

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-135/2006(Part-II)/ ৩৩।

তারিখ 17.02.2016.....

From : Mission Director, WBSULM
 &
 Director, SUDA

To : The Principal Secretary
 to the Govt. of West Bengal,
 Municipal Affairs Department,
 Writers' Buildings,
 Kolkata – 700001.

Sub : Representation submitted by All Bengal urban Poverty Livelihood Mission Association

Sir,

Enclosed Please find here with a memorandum submitted by All Bengal Urban Poverty Livelihood Mission Association (Formerly Known as ABSSA) for kind perusal.

The Association comprising mostly with TPOs & Cos were working since erstwhile SJSRY scheme (now restructured in NULM) have demanded for issuance of special Executive order for absorption and regularization of existing TPOs and COs in permanent nature with the scale of pay in permanent nature in Municipal establishment. They have also demanded to continue honorarium for all existing TPOs (APOs) and Cos in NULM and Non NULM towns with effect from 01.04.2014. It is mentioned in this connection that post of TPOs and Cos were created earlier vide MA Deptt. Memo no.113/MA/D/C-9/2A-13/2010 dt. 25/02/2011 and formation of recruitment rules for the same is under consideration at Municipal Affairs Department.

encl:- as stated.

Yours faithfully,

WT 17/2/2016
 Director, SUDA

&
 Mission Director, WBSULM

To
The Director
SUDA

10/11
22 DEC 2015

JDSJ
22/12/15

ALL BENGAL URBAN POVERTY LIVELIHOOD MISSION ASSOCIATION
(FORMERLY KNOWN AS ABSSA)
Regd. No. 25025 Under Trade Unions Act 1926

Ref : ABUPLMA/15/

Dated: 22.12.2015

REPRESENTATION BEFORE THE DIRECTOR, SUDA, BIDHANNAGAR, KOL-106 ON 22nd DECEMBER, 2015 IN CONNECTION WITH DEMANDING JUSTICE FOR ABSORPTION AND REGULARISATION OF EXISTIN ASSISTANT PROJECT OFFICERS(FORMERLY KNOWN AS TOWN PROJECT OFFICERS) AND COMMUNITY ORGANISERS WORKING SINCE INCEPTION AND ONWARDS IN DIFFERENT CORPORATION AND MUNICIPALITY WITHIN STATE OF WEST BENGAL

1. We have already submitted our memorandum to the Govt. and before your good office in several times demanding justice for absorption and regularization of existing APOs(TPOs) and Cos with the scale of pay in permanent nature in the Municipal Establishment.
2. The existing incumbents engaged since 1997 and onwards through due process by the screening committee as per Employment Exchange Call and Paper Advertisement in different ULBs for implementation of the Urban Poverty Alleviation Programme as per Govt. Notification No. 850/C-10/3S-24/97 dated 11.09.1997 and rendering their services with other different projects like NSDP, KUSP, BSUP, Wage Employment, RAY, HFA(PMAY) etc. and various Surveys, Census including other Municipal works related with the poverty alleviation programme, in the interest of poorer section of ULBs vis-à-vis Govt. of West Bengal.
3. The State Cabinet West Bengal already created and sanctioned the above posts of TPO & CO on 22.02.2011 and issued a notification in the matter vide order no. 113/1(126)/MA/O/C-9/2A-13/2010, dated 25.02.2011.
4. Be it noted that since inception of NULM most of the TPOs & COs of non NULM towns are in dark about their future and simultaneously poorer section are *being deprived*.
5. Be it noted here that deprivation is continuing due to honorarium and permanent absorption like other State though our State was a good position in SJSRY.
6. Accordingly we are demanding for special Executive order for absorption and regularization of existing TPOs(APOs) and Cos in permanent nature with the usual benefits as well as Municipal employee and demanding to continue honorarium for all existing TPOs(APOs) and COs in NULM and non NULM towns as per Govt. order of NULM with effect from 01.04.2014.

Considering the above facts and circumstances adduced in the foregoing paragraphs you are cordially requested to take special care for the same to do the needful step as early as possible to save us, our families and our future life.

Sumita Samaddar
Jt. Secretary
ABUPLMA

NAME

DESIGNATION

NAME OF THE MUNICIPALITY

1. Kousumi Chattopadhyay	C.O.	Bhatpara
2. Kaberi Banerjee	C.O.	Bhatpara
3. Soma Bagani	C.O.	Bhatpara
4. Sunila Samaddar	C.O.	H.M.C.
5. Kabita Granatna	C.O.	H.M.C.
6. Bijay K. Saha	C.O.	H.M.C.
7. Soma Acharya	C.O.	Barasat
8. Anirupa Sengupta	C.O.	Barasat
9. Kishore Pramanick	C.O.	Barasat
10. Sumit Paul	C.O.	Hoghty - Chinnerch.
11. Pampa Majumdar	C.O.	Chandannagar
12. Swati Banerjee	C.O.	do
13. Mina Batabyal	C.O.	do
14. Farah Diber	C.O.	Barraekpore
15. Rita Sengupta (Dey)	C.O.	Baranagar
16. Srabani Datta	C.O.	DO
17. Ratna Acharya	C.O.	DO
18. Chaitali Das (Mait)	C.O.	Uluberia
19. Kalyani Ghoshani	C.O.	Bansberia
20. Tapati Kundu	C.O.	Bansberia
21. Alpona Pramanick	C.O.	Bongaon
22. Kajal Datta	C.O.	Bongaon
23. Najma Khatun	C.O.	Chandany Municipality
24. Joydeepal Ray	C.O.	Halisahar
25. Pradip Ch. Saha	C.O.	Halisahar
26. Bratati Karmakar	C.O.	Kamerhati
27. Sunde Chatterjee	C.O.	Kamerhati

NAME

DESIGNATION

NAME OF THE MUNICIPALITY

28. Mitali Das.

C.O.

Kamarhati

29. Nandini Biswas.

C.O.

Kamarhati

30. Rounaque Jahan

Co

Bhatpara.

31. Gouri Mahanta

C.O.

Bhatpara

32. Sangita Bagchi (Arth) C.O.

Dum Dum

33. Menara Chatterjee C.O.

Uttarpur

34. Sibyendu Banerjee C.O.

Hooghly - Purnasaha

35. Banani Dasgupta C.O.

Kanchrapara Municipality

36. Asistanta Talukdar. C.O.

Coch Behar Municipality

37. Uttam Das.

C.O.

Rajpur Sonarpur Municipality

38. Debi Majumdar

A.P.O.

39. Satyabrata Chakraborty

Co.

Kanchrapara Municipality
Rajpur Sonarpur Municipality

40. Somnath Tanna

C.O.

- Do -

41. Channu Halder

C.O.

Do

42. Smriti Das

C.O.

Do

43. Shikha Das

C.O.

Puruliya Municipality
Akhari

44. Namida Khata

C.O.

45. Subhas Ch. Das

C.O.

46. Tanusree Banerjee

C.O.

47. Gita Das

C.O.

48. Anjan Chandra

C.O.

49. Dimpal

C.O.

50. Lekha Pal

C.O.

51. Rina Borah

C.O.

u DO

52. Ratna Chatterjee (R.C) C.O.

DO

53. Samrith Samadha C.O.

Kanchrapara Municipality

54. Krishna Mahakar	C.O.	Krishnagar Municipality
55. Rupali Chakraborty	C.O.	do
56. Layla Bhannik	C.O.	Do
57. Bidyut K. Ghosh	TPO,	HMC

① sum ch
 ② rate of effect
 ③ delay enhancement
 20/5/2016

~~C.O. 1/1/16~~
 C.O. 20/5/2016
 C.O. 20/5/2016

1. ~~Heavenly Chatterbox~~
 2. ~~Chatterbox~~
 3. ~~Chatterbox~~

OFFICE OF THE MUNICIPAL COUNCILLOR, KONNAGAR
73, G.T.ROAD (WEST), KONNAGAR, HOOGHLY, WEST BENGAL.

Sri Bappaditya Chatterjee
Chairman

Ref. No: **Admn/28/Staff/2098**

Date: - **11.12.13**

To
The Director, SUDA
ILGUS BHABAN, H.C.Block,
Sector – III, Bidhannagar,
Kolkata – 700 106

Sub: - Continuation information of Avijit Kumar Mukherjee (T.P.O.)

Sir,

The present personnel Avijit Kumar Mukherjee, holding the post of Town Project Officer (T.P.O.) in Konnagar Municipality will continue to be retained in such post under existing terms & conditions w.e.f. 01.01.2014. So the necessary allotment may kindly be allotted accordingly for the next 1 (one) year (01.01.2014 to 31.12.2014).

This is for your information and taking necessary action.

Chairman
Konnagar Municipality

Chairman
Konnagar Municipality

Copy forwarded for necessary action to:-

- 1) Director of Local Bodies, Salt Lake
- 2) District Magistrate, Hooghly
- 3) D.D.L.B., Chinsurah, Hooghly
- 4) Sri Avijit Kumar Mukherjee, (T.P.O.), Konnagar Municipality
- 5) Vice – Chairman, Konnagar Municipality
- 6) E.O., Konnagar Municipality
- 7) F.O., Konnagar Municipality
- 8) Head Clerk, Konnagar Municipality
- 9) Accountant, Konnagar Municipality
- 10) Office Copy

Chairman
Konnagar Municipality
Chairman
Konnagar Municipality

Phone Office: 2674-0210, 2674-2123
Phone Hospital: 2674-7740
E-Mail: konnagar.municipality@gmail.com

Fax: 033-2674-0210
Phone Ambulance & Water Works: 2674-7545
Website: www.konnagarmunicipality.org

OFFICE OF THE MUNICIPAL COUNCILLOR, KONNAGAR
73, G.T.ROAD (WEST), KONNAGAR, HOOGHLY, WEST BENGAL.

Sri Bappaditya Chatterjee
Chairman

Ref. No: *ADMN/28/5689/1782*



Date: - *22.12.2014*

To
The Director, SUDA
ILGUS BHABAN, H.C.Block,
Sector - III, Bidhannagar,
Kolkata - 700 106

JDU

28/12/14



Sub: - Continuation information of Avijit Kumar Mukherjee (T.P.O.)

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The present personnel Avijit Kumar Mukherjee, holding the post of Town Project Officer (T.P.O.) in Konnagar Municipality will continue to be retained in such post under existing terms & conditions w.e.f. 01.01.2015. So the necessary allotment may kindly be allotted accordingly for the next 1 (one) year (01.01.2015 to 31.12.2015).

This is for your information and taking necessary action.

Adm's

[Signature]

[Signature]
Chairman
Konnagar Municipality
Konnagar Municipality

Copy forwarded for necessary action to:-

- 1) Director of Local Bodies, Salt Lake
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- 5) Vice - Chairman, Konnagar Municipality
- 6) E.O., Konnagar Municipality
- 7) F.O., Konnagar Municipality
- 8) Head Clerk, Konnagar Municipality
- 9) Accountant, Konnagar Municipality
- 10) Office Copy

[Signature]
Chairman
Konnagar Municipality
Konnagar Municipality

Phone Office: 2674-0210, 2674-2123
Phone Hospital: 2674-7740
E-Mail: konnagar.municipality@gmail.com

Fax: 033-2674-0210
Phone Ambulance & Water Works: 2674-7545
Website: www.konnagarmunicipality.org

Pl. put up to Dir. Suda for decision pl.
[Signature]
still

ALL BENGAL URBAN POVERTY & LIVELIHOOD MISSION ASSOCIATION

(Formerly Known as All Bengal SJSRY Staff Association)

Regd. No. 25092 Under Trade Unions Act 1926

133/3, Olai Chanditala Main Road, P.O. – Nimta, Kol- 700 049)

Ref : No. ABUPLMA/14/1

Dated : 12.09.2014

To
The Director, SUDA
&
Mission Director, SULM
ILGUS Bhawan, Sector-III
Bidhannagar, Kol – 106




Hon'ble Sir,

Adviser
12/9/14

This is for your kind information that Sri Bidyut Kr. Ghosh is working as a Town Project Officer from Dated 09/ 01/2006 and Sri Debashis Mukherjee is working as a Community Organiser from dated 10.08.2006 at Howrah Municipal Corporation, Howrah, with full responsibility to implementation the SJSRY/Poverty Alleviation Programme for the benefit of the poorer section under Howrah Municipal Corporation. But suddenly last 31st July they are verbally ordered by the authority of the said Corporation not to sign in attendance sheet and their renewal/continuation have been stopped from 01st July without assigning any written cause.

