

*Pl upload in
PHE website.
R. Sanyal 08/09/14*

Government of West Bengal
Department of Public Health Engineering
New Secretariat Buildings, 7th Floor, Kolkata – 700 001

No. PHE/3298/O-13/2013

Dated, Kolkata, the 19th September, 2014.

In partial modification of the memorandum vide no. PHE/2842/O-13/2013 dated 20.08.2014 and with a view to give a concrete shape to the procedure of engagement of Computer Operators / Data Entry Operators engaged in PHE Directorate including PHE Department, the following changes have been made and incorporated :-

1. Categories of personnel according to their educational qualification and emoluments :-

| Sl. No. | Category | Desirable Qualification | Consolidated Monthly Emoluments (₹) |
|---------|----------|---|-------------------------------------|
| 1. | A | Graduation with Certificate in Computer Application | ₹ 15,000.00 |
| 2. | B | Graduation without Certificate in Computer Application | ₹ 13,000.00 |
| 3. | C | H. S. or Madhyamik Passed with Certificate in Computer Application | ₹ 12,000.00 |
| 4. | D | H. S. or Madhyamik Passed without Certificate in Computer Application | ₹ 10,000.00 |

Beside this, the personnel will get the benefits of an **annual enhancement of ₹ 500.00 at a flat rate** subject to their satisfactory performance.

2. They will also get **Festival Bonus as per Govt. rate at the time of Durga Puja**. However, no person will be allowed to receive festival bonus if he or she has not completed at least six months' continuous service. In case of less than one year's complete service but more than six months' or six months' service, pro-rata bonus will be given as per present Govt. norms.

3. Persons falling under category 'B' and 'D' have to obtain Certificate or acquire Diploma in the field of Computer Application from a recognized Government Institution within one year from the date of effect of this order. After obtaining such Certificate or acquisition of Diploma, they will be elevated to their respective higher category. In case of non-acquisition of such certificate or diploma within the stipulated time, their services will be terminated.
4. However, the 9 nos. of persons being paid through WSSO, PHE Department will get annual enhancement of pay and payment of festival bonus as per norms of WSSO.
5. The consolidated emoluments as will be received by the personnel engaged through agencies will be exclusive of agencies' share. As per present norms, 10% margin is allowed to the recruiting agencies on the total emoluments to be disbursed by them. The agencies will be reimbursed the amount of service tax as applicable and payable by them. Such reimbursement must be as per actuals and subject to production of receipt for payment made. The total emolument in a year is however inclusive of festival bonus and annual enhancement.
6. **Engagement** : The recruiting agencies will issue letter of engagement to each and every person recruited by them, as per enclosed format. No salary will be disbursed without production of proper engagement letter by a person after being recruited by agency concerned. Such engagement will be purely contractual and against specific project / projects of water supply scheme / schemes under NRDWP. They will be recruited primarily for one year and their tenure of service may be extended as per demand of the situation. 9 mp
7. **Leave** : The personnel engaged through agencies as well as personnel being paid through WSSO, PHE Department will be allowed 10 (ten) days' leave with pay in one complete year including leave on medical ground. Leave on medical ground will however be granted on production of medical certificate from a registered medical practitioner.
8. **Retrenchment** : The retrenchment of these personnel may occur for the following reasons.
 - A) In case the need of their services are no longer required and

B) Misconduct

In both the cases, the recruiting agency have to be informed and the termination will be done giving one months' notice in case of A) and in case of B) termination should be effective instantly, if charges brought against the person concerned is established. The liability for such retrenchment will lie with the recruiting agency.

9. **Deployment :** Deployment of these persons, excluding those engaged through WSSO and Handholding Support Personnel will be made by PHE Directorate according to the need of Circles, Divisions, Sub-Divisions etc. in the following manner:

- a. Circle : - 1 no. max.
- b. Nodal Division : - 3 nos. max.
- c. Other Divisions excluding Nodal Divisions- 2 nos. max.
- d. RWS Sub-Division & Other Sub-Divisions with DDO Power- 1 no. max.

-with a provision for 1 (one) person each for 10 (ten) nos. Sub-Divisions under Planning Circle - I & II. For an even distribution of these personnel, PHE Directorate is requested to redistribute the placement of these persons according to actual need.

10. This order will take effect from 1st November, 2014.

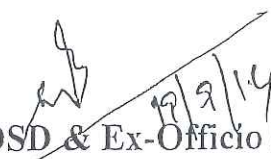
Sd/-
(OSD & Ex-Officio Special Secretary)

No. No. PHE/3298/O-13/2013/1(5)

Dated, Kolkata, the 19th September, 2014.

Copy forwarded for information and necessary action to the: -

1. PS to Hon'ble MIC, PHE Department, Govt. of West Bengal
2. Principal Secretary, PHE Department, Govt. of West Bengal
3. OSD & Ex-Officio Engineer-in-Chief, PHE Department, Govt. of West Bengal
4. Director, WSSO & Officiating Chief Engineer, PHE Department, Govt. of West Bengal
5. Chief Engineer, Headquarters / Chief Engineer, Western Zone / Chief Engineer, Planning & WQM / Chief Engineer, Mech/Elect (Southern Zone) / Chief Engineer, Mech/Elect (Northern Zone), PHE Dte., Govt. of West Bengal


(OSD & Ex-Officio Special Secretary)