyond that District Magistrate will be Competent Authority to sanction all kind of leave.

**Annual Performance Report (APR)** – Annual Performance Report (APR) for such Officers DPO (ICDS) concerned is assigned the role of Reporting Officer and District Magistrate as Countersigning Officer and Director will be final accepting authority. All such APRs will be sent to Director of ICDS for final acceptance on behalf of the Appointing Authority i.e. Director of ICDS.

**Transfer, Promotion and Disciplinary Action** – Director of ICDS will undertake the work as Appointing Authority.

This order will take immediate effect and action will be taken accordingly. This has concurrence of Secretary of this Department.

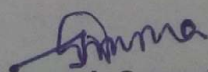
  
Additional Secretary

Dated 28/07/2017

No. 4390/1(100)/SW/O/3E-42/2017

Copy forwarded for information and necessary action to:

- 1) The Principal Accountant General (A&E), Treasury Buildings, Kol.-1.
- 2) The Director of Social Welfare, W.B
- 3) The Director of ICDS, W.B
- 4) The Director of Child Rights & Trafficking, W.B
- 5) The Controller of Vagrancy, W.B
- 6) The Secretary, West Bengal Women Dev. Undertaking.
- 7) The District Magistrate, ..... District.
- 8) The P.S to HMOS(IC), W&CD and Social Welfare Deptt.
- 9) Sub Divisional Officers (all)–
- 10) Block Development Officers (all)--
- 11) The District Programme Officers (all) –
- 12) District Social Welfare Officers (all) --
- 13) The Sr. PS to Secretary of this Department.
- 14) Pay & Accounts Officer, Pay & Accounts Office III.

  
Additional Secretary