In this regard you are requested to see the matter sympathetically for their continuation as usual please.


Jt. Secretary 12/09/2014

PC
12/9/14

OFFICE OF THE COUNCILLORS OF ARAMBAGH MUNICIPALITY

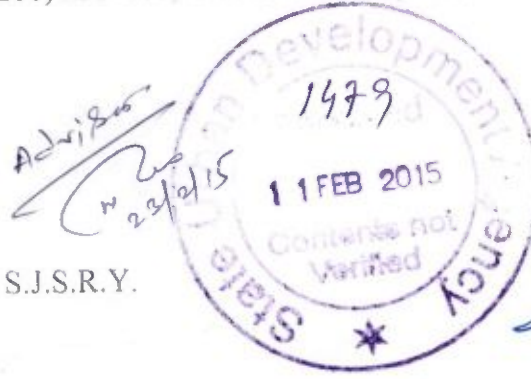
ARAMBAGH :: HOOGHLY

Phone (03211) 255-030. Fax-255-030/257-467

Ref No. 1035

Date. 30/01/15

To
Tanusree Roy (Datta).
Community Organiser . S.J.S.R.Y.
Arambagh . Hooghly .




Sub:- Renewal of Contractual Service as Community Organiser under S.J.S.R.Y.
Scheme of Arambagh Municipality .

PC
4/2/15

You are informed that your Contractual Service as Community Organiser under S.J.S.R.Y. Scheme of Arambagh Municipality is extended for further 6 (Six) months (from Feb 2015 to 31st July 2015).


This is for your information and necessary action


Chairman,
Arambagh Municipality.
Chairman
Arambagh Municipality

Memo No. 1035 (5)

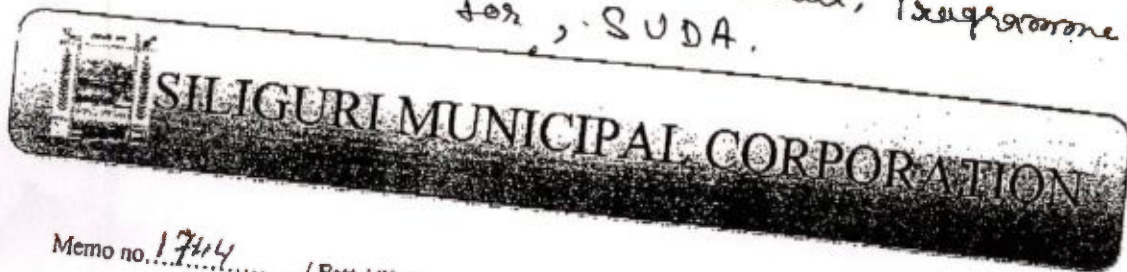
dt. 30/01/15

- ✓ The Director, SUDA, SUDA Bhavan, HC Block, Sector-III, Bidhnanagore, Kolkata-700106.
- 2. Sri Sujit Reja, Councillor-in-Charge, Arambagh Municipality.
- 3. The Executive Officer, Arambagh Municipality.
- 4. The Head Clerk, Arambagh Municipality .
- 5. The Accountant, Arambagh Municipality .


Chairman,
Arambagh Municipality.
Chairman
Arambagh Municipality



ATTN - Mr. Tarak Datta, Programme Co-ordinator,
SUDA.



Memo no. 1744 / Estt./ SMC

To: The Director,
State Urban Development Agency
ILGUS Bhawan
H.C. Block, Sector III
Bidhannagar
Kolkata - 7000106

Date. 3.8.10/13

DD (50)

18/07/14

Ref: Information regarding resignation of Smt. Sudeshna Roy,
Community Organizer, Siliguri Municipal Corporation.

Sir,

I would like to inform you that Smt. Sudeshna Roy, Community Organizer of Siliguri Municipal Corporation has resigned from her service & same has duly accepted by the municipal authority vide this office memo no. 1326/Estt/SMC, dated 19/09/2013 (copy enclosed).

This is further to inform you that The Siliguri Municipal Corporation is being started the recruitment process for filled up the said vacancy of Community Organizer as per Notification No. 850/C-10/3S-24/97, dated 11/09/1997.

Yours faithfully

3.8.10/13

Commissioner
Siliguri Municipal Corporation

Encl: As stated.

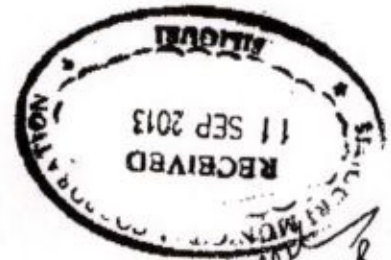
Sent by Post
on 30/7/13

8/8

To
Adviser
8/8
21.7.14

PC
I
29/7/14

To
The Commissioner,
Siliguri Municipal Corporation,
Siliguri



Date :- 11/09/13

Sub: - Resignation from the post of Community Organiser (C.O.)

Sir,

With due respect and humble submission I beg to inform you that due to some personal problem I like to resign from my service i.e. from the post of Community Organizer on 16/09/13.

I am to request you to treat the letter as my resignation and direct me to whom I shall hand over all the documents of Siliguri No. IV Community Development Society (CDS).

I am further to inform you that I like to hand over the two wheeler bearing no. WB-74B/9921 given to me for official use.

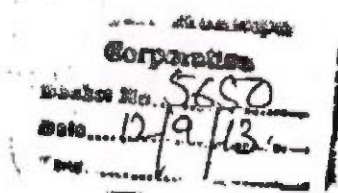
You are therefore requested to accept my resignation and release me from my service immediately.

Thanking you,

Yours faithfully,

Sudeshna Roy,
(Sudeshna Roy)

Community Organiser & Secretary,
Siliguri No. IV Community Development Society
Community Organiser
Siliguri Municipality



**OFFICE OF THE COUNCILLORS OF ARAMBAGH MUNICIPALITY
ARAMBAGH :: HOOGHLY**

Phone – 03211-255030, Fax – 255030/257467

Ref. No.....

Date.....

To,
Chandra Pratihar,
Town Project Officer,
S.J.S.R.Y,
Arambagh, Hooghly.

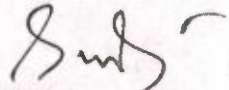


Sub.: - Renewal of Contractual Service as Town Project Officer under
S.J.S.R.Y. Scheme of Arambagh Municipality.

Madam,

You are informed that your Contractual Service as Town Project Officer under S.J.S.R.Y. Scheme of Arambagh Municipality is extended for further 6 (six) months.

This is for your information and necessary action.


Chairman,
Arambagh Municipality.

Memo No. - 179 (5)

Date- 05/05/14

Copy forwarded for information to –

1. The Director, S.U.D.A, SUDA Bhaban, HC Block, Sector-III, Bidhannagar, Kolkata – 700106.
2. Councillor-in-Charge, Arambagh Municipality.
3. The Executive Officer, Arambagh Municipality.
4. The Head Clerk, Arambagh Municipality.
5. The Accountant, Arambagh Municipality.


Chairman,
Arambagh Municipality.

PL
18/9/14



STD Code-03473-Ph-242023/243647
Email ID-chakdahamunicipality@ymail.com
Website-www.chakdahamunicipality.org

OFFICE OF THE COUNCILLORS

Chakdaha Municipality

P.O-Chakdaha, Dist.-Nadia, PIN-741222
(West Bengal)

Memo No. -1796 /CM
From: Chairman

Dated-8.9.14

To: The Director,
SUDA, ILGUS Bhawan,
Salt Lake City, Kol-106.

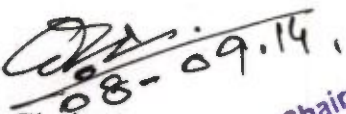
Admission
18/9/14

JSW
Engly

Sub: An appeal regarding TPO, C.O of this ULB.

Sir,
Enclosed please find the written application of our TPO & CO which is self explanatory.
You are requested to forward the aforesaid case to the appropriate authority for active consideration, as they are working successfully in our ULB since last 7 years and at present very much anxious about their future. You are also requested to review their salary structure also.

Thanking You,
With regards,


08-09-14
Chairman,
Chakdaha Municipality,
Chakdaha, Nadia




Enclo.-As stated.

Memo No. - ()/CM

Dated-8.9.14

Copy to for information & necessary action to (with enclosure):

1. P.S to the honorable MIC, MA&UD, GoWB, Writers' Buildings, Kol-1.
- 2-3. TPO & CO of this ULB.


08-09-14
Chairman,
Chakdaha Municipality,
Chakdaha, Nadia

PL
18/9/14

মাননীয় পৌরপ্রধান
চাকদহ পৌরসভা

Forwarded to
SUDA for active
consideration

05.9.14
Chairman
Chakdaha Municipality
Chakdaha, Nadia

বিষয়: বেতন পরিবর্দ্ধনের প্রার্থনা

মহাশয়,

আমরা SJSRY প্রকল্পাধীন চাকদহ পৌরসভার কর্মী। আমরা বিগত প্রায় ৭ বছর ধরে এই পৌরসভায় কর্মরত। ৫ বছর ধরে আমাদের বেতন বাড়ছে না। SUDA তে ~~জিজেস~~ করে জানতে পেরেছি যে কেন্দ্র সরকার বর্তমানে ১লক্ষ জনসংখ্যা বিশিষ্ট পৌরসভায় NULM প্রকল্প শুরু করেছে SJSRY বন্ধ করে। আমাদের পৌরসভা NULM পায়নি আবার SJSRY প্রকল্পও বন্ধ হয়ে গেছে। তাহলে আমাদের ভবিষ্যত কি হবে এ নিয়ে আমরা চিন্তিত। উপরন্তু এমতাবস্থায় আমাদের বেতন না বাড়লে এই মূল্যবৃদ্ধি সামলাতে হিমশিম খাচ্ছি। আপনার নিকট অনুরোধ বিষয়টি যথাযথ কতৃপক্ষের নজরে এনে একটা কিছু ব্যবস্থা না করলে আমরা পথে বসে যাচ্ছি।

আশাকরি প্রত্যক্ষাত হব না।

ধন্যবাদান্তে

আপনার অনুগত,

জ্যোতি বিশ্বাস

টি-পি-ও

চাকদহ পৌরসভা

সি-ও

চাকদহ পৌরসভা

তাৎ-০৫/০৯/১৪

OFFICE OF THE COUNCILLORS OF ARAMBAGH MUNICIPALITY
ARAMBAGH :: HOOGHLY

Phone (03211) 255-030, Fax-255-030/257-467

Ref No. 374



Date. 26/7/14

To

Tanusree Roy (Datta).
Community Organiser, S.J.S.R.Y.
Arambagh, Hooghly.

Adhica (G.Pal)
S. J. S. R. Y.

Sub:- Renewal of Contractual Service as Community Organiser under S.J.S.R.Y.
Scheme of Arambagh Municipality.

You are informed that your Contractual Service as Community Organiser under
S.J.S.R.Y. Scheme of Arambagh Municipality is extended for further 6 (Six) months.

This is for your information and necessary action

Chairman,
Arambagh Municipality.

Memo No. 374 (5)

dt. 26/7/14

1. The Director, SUDA, SUDA Bhavan, HC Block, Sector-III, Bidhnanagore, Kolkata-700106.
2. Sri Sujit Reja, Councillor-in-Charge, Arambagh Municipality.
3. The Executive Officer, Arambagh Municipality.
4. The Head Clerk, Arambagh Municipality.
5. The Accountant, Arambagh Municipality.

Chairman,
Arambagh Municipality.

PC
11/8/14



ফোন নং ২৪২০২৩ ও ২৪৩৬৪৭

চাকদহ পৌরসভা কার্যালয়

পোঃ চাকদহ, জেঃ নদীয়া ।

পত্র নং :
প্রেরক : শ্রীদীপক চক্রবর্তী,
পৌরপ্রধান ।

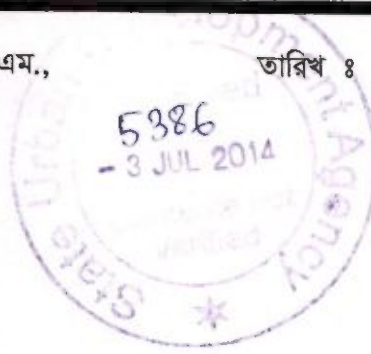
/সি.এম.,

তারিখ : ৪

জুন, ২০১৪

৫৩৪৬
- 3 JUL 2014

প্রাপক : শ্রীসুবোধ কুমার ভট্টাচার্য,
পিতা মৃত ক্ষিতীশ চন্দ্র ভট্টাচার্য,
কে. বি. এম., চাকদহ, নদীয়া ।



বিষয় : কমিউনিটি অর্গানাইজার পদ থেকে অবসর গ্রহণ -

মহাশয়,

২৫.০৬.২০১৪ তারিখে আপনার জমা দেওয়া বয়সের প্রমাণ থেকে জানা গেল যে, আপনার বর্তমান বয়স ৬৩ বছর। যেহেতু রাজ্য সরকার এর অধীন কোন পদে চাকরী থেকে অবসর গ্রহণের বয়স ৬০ বছর, তাই আপনার বয়স ৬০ বছর পেরিয়ে যাওয়ার কারণে পৌরসভার সি.আই.সি'র ২৭.০৬.১৪ তারিখের সভায় আপনার চাকরীর মেয়াদ ৩১.০৭.২০১৪ তারিখ পর্যন্ত ধার্য করা হয়েছে।

সুতরাং সি. আই. সি. সভার সিদ্ধান্ত অনুযায়ী আপনি পৌরসভার এস.জে.এস.আর ওয়াই প্রকল্পের কমিউনিটি অর্গানাইজার পদ থেকে ১লা আগস্ট, ২০১৪ তারিখ অবসর গ্রহণ করবেন।

ধন্যবাদান্তে -
৩০/৫/১৪
পৌরপ্রধান
চাকদহ পৌরসভা।
চাকদহ, নদীয়া

পত্র সংখ্যা : ২০৭২ (১)সি.এম.,

তারিখ : ৩০ জুন, ২০১৪

অনুলিপি :

- ১। মাননীয় অধিকর্তা, রাজ্য নগর উন্নয়ন সংস্থা, কলকাতা - ৭০০১০৬।
- ২। উপ-পৌরপ্রধান, চাকদহ পৌরসভা।
- ৩-৫। পৌরপ্রধান পারিষদগণ, চাকদহ পৌরসভা।
- ৬। নির্বাহী আধিকারিক, চাকদহ পৌরসভা।
- ৭। অর্থ আধিকারিক, চাকদহ পৌরসভা।
- ৮। হিসাব রক্ষক, চাকদহ পৌরসভা।
- ৯। টি.পি.ও., এস.জে.এস.আর.ওয়াই, চাকদহ পৌরসভা।

মহাশয়/মহাশয়া এর জ্ঞাতার্থে প্রেরণ করা হলো।

৩০/৫/১৪
পৌরপ্রধান
চাকদহ পৌরসভা।
চাকদহ, নদীয়া

To
Advertiser
২২.১৮
PL
গণনা

৫৩৪৬



Phone : 033-2593-2028, 033-2592-0429
Fax : 033-2592-6004

NORTH BARRACKPORE MUNICIPALITY

PALTA, POST : BARRACKPORE
DIST : NORTH 24 PARGANAS
PIN - 700120

Ref. No. _____/NBM/510(O.S)

Dated: 25.06.2014

27

From : - Sri Molay Ghosh

Chairman

North Barrackpore Municipality

To :- The OSD & E.O., Dy. Secretary

to the Govt. of West Bengal,

Municipal Affairs Department,

Writers' Buildings, Kolkata - 700001.



DD(SD)
[Signature]

Sub: Staff in position' in the post of U.P, A&FC, I.T, T.P.O and C.O of this ULB as on 01.04.2014.

Dear Sir,

I am pleased to furnish herewith 'The staff in position' in the aforementioned post of this U.L.B as on 01.04.2014 for your kind consideration and necessary action please.

Name of ULB	Designation	Name of Person	Consolidated monthly emoluments
North Barrackpore Municipality	Accounts & Finance Co-ordinator	Atanu Sarkar	Rs. 15600/-
	I.T Co-ordinator	Sukhendu Das	Provided by C.M.U on out sourced basis.
	Town Project Officer	Vacant	N.A
	Community Organiser	Smt. Lakshmi Ghosh	Rs. 5000/-

Thanking You,

Yours faithfully,

Sd/-

Chairman

North Barrackpore Municipality

Ref. No. 492/3 /NBM/510(O.S)

Dated: 25.06.2014

27

Copy forwarded for information and necessary action to the:

- (1) Director of Local Bodies, Purto Bhavan, Bidhannagar, Kol-91
- (2) Director of SUDA, ILGUS Bhavan, Bidhannagar, Kol-106.
- (3) Project Director, CMU, ILGUS Bhavan, Bidhannagar, Kol-106

Chairman

North Barrackpore Municipality

North Barrackpore Municipality

PC
[Signature]
27/7/14

To Adressor
[Signature]
27.7.14



BIDHANNAGAR MUNICIPAL

POURA BHAWAN, FD-415A, SEC-III
Kolkata - 700 106

0358-4235

0334-9540

0334-2492

Memo No. 720/BM.

The Principal Secretary
Municipal Affairs Deptt.
Government of West Bengal
Writers' Building
Kolkata

25/4/13
JMS
25/4/13

Sub: Existing staff status in position of TPO and CO(2)
Ref: G.O. No.113/1(126)/MA/O/C-9/2A-13/2010, Date

Sir,

This is to inform you that the following persons are already in the position of TPO and CO (2 Nos.) under existing terms and conditions accepted and adopted in the C-I-C meeting held on 22/03/2013.

- 1) Town Project Officer post held by: Smt Indumoti Choudhury
- 2) Community Organiser post held by: Sri Ramkrishna Roy.
- 3) Community Organiser post held by: Sri Surajit Pramanik.

Thanking You.

Yours Faithfully

Chairperson
Bidhannagar Municipal Corporation

Encl: Copy of C-I-C Resolution of 22-03-2013.

Copy to:

1. Director Suda, ILLGUS Bhavan, Bidhannagar.

Sud
Advise profile
28.4.13

28/4/13

OFFICE OF THE COUNCILLORS OF ARAMBAGH MUNICIPALITY

ARAMBAGH : : HOOGHLY

Phone (03211) 255-030, Fax-255-030/257-467

Ref No.

Date.

To
Taraknath Malik
Community Organiser, S.J.S.R.Y.
Arambagh, Hooghly.



JB(50)
T
4/3/13

Sub:- Renewal of Contractual Service as Community Organiser under S.J.S.R.Y.
Scheme of Arambagh Municipality.

You are informed that your Contractual Service as Community Organiser under
S.J.S.R.Y. Scheme of Arambagh Municipality is extended for further 6 (Six) months.

This is for your information and necessary action

[Signature]
Advisor
dt. 20/02/13

[Signature]
Chairman,
Arambagh Municipality.

Memo No. 1054(5)

- ✓ 1. The Director, SUDA, SUDA Bhavan, HC Block, Sector-III, Bidhnanagore, Kolkata-700106.
2. Sri Sujit Reja, Councillor-in-Charge, Arambagh Municipality.
3. The Executive Officer, Arambagh Municipality.
4. The Head Clerk, Arambagh Municipality.
5. The Accountant, Arambagh Municipality.

PL
14/3/13

[Signature]
Chairman,
Arambagh Municipality.

OFFICE OF THE COUNCILLORS OF ARAMBAGH MUNICIPALITY
ARAMBAGH : HOOGLY

Phone-(032110) 255-030, Fax-255-030/257-467

Ref. No.....

Date.....

To,
Chandra Pratihari,
Town Project Officer,
S.J.S.R.Y.,
Arambagh, Hooghly.



JD(50)
T
4/3/13

Sub.:- Renewal of Contractual Service as Town Project Officer under S.J.S.R.Y. Scheme of Arambagh Municipality.

You are informed that your Contractual Service as Town Project Officer under S.J.S.R.Y. Scheme of Arambagh Municipality is extended for further 6 (six) months.

This is for your information and necessary action.


Chairman,
Arambagh Municipality.

Memo No. - 840 (5)

Date- 8/12/12

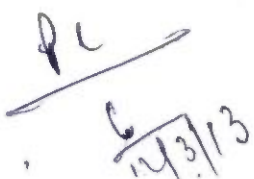
Copy forwarded for information to -

1. The Director, S.U.D.A, SUDA Bhaban, HC Block, Sector-III, Bidhannagar, Kolkata - 700106.
2. Councillor-in-Charge, S.J.S.R.Y. Arambagh Municipality.
3. The Executive Officer, Arambagh Municipality.
4. The Head Clerk, Arambagh Municipality.
5. The Accountant, Arambagh Municipality.


Chairman,
Arambagh Municipality.


Advisor


11/3/13


14/3/13

OFFICE OF THE MUNICIPAL COUNCILLOR, KONNAGAR
73, G.T.ROAD (WEST), KONNAGAR, HOOGHLY, WEST BENGAL.

Sri Bappaditya Chatterjee
Chairman

Ref. No:

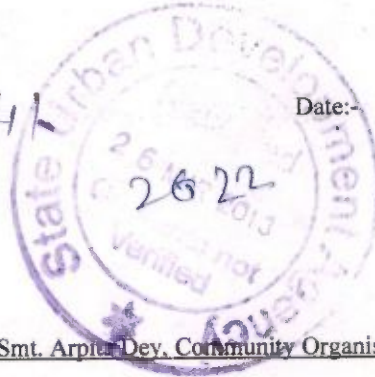
Admn/28/SJSRY/2541

Date:-

25/03/13

To

The Director, SUDA
ILGUS BHAVAN, H.C. Block,
Sector-III, Bidhannagar,
Kolkata-700 106



Sub: - Extension of contractual service period of Smt. Arpita Dey, Community Organiser (C.O.)

Sir,

The contractual service period of Smt. Arpita Dey, Community Organiser (C.O.) of this municipality will be expired on 31.03.2013.

Smt. Dey has rendered her satisfactory service to this municipality since 2005.

The service of Community Organiser (C.O.) for Konnagar Municipality is essentially required for further period.

Therefore, I am recommending that the contractual service period of Smt. Arpita Dey may kindly be extended for further period of one (1) year w.e.f. 02.04.2013.

You are requested to approve the case at an early date.

Yours Faithfully

Chairman
Konnagar Municipality

Copy forwarded for necessary action to:-

- 1) Director of Local Bodies, Salt Lake
- 2) District Magistrate, Hooghly
- 3) D.D.L.B. , Chinsurah, Hooghly
- 4) Smt. Arpita Dey, Community Organiser (C.O.), Konnagar Municipality
- 5) Vice-Chairman, Konnagar Municipality
- 6) Executive Officer, Konnagar Municipality
- 7) F.O. , Konnagar Municipality
- 8) Head Clerk, Konnagar Municipality
- 9) T.P.O. , Konnagar Municipality
- 10) Office Copy

Chairman
Konnagar Municipality

Phone Office: 2674-0210, 2674-2123
Phone Hospital: 2674-7740
E-Mail: konnagar.municipality@gmail.com

Fax: 033-2674-0210
Phone Ambulance & Water Works: 2674-7545
Website: www.konnagarmunicipality.org

Office of the Councillors'

DINHATA MUNICIPALITY

Memo No. 3435

Dated, Dinhata, the 23.03.2013

From: Chairman
Dinhata Municipality, Dinhata

To: The Director,
State Urban Development Agency,
ILGUS Bhaban, HC Block, Sector-III, Saltlake City, Kolkata 91

**Sub:-Continuation Information**

Sir,

As per the resolution of BOC meetings held on 13-03-13, Smt Romi Chakraborty, Community Organiser of this Municipality will continue to be retained in her post for further one year w.e.f. 01-04-2013.

You are requested kindly to accord necessary approval in this regard & issue subsequent allotment relating to her salary for the next financial year i.e. 2013-14

With Thanks,

Yours Faithfully

[Signature]
Chairman
Dinhata Municipality

[Signature]
23.3.13

pe
For n/a pl
29/4/13



KATWA MUNICIPALITY

P.O.- Katwa, Dist.- Burdwan, Pin - 713130

From :

Smt. Subhra Roy

Chairperson

Katwa Municipality

FAX NO - 03453 - 258160

Kat : (03453) 255-160 Chamber

Kat.(03453) 255-005 Office

Memo No. 32/R&D.Sec./13-14



Dated, Katwa, the 18-4-2013

To

The Director

State Urban Development Agency

ILGUS Bhavan, H.C. Block, Sec. III

Bidhannagar, Kolkata-91

Adm. (G. Sec.)
25/4/13

Sub : Permission for filling up the vacant post of Town Project Officer under SJSRY Scheme.

Sir,

With reference to above, I would like to inform you that the post of Town Project Officer under above noted scheme is laying vacant on & from 2-1-2013 due to resignation of Abul Hasan Ali from that post. The Municipality is facing difficulty for control the work load of the above noted on going scheme at present by the existing staffs under the scheme.

You are requested to give accord permission for filling up the above noted post as early as possible in this regard.

Yours faithfully,

S. Roy
Chairperson,
Katwa Municipality
Chairperson
Katwa Municipality



OFFICE OF THE
JAMURIA MUNICIPALITY

Damodarpur ,

P.O:- Nandi,

Dist:- Burdwan ,

Pin No:- 713344

OFFICE ORDER FOR RENEWAL OF ENGAGEMENT OF COMMUNITY ORGANISERS.

Considering the Satisfactory, Continuous and uninterrupted Services rendered by the 2(two) Community Organisers mentioned here under of this Municipality under the SJSRY/NULM Project the term of engagement of each of them in the said post is hereby extended for a further Period from 08/04/09 to 07/04.2015 .

Names of the Community Organisers :-

- (1) Smt. HEMA CHOWDHURY nee Roy wife of Sri Sudipta Chowdhury , of Village +Po:- Jamuria, Dist :- Burdwan.
- (2) Smt. RINA NANDI ,wife of Sri Biplab Nandi , Village + Po:- Ikrah ,Dist:- Burdwan.

The engagement is purely temporary and on Contractual basis .During the aforesaid Period of Renewal they will get usual fixed monthly remuneration as they have been drawing at Present which will be met from SJSRY/NULM Fund.

The B.O.C of Jamuria Municipality in its Resolution vide No. 2(5) adopted at its Board Meeting held on 24/02/2015 has accorded approval of the renewal of engagement of the aforesaid Community Organisers.

Due to inadvertence the renewal has not been made earlier .

Chairman

Sd/-

Jamuria Municipality

(6)

Memo No:- 0643/J.M. Dated :-27/03/2015

Copy forwarded for information and necessary action to :-

- ✓(1) The Director, SUDA , ILGUS Bhavan ,H.c. Block ,Sector -III ,Bidhan Nagar , Kolkata - 700106.
- (2) Vice -Chairman, Jamuria Municipality .
- (3) Executive officer , Jamuria Municipality .
- (4) Smt. Hema Chowdhury nee Roy /Smt Rina Nandi , Community Organisers, jamuria Municipality .
- (5) Head Clark ,Jamuria Municipality.
- (6) Account Section , Jamuria Municipality.



Chairman

Jamuria Municipality

Chairman

Jamuria Municipality

উপস্থিত সদস্য/সদস্যা দের স্বাক্ষর:-

- [illegible]

সমগ্র বিষয়টি সভায় অনুমোদিত হইল।

ATTESTED
[Signature]
EXECUTIVE OFFICER
Jamuria Municipality

Ph : 240-008 , 241-279

S.T,D – 03472

E-mail: chairmannabadwip@gmail.com

দুরাভাষ : ২৪০-০০৮, ২৪১-২৭৯

এস.টি.ডি - ০৩৪৭২

পৌর সদস্য পর্ষদের কার্যালয়
নবদ্বীপ পৌরসভা, পো:-নবদ্বীপ, জেলা - নদীয়া

OFFICE OF THE BOARD OF COUNCILLORS
NABADWIP MUNICIPALITY
NABADWIP, NADIA

Admission (L-Pal)
৪/৬/১৩

স্মারক নং

Memo No. ২২ / C / Chairman /N.M/ 2013-14

প্রেরক :

From : Shri Biman Krishna Saha, Chairman, Nabadwip Municipality.

প্রাপক :

To : The Director,

SUDA,

ILGUS Bhavan, H-C Block, Sector-III,

Bidhannagar, Kolkata-700106.

তারিখ

Date: 30.05.2013



Sub: Consideration of enhancement in contractual remuneration of Staff (C.O and T.P.O) under SJSRY similar to the recent hike of the same for the contractual workers in different Govt. Department, Establishment and Projects.

Sir,

You are quite aware that SJSRY plays an important role in improving in Socio Economic status of urban poor – those living below the poverty line by providing gainful implement to the urban peoples and by strengthening local bodies and community organizations to enable them address the issue of employment and income generation facing the urban people. Staffing pattern / structure in said SJSRY Projects as provided – is one TPO (Town Project Officer) and C.O (Community Organizer) depending upon no. of C.D.S to look over the entire field works and clerical works including reports and returns through computers – in such a changed and revised work load of training and strengthening local body and community organizations with the meager contractual remuneration in comparison with the other contractual workers in different Govt. Departments, Establishment and Projects. Even T.P.O and C.Os are getting less remuneration (C.Os – Rs. 5000 per month and T.P.O – Rs. 8000 per month as per last revision in the year 2009) than the Group D category casuals / daily rated / contractual workers and the remunerations of Group C category casuals / daily rated / contractual workers is a talk of far away as per recent enhancement in their remuneration by the Govt. of West Bengal, Finance Department vide No. 4011-F(P) dated 20.05.2013. Thus since 2009 i.e since last four years all T.P.Os and C.Os are deprived of getting any enhancement in their remunerations. The enhancement chart vide no. 4011-F(P) dated 20.05.2013 is given below -

In Group 'D' category

Less than 10 years	Rs. 7,000/- p.m
More than 10 years	Rs. 8500/- p.m

In Group 'C' category

Less than 10 years	Rs. 8,500/- p.m
More than 10 years	Rs. 11,000/- p.m

Ph : 240-008 , 241-279

S.T,D – 03472

E-mail: chairmannabadwip@gmail.com

দুরাভাষ : ২৪০-০০৮, ২৪১-২৭৯

এস.টি.ডি - ০৩৪৭২

পৌর সদস্য পর্বদের কার্যালয়

নবদ্বীপ পৌরসভা, পো:-নবদ্বীপ, জেলা - নদীয়া

**OFFICE OF THE BOARD OF COUNCILLORS
NABADWIP MUNICIPALITY
NABADWIP, NADIA**

Further it is learnt that a new staff pattern of Municipal Employees including the SJSRY Staffs has come out where in scale provision is there for the SJSRY staffs among others but it is yet to be implemented due to non framing of the recruitment policy in the matter.

In view of above I would like to request you earnestly to look into the matter sympathetically by onward transmitting the same to the Govt. of West Bengal in Finance Department to consider the enhancement of remuneration of SJSRY Staffs (Community Organizer & Town Project Officer) – their long standing demands in line with the same for contractual workers in Govt. Department, Establishment and Projects at least for sustaining their livelihood in such a scorching rising market price.

Hoping for your active and favorable response in the matter.

Thanking you in anticipation.

Yours faithfully


Chairman

Nabadwip Municipality

Chairman
Nabadwip Municipality



Office of the Municipal Councillors, Bhatpara

[Address: 1/1, West Ghoshpara Road, P.O. Kankinara, District: North 24 Parganas. PIN-743 126]
Tele: 2581-2082, 2581 - 9515, 2581-9514. Fax : 2581-1318. Email : bhat_09@yahoo.com

Form:

Sri Arjun Singh, M.L.A
Chairman,
Bhatpara Municipality.



Memo No:- S-37/DR-1/ 1086 .

14
Date: 13.06.2013.

To,
The Director,
State Urban Development Agency,
Illgus Bhawan,
H.C Block, Sector-III, Kol-106.

Adm (H. tal)
24/6/13

Sub: Request for immediate enlistment of the names of 03 nos. of Community Organizers and arrangement of training.

Ref: Memo No(S-37/DR-1/2709 dated: 10.10.2012 & M-10/7045 dated 17.03.2011.

Sir,

With reference to the above, the Municipal Authority engaged 06 nos. of Community Organizers at different times out of which 03 nos. of Community Organizers have been engaged in the recent past on account of resignation of some Community Organizers from the service.

However, we regret to inform you that the newly appointed 03nos. of Community Organizers of whose personal details are indicated hereunder:

Sl.No.	Name of Community Organizers	Date of joining	Mobile No.
1	Gouri Mahanti	3 rd February, 2011	7439430392
2	Rounaque Jahan	3 rd February, 2011	9330122949
3	Soma Bagani	8 November, 2011	9804200520

Further, please be noted that the details of the above mentioned 03 nos. of Community Organizers have already been forwarded to you and once again the photocopies of the same are enclosed herewith for your ready reference.

Under the above circumstances, the undersigned will be highly pleased if you would kindly arrange to include their names in your list of Community Organizers as well as arrange an immediate training program to make them competitive in their respective job assigned to them.

We look forward to your prompt action in this context.

Thanking you,

Yours faithfully,


Chairman,
Bhatpara Municipality.

Pe
Is the appointment
regular?
Cm
21/6/13

OFFICE OF THE MUNICIPAL COUNCILLORS, BHATPARA

[Address: 1/1, West Ghosh Para Road, P.O. Kankinara, District: North 24 Parganas. Pin-743426]

Tele: 2581-2082, 2581-9515, 2581-9514, Fax: 2581-1318, Email: bhat_09@Yahoo.com

From: Sri Arjun Singh, MLA To: The Director, State Urban Devp. Agency
Chairman, Bhatpara Municipality Salt Lake, Kolkata 700106
ILGUS Bhawan, Sector-III, H-C Block,

Memo No. S-37/DR-1/ 2709

Dated: 10.10.2012

Sub: Engagement of Community Organiser

Sir,

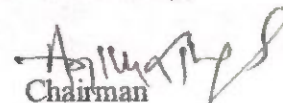
In terms of interview held on 14.01.2011 for selection of Community Organisers in presence of representative of SUDA, by the selection committee vide this office notification no. E-18/4110 dated 02.11.2011, a panel of successful candidates were prepared containing ten applicants who scored 1st to tenth position. Accordingly 1st three candidates were engaged as per result sheet from the said panel and joined on 03.02.2011 which was communicated to you vide this office memo no. M-10/7045(1) dated 17.03.2011. there after one of the three Community Organisers namely Smt. Poonam Pandey resigned from her job on 06.09.2011. in the process of fulfilling the vacancy, Smt. Soma Bagani, who stood 4th in the said panel was offered to join as Community Organiser and she accepted the offer. As per decision of the UPE Cell meeting held on 08/09/2011 vide item no. 06. Misc. (i) read with the BOC meeting resolution dated 31.10.2011 vide item no. 06. Smt. Soma Bagani was engaged as Community Organiser with effect from 08/11/2011, vide this office engagement letter bearing no. E-18/DR-1/3005 dated 04.11.2011.

This is for your kind information and necessary action towards sanction of her remuneration out of UCDN Fund. Also delayed communication in this matter is regretted.

Thanking you,

- Enclo: i. Interview/ result sheet;
ii. Notification;
iii. Extract of BOC Resolution;
iv. letter of communication;
v. Resignation letter of Smt. Poonam Pandey;
vi. UPE Cell meeting resolution;
vii. Engagement letter of Smt. Some Bagani;
viii. Joining letter of Smt. Soma Bagani.

Yours faith fully,


Chairman

Bhatpara Municipality

o/c

An extract copy of the minutes of the Ordinary Meeting of the Councillors of the Bhatpara Municipality held at the Municipal Office, Bhatpara on Monday, the 31st October, 2011 at 03:00 p.m.

P R E S E N T

01. Sri/Smt	Arjun Singh,	Chairman
02. "	Somnath Talukdar	Vice-Chairman
03. "	Madan Mohan Ghosh	Member, C-in-C
04. "	Manoj Guha	.do.
05. "	Deba Prosad Sarkar	.do.
06. "	Durba Bhattacharyya	.do.
07. "	Promod Singh	.do.
08. "	Babita Chowdhury	Councilloro.
09. "	Biva Biswas	.do.
10. "	Mohan Das	.do.
11. "	Sailen Biswas	.do.
12. "	Sima Mondal	.do.
13. "	Sohan Prasad Chowdhury	.do.
14. "	Surendra Yadav	.do.
15. "	Suresh Mahato	.do.
16. "	Ajay Bhattacharyya	.do.
17. "	Biplab Malo	.do.
18. "	Bula Adhikary	.do.
19. "	Himangshu Sarkar	.do.
20. "	Jitendra Shaw	.do.
21. "	Kalpana Bagal	.do.
22. "	Kalpana Lahiri	.do.
23. "	Khusbun Nisha	.do.
24. "	Mina Mondal	.do.
25. "	Monoj Dey	.do.
26. "	Nirmal Kumar Das	.do.
27. "	Reba Raha	.do.
28. "	Samaresh Roy	.do.
29. "	Samir Chanda	.do.
30. "	Subal Ghosh	.do.
31. "	Sanjay Mistry	.do.

BUSINESS:

06. To consider: Selection of a new Community Organizer for CDS-III

Chairman informed the house that Smt. Poonam Pandey who was a Community Organiser for CDS III under SJSRY of this Municipality submitted resignation letter on 06.9.2011 which was accepted by the members of C-in-C on 12.10.2011 vide Item No. 13. The Chairman proposed that Sm. Soma Bagani D/O Late Gobinda Bagani, South Narayanpur, whose position was 4th of the panel as per interview held on 14.1.2011.

After discussion, it was resolved that Sm Soma Bagani D/O Late Gobinda Bagani will be offered consolidated remuneration of Rs. 5000/- per month initially for a period of six months.

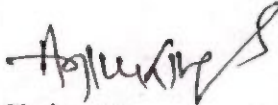
with effect from 01.11.2011 as stated earlier, for implementation of the Schemes under S.J.S.R.Y. Programme of the Municipality. It was further decided that her appointment may be renewed for further period after considering her performance and she would be paid remuneration from the fund available under the Head 'Administrative Expenses' of SJSRY.

The Meeting then ended with vote of thanks to and from the Chair.

Municipal Office,
Bhatpara

Sd/- Sri Arjun Singh
Chairman,
Bhatpara Municipality

Certified to be a true copy.


Chairman,
Bhatpara Municipality.

extract copy of the minutes of the Ordinary Meeting of the Councillors of the Bhatpara Municipality held at the Municipal Office, Bhatpara on Monday, the 31st October, 2011 at 03:00 p.m.

P R E S E N T

01.	Sri/Smt Arjun Singh,	Chairman
02.	" Somnath Talukdar	Vice-Chairman
03.	" Madan Mohan Ghosh	Member, C-in-C
04.	" Manoj Guha	.do.
05.	" Deba Prosad Sarkar	.do.
06.	" Durba Bhattacharyya	.do.
07.	" Promod Singh	.do.
08.	" Babita Chowdhury	Councilloro.
09.	" Biva Biswas	.do.
10.	" Mohan Das	.do.
11.	" Sailen Biswas	.do.
12.	" Sima Mondal	.do.
13.	" Sohan Prasad Chowdhury	.do.
14.	" Surendra Yadav	.do.
15.	" Suresh Mahato	.do.
16.	" Ajay Bhattacharyya	.do.
17.	" Biplab Malo	.do.
18.	" Bula Adhikary	.do.
19.	" Himangshu Sarkar	.do.
20.	" Jitendra Shaw	.do.
21.	" Kalpana Bagal	.do.
22.	" Kalpana Lahiri	.do.
23.	" Khusbun Nisha	.do.
24.	" Mina Mondal	.do.
25.	" Monoj Dey	.do.
26.	" Nirmal Kumar Das	.do.
27.	" Reba Raha	.do.
28.	" Samaresh Roy	.do.
29.	" Samir Chanda	.do.
30.	" Subal Ghosh	.do.
31.	" Sanjay Mistry	.do.

BUSINESS:

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After discussion, it was resolved that Sm Soma Bagani D/O Late Gobinda Bagani will be offered consolidated remuneration of Rs. 5000/- per month initially for a period of six months

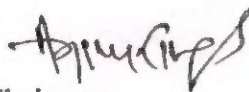
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The Meeting then ended with vote of thanks to and from the Chair.

Municipal Office,
Bhatpara

Sd/- Sri Arjun Singh
Chairman,
Bhatpara Municipality

Certified to be a true copy.


Chairman,
Bhatpara Municipality.

012
S.2
8.10.12

P-13 Com C 12/X/XI

To
The Chairman
Bhatpara Municipality

H/C
Please take N/A
As per
08/10/11

Sub: Prayer for acceptance of Resignation from the post Community Organisior
under SJSRY

Sir,

I Smt. Poonam Pandey d/o Mukund Ch. Pandey of 19, BL -2, P.O- Jgatdal joined as Community Organisior under SJSRY on 03/09/2011. I got married on 2nd June 2011 and my father in law resides at Siligury, which is also the service place of my husband. Therefore I have no way to continue my contractual service in the said post of Community Organisior. I shall discontinue my service on 06/09/2011 afternoon.

On the above circumstances I hereby submit my Resignation letter for your kind acceptance and be oblige.

Yours faithfully,

Poonam Pandey
06/09/11
(Poonam Pandey)

Chairman,
May kindly placed
in C in C meeting.
S.D.
08.10.11

Put in C in C
As per
08/10/11

Office of the Municipal Councillors, Bhatpara

[Address: 1/1, West Ghoshpara Road, P.O. Kankinara, District: North 24 Parganas, PIN-743 126.]
Ph: 2581-2082, 2581-9515, 2581-9514. Fax: 2581-1318. Email: bhat_09@yahoo.com & bhatparamunicipality@gmail.com

From:

Executive Officer,
Bhatpara Municipality.

Memo No. E-18/4110.

Date: 02/11/2010

NOTIFICATION

The Bhatpara Municipality invites application in plain paper from the eligible and willing candidates, residing within Municipal jurisdiction for the following contractual post of Community Organizers under S.J.S.R.V.

Number of post- 3 (Three) remuneration: consolidated amount of Rs: 5000.00 (Five Thousand) per month.

Qualification: 1. He/She must be Indian Citizen and residing within Municipal Jurisdiction. 2. Age: Between 25 and 37 years. 3. Education: A Bachelor Degree, preferably in Sociology/Social Works or any other branch of Social Science.

Last date of application: 12.11.2010.

* Notice Board

[Signature]
Executive Officer,
Bhatpara Municipality.

[Signature]
02/11/2010

ATTESTED
[Signature]
Executive Officer
Bhatpara Municipality
Dist.- North 24-Parganas

checked & verified.
02/11/2010

Office of the Municipal Councillors, Bhatpara

[Address: 1/1, West Ghoshpara Road, P.O. Kankinara, District: North 24 Parganas. PIN- 743 126]
Tele: 2581-2082, 2581 - 9515, 2581-9514. Fax: 2581-1318. Email : bhat_09@yahoo.com

From: Sri Arjun Singh, MLA

Chairman, Bhatpara Municipality

To, Soima Bagani D/O Lt Gobinda Bagani
Vill- South Narayanpur,
P.O. Narayanpur.

Memo No. E-25/DR-1/3005

Dated 04-11-2011.

MEMORANDUM

Above mentioned candidate, who have been duly selected by the selection committee is hereby engaged as Community Organiser under Swarna Jayanti Sahari Rojger Yojana of the Bhatpara Municipality on contract on purely temporary basis for a period of 6(six) months from date of her joining the duty to the undersigned on 8th November, 2011 on the following terms and conditions:-

- 1) She will be paid a consolidated amount of Rs. 5000/- per month as remuneration.
- 2) She will have to perform indoor and outdoor duties under the said Swarna Jayanti Sahari Rojger Yojana as may be assigned to her by the Chairman, Urban Poverty Eradication Cell, Swarna Jayanti Sahari Rojger Yojana and Chairman, Bhatpara Municipality and/or by the Town Project Officer of the said UPE Cell.
- 3) This engagement is liable to be discontinued by the undersigned any time within its tenure without assigning any reason.
- 4) This engagement will not entitle her to any permanent or temporary service or service of any other nature any time in future in this Municipality.
- 5) They will have to abide by the rules and instruction as may be issued in this regard by the Urban Poverty Eradication Cell or the undersigned from time to time.

If she fails to report for 8th day of November, 2011 as directed herein above it will be assumed that she is not willing to accept the offer contained herein above and this offer will stand cancelled.

Apurva Singh
Chairman

Urban Poverty Eradication Cell
Swarna Jayanti Sahari Rojger Yojana
&

Chairman
Bhatpara Municipality

Copy forwarded for information and necessary action to:-

1. The Vice-Chairman,
 2. Sri/Smt.
 3. Executive Officer,
 4. The Finance Officer,
 5. The Secretary,
 6. The Head Clerk,
 7. Sri, D. Roy, Administrator,
 8. Sri, Ranjit Kumar Roy, Incharge, Social & Livelihood Cell,
 9. Sri/Smt.
- (All Departmental Heads)

Bhatpara Municipality,
Member C-I-C,

Bhatpara Municipality,

-do-

-do-

-do-

-do-

-do-

-do-

ATTESTED

12/10/12
Executive Officer
Bhatpara Municipality
Dist:- North 24-Parganas

Apurva Singh
Chairman

Urban Poverty Eradication Cell
Swarna Jayanti Sahari Rojger Yojana
&

Chairman
Bhatpara Municipality

Checked & verified
12/10/12

To
The Chairman
Bhatpara Municipality

Allowed
Aquadip
08/11/11

Sub: Joining letter in the post of Community Organiser under SJSRY

Sir,

With reference to your Memorandum vide No. E-25/DR-1/3005 dated 04.11.2011, I agree to join to the post of Community Organiser under SJSRY this day on 08/11/2011 forenoon.

I shall be abide by the rules and regulation as have been envisaged in the Memorandum.

I shall be highly obliged if you kindly give me the opportunity to join the job today.

Yours faithfully,

Soma Bagani
8/11/2011.

ATTESTED

16/10/11
Executive Officer
Bhatpara Municipality
Dist.- North 24 Parganas

Checked verified
10/10/12

RESULT SHEET FOR THE INTERVIEW OF COMMUNITY ORGANIZER

DATE OF INTERVIEW: 14.01.2011

Name of the Candidates	Chairman, Bhatpara Municipality & Convener, Selection Committee	Project Officer, District Urban Development Agency	Nominee of Director & Chief Executive, SUDA	C-IN-C OF UPA Cell of the Municipality	AVERAGE	RANK	CAST
31 Zulekha Parveen, D/O Naimuddin 3/2, B.L.No-1, Kankinara	07		01	04	4.00		
32 Ruma Banerjee, W/O Rajkumar Banerjee 21/3, Bazar Lane, P.O Bhatpara	03		01	05	3.00		
3 Md Mahtab Alam, S/O Md Humayun 25, Thana Rd, B.L.No-2, P.O Jagaddal	06		03	03	4.00		
4 Shamshad Ali, S/O Md Nezamuddin 15, B.L.No-15, P.O Jagaddal	07		04	02	4.33		
5 Rina Mondal, D/O B.B.Mondal Vill&P.O Narayanpur	08		02	06	5.33		
1 Durga Shaw, D/O Lt. Omprakash Shaw 1, B.L.No-18, Kankinara	07		01	05	4.33		
Indrajit Mukherjee, S/O Prodig Kr Mukherjee 1-27, Sundia Housing Estate, P.O Jagaddal	Ab	-	-	-	-	-	-
Ratna Ghosh(Bhattacharjee), D/O R.N Bhattacharjee 18, Panchbati Lane P.O Bhatpara	12		04	16	10.66		
Soma Banerjee, D/O Prasanta Kr Banerjee 30/1, Bazar Lane, P.O Bhatpara	Ab	-	-	-	-	-	-
Debi Roy, D/O Lt. Dilip Kr Roy 288/5/1, Basudevpur Rd, P.O Shyamnagar	07		05	05	5.66		

ATTESTED

Executive Officer
Bhatpara Municipality
Dist.- North 24 Parganas

14/01/11

Chairman, Bhatpara Municipality & Convener, Selection Committee

Project Officer, District Urban Development Agency

Nominee of Director & Chief Executive, SUDA

C-IN-C OF UPA Cell of the Municipality

11.01.11

RESULT SHEET FOR THE INTERVIEW OF COMMUNITY ORGANIZER

DATE OF INTERVIEW: 14.01.2011

Name of the Candidates	Chairman, Bhatpara Municipality & Convener, Selection Committee	Project Officer, District Urban Development Agency	Nominee of Director & Chief Executive, SUDA.	C-IN-C OF UPA Cell of the Municipality.	AVERAGE	RANK	CAST
Amit Kr Dixit, S/O Nand Kr Dixit 19, B.L. No-2, P.O Jagaddal	05		06	05	5.33		
Soma Bagani, D/o Lt. Gobinda Bagani Vill-South Narayanpur, P.O Narayanpur	11		21	09	13.66	4th	
Ranusree Saha, D/O Himangshu Saha 147/1/12/1, Kantadanga Rd, P.O Fingapara	07		05	05	5.66		
Manashi Mondal, D/O Rabin Mondal Vill-South Narayanpur, P.O Narayanpur	10		03	05	6.00		
Kisore Chakraborty, S/O Nipendra Chakraborty 244/2/1, Basudevpur Rd, P.O Shyamnagar	09		07	04	6.66		
Shampa Das(Bhadra), D/O Amit Bhadra 2 No Bankimnagar, P.O Authpur	06		02	07	5.00		
Arpita Dhar, D/o Lt. Aloke Dhar 110/11, Rajpukur Path P.O Authpur	04		02	05	3.66		
Sandhya Majumder, D/O S. Majumder Vill Kewtia, P.O Narayanpur	07		03	05	5.00		
Sadhana Raha, D/O Santosh Saha P.O & Vill Mondalpara via Shyamnagar	15		14	06	11.66		
Tapashi Halder, W/O Lt. Jayanta Halder 32, Panchanantala Road, P.O Bhatpara	—	—	—	—	—	—	—

ATTENDED

Chairman, Bhatpara Municipality & Convener, Selection Committee	Project Officer, District Urban Development Agency	Nominee of Director & Chief Executive, SUDA.	C-IN-C OF UPA Cell of the Municipality.
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[Signature]
14/01/11

Executive Officer
Bhatpara Municipality
Dist. North 24 Parganas

[Signature]
14/01/11

[Signature]
11.10.11

Checked
[Signature]

RESULT SHEET FOR THE INTERVIEW OF COMMUNITY ORGANIZER

DATE OF INTERVIEW: 14.01.2011

Name of the Candidates	Chairman, Bhatpara Municipality & Convenor, Selection Committee	Project Officer, District Urban Development Agency	Nominee of Director & Chief Executive, SUDA	C-IN-C OF UPA Cell of the Municipality,	AVERAGE	RANK	CAST
1 Sanchita Bhattacharyya, D/O Lt. M. Bhattacharyya 2, Babupara, P.O Bhatpara	09		05	04	6.00		
2 Sawati Paul, D/O Lt. Jatindranath Paul 318/1, Basudevpur Road, Shyamnagar	-	-	-	-	-	-	-
3 Puspa Mondal, D/O Ramu Mondal A.B.RD, Sitalatala, P.O Fingapara	08		01	05	4.66		
4 Soumorita Ghosal, D/O Bipul Ghosal 266, Basudevpur Rd, P.O. Shyamnagar	04		01	03	2.66		
5 Itu Banerjee (Mukherjee), W/O Pintu Banerjee 52/24, P.P Rd, Rathala, P.O Fingapara	11		06	09	8.66		
Monolina Kundu, D/O Swapan Kr Kundu G-17, Sundia Housing Estate, P.O Jagaddal	06		01	06	4.33		
Ranjita Chowdhury, D/O Indra Narayan Chowdhury 154/1/5, Kantadanga Rd, P.O Fingapara	08		-	06	4.66		
Payel Banerjee, D/O S.P Banerjee 16, Sasitala Rd, P.O Bhatpara	04		00	06	3.33		
Krishna Das, D/O Lt. Monoranjan Das Vill Manosha Colony, P.O Narayanpur	04		02	05	3.66		
Sumita Baral (Adhikary), W/O Akshay Adhikary Vivekananda Nagar, P.O Fingapara	Ab	-	-	-	-	-	-

ATTENDED

14/01/11

14/01/11

Executive Officer
Bhatpara Municipality
Dist. North 24 Parganas

14/01/11

11.10.11

Chairman, Bhatpara Municipality & Convenor, Selection Committee

Project Officer, District Urban Development Agency

Nominee of Director & Chief Executive, SUDA

C-IN-C OF UPA Cell of the Municipality,

14/01/11

RESULT SHEET FOR THE INTERVIEW OF COMMUNITY ORGANIZER

DATE OF INTERVIEW: 14.01.2011

Name of the Candidates	Chairman, Bhatpara Municipality & Convener, Selection Committee	Project Officer, District Urban Development Agency	Nominee of Director & Chief Executive, SUDA	C-IN-C OF UPA Cell of the Municipality,	AVERAGE	RANK	CAST
1 Minu Shaw, D/O Saroj Shaw 61/2, Old Mulajore Road, B.L-22, Kankinara	05		01	07	4.33		
2 Rounaque Jahan, D/O Lt. Sk Gholam Hossain 4, B.L.NO-15, Manicipir, kankinara	24		01	17	14.00	3-00	
3 Poonam Pandey, D/O Mukund Chand Pandey 19, B.L.No-2, P.O Jagaddal	23		22	12	19.00	2-00	
4 Simi Das, D/O Bulu Das 90/4, Shaktipur Nulagram Rd, P.O Shyamnagar	07		22	09	12.66		
5 Sunandita Roy, D/O Subhendu Roy 35/5, Kantadanga Vill. Rd, P.O Fingapara	08		03	06	5.66		
6 Kartick Shaw, S/O Shankar Shaw 47/28, Sthirpara Road, Premchand Nagar, Kankinara	07		03	03	4.33		
7 Keya Das(Sarkar), D/O Arun Kr Das Sitalata, Near S.B.I, P.O Fingapara	09		04	06	6.33		
8 Kailash Shaw, S/O Dayachand Shaw 1, Kantadanga Road No-2, B.L-18, Kankinara	04		02	03	3.00		
9 Manisha Chakraborty, D/O Ajoy Chakraborty 41/1, Gandhi Nagar, P.O Shyamnagar	Ab	-	-	-	-	-	-
10 Somlata Samadder, D/O Sujit Samadder P.O Narayanpur, Vill Panpur, Via Kankinara	08		01	06	5.00		

ATTESIED

[Signature]

Executive Officer
Bhatpara Municipality
Dist.- North 24-Parganas

[Signature]
14/1/11

[Signature]
14.01.11

Chairman, Bhatpara Municipality & Convener, Selection Committee	Project Officer, District Urban Development Agency	Nominee of Director & Chief Executive, SUDA	C-IN-C OF UPA Cell of the Municipality,
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[Signature]

RESULT SHEET FOR THE INTERVIEW OF COMMUNITY ORGANIZER

DATE OF INTERVIEW: 14.01.2011

S.L. NO	Name of the Candidates	Chairman, Bhatpara Municipality & Convene, Selection Committee	Project Officer, District Urban Development Agency	Nominee of Director & Chief Executive, SUDA.	C-IN-C OF UPA Cell of the Municipality,	AVERAGE	RANK	CAST
1	Sidra Parveen, D/O Shouqat Ali 31/6/1, P.P. Road, (A/L) P.O Fingapara	09		06	09	8.66		
2	Suchandra Das, W/O Samir Kr Das 47, Kantadanga Road, P.O Fingapara	Ab.	—	—	—	—	—	—
3	Gouri Mahanti, D/O Durjodhan Mahanti 50, Mukherjee Para, P.O Bhatpara	26		23	18	22.33	1st	
4	Tumpa Shaw, D/O Suresh Shaw C/o Vijay Shaw, 10, B.L.No-3, Chaita Rd, P.O Kankinara	07		04	06	5.66		
5	Sangeeta Halder, W/O Manotosh Halder 91 Golghar Netajipally, P.O Jagaddal	—	—	—	—	—	—	—
6	Jiten Burman, S/O Satyanarayan Burman 82, Suglapara, B.L.No-22, P.O Kankinara	06		3	04	4.33		
7	Shampa Chatterjee, D/O Pinaki Chatterjee 6, Sasitila Road, P.O Bhatpara	04		2	06	4.00		
8	Shankari Bose, W/O Raja Bose 21, Ferry Ghat Road, P.O Bhatpara	06		5	09	6.66		
9	Monika Nath, D/O Lt Rajani Kanto Nath 2/2, Ferry Ghat Road, P.O Bhatpara	07		2	07	5.33		
0	Santosh Kr Shaw, S/O Indrajit Pd Shaw 23, B.L.No-3, Chaita Rd, P.O Kankinara	05		2	07	4.66		

ATTESTED

[Signature]
14/01/11

Executive Officer
Bhatpara Municipality
Dist- North 24 Parganas

Chairman, Bhatpara Municipality & Convene, Selection Committee

Project Officer, District Urban Development Agency

Nominee of Director & Chief Executive, SUDA.

C-IN-C OF UPA Cell of the Municipality,

[Signature]
14/01/11

[Signature]
14.01.11

[Signature]
14/01/11

Office of the Municipal Councillors, Bhatpara

[Address: 1/1, West Ghoshpara Road, P.O. Kankinara, District: North 24 Parganas. PIN-743 126]
☎ 2581-2082, 2581-9515, 2581-9514. Fax: 2581-1318. Email : bhat_09@yahoo.com * bhatparamunicipality@gmail.com

From,
Shri Arjun Singh, MLC
Chairman, Bhatpara Municipality.

Memo No. PL 2357

Date: 12/08/2010

To ,
The Employment Officer,
1, Port Blair Lane
Barrackpore, North 24 parganas.

Sub :- Vacancy Notification

C.O.

Sir,

Enclose please find herewith a vacancy notification which speak for itself.
You are requested to send the name of the candidates at an early date.

Date: Bhatpara
The 12/08/2010

yours faithfully

Arjun Singh
Chairman
Bhatpara Municipality

o/c
12/08/10

RECEIVED
Date: 12/08/10
Bhatpara Municipality

ATTESTED
12/08/10
Executive Officer
Bhatpara Municipality
Dist. - North 24-Parganas

Checked & verified
10/10/12

Employment Exchange (Compulsory Notification of Vacancies) Rule, 1960.
(Separate form to be need for each type of posts)

01. Name, address & Telephone No.
(if any of the employer)

Chairman, Bhalpara Municipality, 1/1, West-
Ghoshpara Road, P.O. Kankinara, P.S. Jagatdal, North
- 24-Parganas, W.B. Ph. No: 2581-2082.

02. Name, designation & Telephone No.
(if any of the intending officer)

'Do'

03. Nature of the Vacancy :

a) Designation of the post(s) to be filled

The post will be programme specific and therefore
- Purely on temporary basis,
Community Organisers.

b) Description of duties

c) Qualifications required

Bachelor Degree, preferably in Sociology/Social
works or any other branch of Social Science.

i) Essential

ii) Desirable

d) Age limits, if any

Experience in urban Community Development
work will be preferred.

e) Whether women are eligible

Women eligible, preference will be given
to women candidates.

04. Number of posts to be filled
duration wise

Duration

Number of Posts

a) Permanent

-

-

b) Temporary

On ad-hoc basis, 3 (Three)

05. Category / Reservation of posts

P/H	S/C	S/T	OBC	U/R	X/S	TOTAL
-	-	-	-	-	-	3 (Three)

06. Pay & Allowances

A Consolidated amount of Rs. 5,000/- (Five
- thousand) per month.

07. Place of Work (Name of the town/
Village & District in which it is
Situatd.

Bhalpara Municipality, P.O. + vill. Kankinara
North, 24-Parganas, W.B.

08. Probable date by which the vacancy
Will be filled

Early possible period.

Office of the Municipal Councillors, Bhatpara

[Address: 1/1, West Ghoshpara Road, P.O. Kankinara, District: North 24 Parganas, PIN-743 126.]

Ph: 2581-2082, 2581-9515, 2581-9514. Fax: 2581-1318. Email: bhat_09@yahoo.com & bhatpara.municipality@gmail.com

Memo No: PL-5460 .

Date: 06-01-2011 .

To

The Employment Officer

Sub Regional Employment Exchange

North 24 Parganas (N)

Ref: BKP/BM/VAC/MISC/1/10/3681

Sir,

In view of your letter under reference, it is stated that the 3 (three) posts of Community Organizer for which names of suitable candidates were asked for are all contractual posts.

As per rule provided by State Urban Development Authority, there is no provision of reservation for filling up the contractual posts.

You are therefore, requested kindly to communicate the names of suitable candidates including S.C, S.T, if any as worked be available as per your records. The other information as asked for will remain same.

Thanking you,

Yours faithfully

RECEIVED
Date ...
Bhatpara Municipality

07.01.2011

[Signature]

Chairman

Bhatpara Municipality

ATTESTED

[Signature]

Executive Officer
Bhatpara Municipality
Dist.- North 24-Parganas

*Checked & verified
07/01/11*

$N_k + S_k$

13 C-m-c 12/X/XI

H/C
Please take N/A
As per
08/09/11

To
The Chairman
Bhatpara Municipality

Sub: Prayer for acceptance of Resignation from the post Community Organisor
under SJSRY

Sir,

I Smt. Poonam Pandey d/o Mukund Ch. Pandey of 19, BL -2, P.O- Jgatdal joined as Community Organisor under SJSRY on 03/09/2011. I got married on 2nd June 2011 and my father in law resides at Siligury, which is also the service place of my husband. Therefore I have no way to continue my contractual service in the said post of Community Organisor. I shall discontinue my service on 06/09/2011 afternoon.

On the above circumstances I hereby submit my Resignation letter for your kind acceptance and be oblige.

Yours faithfully,

Poonam Pandey
06/09/11
(Poonam Pandey)

Chairman,
May kindly placed
in C in C meeting.
S.P.
08.10.11

Put in C in C
As per
08/10/11

ATTESTED
10/10/11
Executive Officer
Bhatpara Municipality
Dist.- North 24-Parganas

Checked & verified
08/10/11

OFFICE OF THE MUNICIPAL COUNCILLORS, BHATPARA
 INTERVIEW OF THE CANDIDATES FOR THE POST OF Community Organizer
 DATE OF INTERVIEW : 14/09/11 AT 12-00 Noon
 Attendance Sheet of the Committee Members

Sl. No.	Name of the Committee members	Signature
1	Chairman (Selection Committee)	Arjun Singh
2	Tarak Dabwani SIDA.	Tarak Dabwani
3	Durba Chakraborty C.I.E.	Dr. Durba Chakraborty
4		
5		
6		

ATTESTED

14/09/11

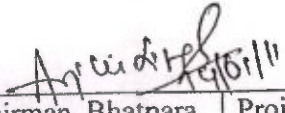
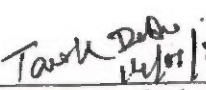
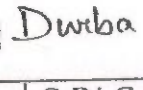
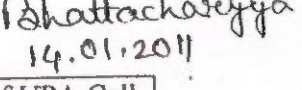
Executive Officer
 Bhatpara Municipality
 Dist. - North 24-Parganas

Checked by 14/09/11

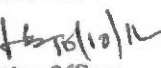
OFFICE OF THE MUNICIPAL COUNCILLORS
PANEL FOR COMMUNITY ORGANIZER PREPAIRED ON 14.01.2011

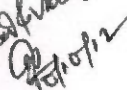
S.L. NO.	NAME & ADDRESS	MARKS OBTAINED (Average)	RANK	REMARKS
1.	GOURI MAHANTI D/O DURJODHAN MAHANTI	22.33	1.ST	B.O.C. dt-28-01-011
2.	POONAM PANDEY D/O MUKUND CH. PANDEY	19.00	2.ND	'Do'
3.	ROUNAQUE JAHAN D/O LT.SK GHOLAM HOSSAIN	14.00	3.RD	'Do'
4.	SOMA BAGANI D/O LT.GOBINDA BAGANI	13.66	4.TH	
5.	SIMI DAS D/O BULU DAS	12.66	5.TH	
6.	SADHANA RAHA D/O SATOSH RAHA	11.66	6.TH	
7.	RATNA GHOSH(BHATTA) D/O R.N.BHATTACHARYYA	10.66	7.TH	
8.	ITU BANERJEE(MUKHERJEE) W/O PINTU BANERJEE	8.66	8.TH	
9.	SIDRA PARVEEN D/O SHOUQAT ALI	8.00	9.TH	
10.	SHANKARI BOSE W/O RAJA BOSE	6.66	10.TH	
11.	KISORE CHAKRABORTY S/O NIPENDRA CHAKRABORTY	6.66	"	

Signatures of the member of the interview Board:-

 Chairman, Bhatpara Municipality & Convener, Selection Committee	 Project Officer, District Urban Development Agency	 Nominee of Director & Chief Executive, SUDA	 C-IN-C of UPA Cell of the Municipality,
--	---	---	--

ATTESTED


Executive Officer
Bhatpara Municipality
Dist.- North 24-Parganas


Clerk

I-06

Boc 31/10/11

Office of the Municipal Councillors, Bhatpara

[Address: 1/1, West Ghoshpara Road, P.O. Kankinara, District: North 24 Parganas. PIN-743 126]
Tele: 2581-2082, 2581 - 9515, 2581-9514. Fax: 2581-1318. Email: bhat_09@yahoo.com

NOTE SHEET

Name of the Department ...NSAP

Notes from the Department

Order

Selection of a new Community Organizer for CDS NO-03

Chairman,

Consequent upon resignation submitted by Smt. Poonam Pandey, C.O. with effect from 06.09.2011 which has been accepted in the C-In-C meeting held on 12.10.2011 Vide Item No-13. and accordingly, the aforesaid post of Community Organizer has been remaining vacant till date.

Under the above circumstances, we propose for immediate engagement of a new C.O. under SJSRY to organize the community work effectively in CDS no.03.

We now place the above matter before you for your decision in respect of selection of a new Community Organizer for CDS No-03 on the basis of performance in the last interview held on 14.01.2011, you may kindly consider the candidate Soma Bagani, D/O Lt Gobinda Bagani of Vill; South Narayanpur, P.O Narayanpur who stood 4th in the aforesaid interview as per record for the selection of C.O at our end.

RKROY
20/10/2011

ATTESTED
16/10/11
Executive Officer
Bhatpara Municipality
Dist.- North 24-Parganas

checked & verified
10/10/11

Put in B.O.C
21/10/11

Proceedings of the meeting of the Urban Poverty Eradication Cell of Bhatpara Municipality held at the chamber of the Chairman on 08/09/2011 at 2.00 P.M.

P R E S E N T

- | | |
|---------------------------------|--|
| 01. Sri Arjun Singh, | Chairman, Bhatpara Municipality & |
| 02. Sri Pinaki Ranjan Mukherjee | Chairman, UPE Cell, Bhatpara Municipality |
| 03. Smt. Durba Bhattacharyay | Executive Officer, Bhatpara Municipality & |
| 04. Sri Monoj Guha, | Convenor, UPE Cell, Bhatpara Municipality |
| 05. Sri D.N.Banerjee, | Member, C-I-C, Education, |
| 06. Sri R.K.Roy, | Bhatpara Municipality |
| 07. Somendu Banerjee, | Member, C-I-C Health, |
| 08. Smt. Arati Shaw, | Bhatpara Municipality |
| 09. Smt. Sandha Nath | Engineer, Bhatpara Municipality |
| 10. Manju Digar, | In-Charge, Cell formed for Relief, Poverty |
| 11. Mousumi Chattopadhyay, | & Livelihood, Bhatpara Municipality |
| 12. Rounaque Jahan, | T P O, Bhatpara Municipality |
| 13. Gouri Mahanti, | Chair Person, CDS-II |
| 14. Kaberi Banerjee, | Chair Person, CDS-I |
| 15. Dipti Sarkar, | Chair Person, CDS-IV |
| | C.O, CDS-I |
| | C.O, CDS-II |
| | C.O, CDS-IV |
| | C.O, CDS-V |
| | Chair Person, CDS-VI |

01. Confirmation of the proceedings of the last meeting held on 03/06/2011;

Proceedings of the meeting of the UPE Cell held on 14/02/2011, copies of which circulated to the members, have been confirmed.

02. According approval on the loan proposals out of Revolving Fund and URIF which were accepted by respective Community Development Societies in their Governing Body meeting.

The applications and the concerned list of beneficiaries applied for loan out of Revolving Fund which were accepted by the CDSs in it's Governing Body meetings were scrutinized and the loans were sanctioned in the meeting.

Name of CDS	No. of applications	Amount of claim of CDS	Sanctioned amount of loan
Bhatpara No V CDS	175	216000/-	216000/-
Bhatpara No. VI CDS	92	326700/-	326700/-

Contd. to page 02

ATTESTED

14/10/11
Executive Officer
Bhatpara Municipality
Dist.- North 24-Parganas

Checked & verified
15/10/11

03. According approval of the loan proposals out of DFID-funded Revolving Fund, which were accepted by the respective Community Development Societies in their Governing Body meetings.

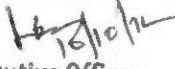
The Executive Officer placed before the meeting the Memorandum of SUDA vide No. SUDA-259/2009(Pt.I)/245 dated 24/01/2011 and read out the same which is related to Revolving Fund funded by DFID. With his brief narration the Executive Officer explained the guideline and salient features of the fund, account of which has already been opened with PNB, Jagatdal branch in the name and style 'DFID Funded Revolving Fund', complying with the decision taken in the Board of Councillors meeting dated 28/01/2011 vide item No. EX-II. He further revealed that purpose of the fund as well as granting loan to the TCGs/ SHGs members for setting up small business for mostly those who have not yet received loan assistance out of Revolving Fund, is of the same nature of traditional/ on going Revolving Fund structure.

After threadbare discussion it was resolved unanimously that loan will be granted to the beneficiaries from time to time based on the claim of the CDSs and Chairman was authorized to incur the expenditure out of the said fund.

04. Discussion towards achievement of District target of individual (Micro-Enterprise) and UWSP Group loans under SJSRY for the year 2011-12.

The Executive Officer placed before the meeting the letter of the Director SUDA bearing No. SUDA-68/99(Pt-VII)/565/1(29) dated 16.06.2011 and read out the same, where the ULB wise target for sponsoring of individual and UWSP Group loans are fixed by them. As invited by the Chairman for verbal submission, TPO reported that this Municipality has already achieved the target of sponsoring of 70 nos. of individual SJSRY loan cases to different Bank branches but is lacking behind in terms of achieving the target of formation vis-à-vis sponsoring of UWSP Group loan cases. He also reported that the Community Organisers who are working at the grass root level of the community are well aware of the factors of constraints of such non formation and degree of demotivation and they may be asked for sharing their views in this regard. In compliance to chairman's instruction Smt. Kaberi Banerjee reported that despite several drives some issues which came within their realization are the space, confidence, fund and market which are to be considered as main factors compared to their socio economic status and this reporting was supported by other C.Os and Chairpersons of CDSs. TPO then informed that some UWSP Groups which were formed earlier have no such activity, for which we might become capable to sponsor loan applications to Banks. He further informed that on the other hand so many group/ cluster activities are going on at various places within the Municipality such as making of garland made of Sola/ Thermocol at Malakar para – ward no. 27, making of earthen pot at Pal Para, formulation of rice from paddy at Rahuta Purba Para -ward no. 28, mfg. of Mosquito net at Mondal Para ward no. 35 and formulation of rice from paddy at Dakshin Narayanpur – ward no. 31 etc., adequate infrastructure and market potentiality may

ATTESTED

Checked & verified
10/10/12

Executive Officer
Bhatpara Municipality
Dist.- North 24-Parganas

add oxygen to these activities. Chairman then expressed explicitly the house that Municipality may provide space to promote such activities at any place of Municipal markets and he proposed further that there is scope to set up units for manufacturing Papad, Achar and related food products and he may extend his assistance for building tie up with the marketers and even with Lijjat Co. for which the Community Organisers need to organize the groups to motivate them for such activities.

It was decided unanimously that Municipality will provide space at any of its market place to promote group activities to motivate them for formation of UWSP Groups and Chairman be authorized to take appropriate steps in this regard.

05. Purchase/ Lease of market stalls under SJSRY out of DFID fund.

The Executive Officer placed before the meeting the letter of the Director SUDA bearing No. SUDA-259/2009(Pt-I)/950 dated 24.08.2011 and read out the same, where it is envisaged that DFID has released fund for an amount of Rs. 8,00,000.00 for purchase/ lease of market stalls in the name of CDS at a central location within the ULB area to be specifically used for display and sale of products produced and marketed by UWSP/DWCUA/TCG members under SJSRY programme. The matter was then discussed in the meeting. Sri Monoj Guha, member C-In-C Health proposed that stalls at the Municipal super market may be given in lease to CDS for this purpose and the proposal of Sir Guha was appreciated by the members. Executive Officer informed that final decision in this matter will be taken later on and no final decision could be taken at this stage for purchase/ lease of market stalls as Model code of conduct of bye election is in force in this district. Discussion on this agenda was then deferred.

06. Miscellaneous.

- (i) Acceptance of resignation letter dated 16/09/2011 of Smt. Poonam Pandey, acting as Community Organiser, under Swarna Jayanti Sahari Rojger Yojana programme.

Executive Office placed before the meeting and read out the resignation letter dated 16/09/2011 of Smt. Poonam Pandey, who was acting as Community Organiser under SJSRY, where Smt. Pandey prayed for acceptance of her resignation as she is not further interested to continue her job as she has got married and shifted to some other place.

After discussion Chairman accepted the resignation of Smt. Poonam Pandey and released her from the contractual service.

Executive Officer informed that a list of 10 candidates rank wise was prepared on 14/01/2011 through interview for selection of three numbers of Community Organisers, post of which were lying vacant since a long period and interview was held in presence of Sri Tarak Dutta, representative of the State Urban Development Agency following the

ATTESTED

16/10/11
Executive Officer
Bhatpara Municipality
Dist. - North 24-Parganas

*Checked & verified
At
10/10/11*

recruitment Rules laid down in the order no. 850/C-10/3S-24/97 of Govt. of West Bengal published in its Municipal Affairs Dept. on 11.09.1997. He also informed that fresh selection and recruitment of Community Organiser is a long process and its also a time taking matter. The issue was discussed in the meeting and it was resolved unanimously that the panel of 10 candidates which was prepared on 14/01/2011 through interview will be brought into account for filling up of vacancy of the post of Community Organiser created after acceptance of the resignation of Smt. Poonam Pandey as per rank and the said panel will remain in force for next two years with effect from 14/01/2011 and the recruitment will be made from the said panel where Smt. Soma Bagani ranked fourth and she will be given opportunity for joining as Community Organiser with immediate effect. But in case of unwillingness the next candidate on the basis of performance from the said panel will be entertained.

Chairman was authorized to take necessary action in this regard.

- (ii) Letter of the Joint Secretary, All Bengal SJSRY Staff Association vide memo. ABSSA/11/49(10) dated 06/09/2011, in connection with permanent employment in the posts of Town Project Officer and Community Organisers for the present incumbents only into the Municipal establishment.

Executive Officer placed before the meeting and read out the letter of the Joint Secretary, All Bengal SJSRY Staff Association vide no. ABSSA/11/49(10) dated 06/09/2011, wherein he applied to the Chairman so that Chairman may kindly stand in their favour in writing to the Chief Minister and the Minister in Charge, Dept. of Municipal Affairs and Urban Development to the Govt. of West Bengal to ensure their job security like other Government employees into the Municipal establishment through specific Govt. order. Chairman agreed upon the appeal and asked to prepare a letter addressing to the Chief Minister and Minister in Charge, Dept. of Municipal Affairs and Urban Development briefing favourable fact of appeal.

- (iii) Appeal of the Community Organiser for providing furniture at the office of the CDS office bearers.

Chairman invited the Community Organisers for oral submission of their inconvenience if any in executing their daily job. Smt. Mousumi Chattopadhyay, one of the Community organizers in her oral submission informed that they are facing problem due to non availability of furniture like table, computer table, chair, almirah etc. Rounaque Jahan, Community Organiser, reported that the place which was provided for the office of CDS office bearers is required to be separated at Golghar HAW building, on the ground floor for the security of computer, UPS, Monitor and Printer and the floor remains watery as there is no sort of out let drainage system beneath the tap. In-Charge, Livelihood Cell admitted all the fact that have been reported by the Community Organisers and stated that important files and records are lying on the floor of SJSRY section and CDS offices and

ATTESTED

6/10/12
Executive Officer
Bhatpara Municipality
Dist. - North 24 Parganas

Checked & verified
10/10/12

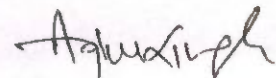
even the computers procured for CDS offices could not be installed till date. TPO informed that volume of records and papers are gradually increasing day by day as the

05

periphery of work has gone beyond its normal load. TPO also informed that in the last meeting of UPE Cell held on 03/06/2011 vide item no. 3(i), Chairman asked the Engineer to accommodate some amount from a certain fund so as Municipality may offer special allowance to the eligible RCVs who are running TCG successfully. Chairman then gave instruction to the Engineer to earmark the fund and report to him early. After discussion Chairman called the Head Clerk in his chamber and asked him to make arrangements of table, chair, computer table, almirah etc. for SJSRY section and CDS offices as early as possible.

It was decided unanimously that expenditure for the purpose of procurement of furniture, fittings, repairing will be met out of Municipal Fund which will be realized from the interest portion of SJSRY fund and Chairman be authorized to incur the said expenditure.

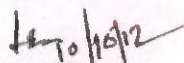
Meeting was then ended with vote of thanks to and from the chair.



Chairman
Bhatpara Municipality
&

Chairman
UPE Cell, Bhatpara Municipality

ATTESTED



Executive Officer
Bhatpara Municipality
Dist.- North 24 Parganas

Clerk & Head Clerk
03/07/12

Office of the Municipal Councillors, Bhatpara

[Address: 1/1, West Ghoshpara Road, P.O. Kankinara, District: North 24 Parganas. PIN-743 126]
☎ 2581-2082, 2581-9515, 2581-9514. Fax: 2581-1318. Email : bhat_09@yahoo.com * bhatparamunicipality@gmail.com

From :

Arjun Singh, MLA

Chairman , Bhatpara Municipality

Memo no. M-10/7045

Date 17.3.2011.

To,

Joint Secretary

Government of West Bengal

Department of Municipal Affairs

Writers Building

Kolkata



Sub: Information regarding "Staff-in-Position" in the post of Urban Planner, Accounts & Finance Co-ordinator and IT Co-ordinator, Town Project Officer, Community Organizers in Bhatpara Municipality.

Ref: No. 27(2)/MA/N/C-2/1G-1/2011 dated 10th March 2011

No. 27/1(150)/MA/N/C-2/1G-1/2011 dated 10th March 2011

Sir,

With reference to your above memo no. I am sending herewith the Information regarding "Staff-in-Position" in the post of Urban Planner, Accounts Finance Co-ordinator and IT Co-ordinator in this municipality as per the format prescribed by you.

Name of the ULB	Name of the person	Designation	Remuneration as on February, 2011 (Rs.)
Bhatpara Municipality	Jaydip Chatterjee	Accounts Finance Co-ordinator	16900/-
	Moumita Ganguly	Urban Planner	16900/-
	Sankar Choudhury	IT Co-ordinator	15600/-
	Somendu Banerjee	Town Project Officer & H.A. Permanent staff of ULB	--
	Mousumi Chattopadhyay	Community Organizer	5000/-
	Kaberi Banerjee	Community Organizer	5000/-
	Tanushree Saha	Community Organizer	5000/-
	Rounaque Jahan	Community Organizer	5000/-
	Poonam Pandey	Community Organizer	5000/-
	Gouri Mahanti	Community Organizer	5000/-

Kindly acknowledge receipt of the same and guide our future course of action.

Thanking you



Arjun Singh
Chairman
Bhatpara Municipality

D:\DPR UP 2009\LETTER HEAD + doc\LETTER HEAD + Rajesh
Approved: 17 PM

18/3/11
Executive Officer
Bhatpara Municipality

*checked & verified
17/3/11*

Office of the Municipal Councillors, Bhatpara

[Address: 1/1, West Ghoshpara Road, P.O. Kankinara, District: North 24 Parganas. PIN-743 126]
☎ 2581-2082, 2581-9515, 2581-9514. Fax: 2581-1318. Email : bhat_09@yahoo.com * bhatparamunicipality@gmail.com

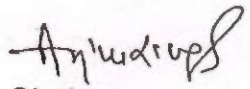
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Lt 17/3/11

1. The Project Director, CMU
ILGUS Bhawan, Salt lake City
Kolkata - 106

2. The Directorate of Local Bodies
Government of West Bengal
Kolkata

3. The Director
SUDA
ILGUS Bhawan, Salt lake City
Kolkata - 106


Chairman
Bhatpara Municipality

ATTESTED
12/16/10/11
Executive Officer
Bhatpara Municipality
Dist. North 24 Parganas

checked & verified
10/10/12

1/c

OFFICE OF THE MUNICIPAL COUNCILLORS, BHATPARA
ADDRESS:- 1/1, West Ghosh Para Road, P.O- Kankinara, Dist:- 24 Pgs(N), Pin- 743126
Ph:- 2581-2082/9515/9514, Fax-2581-1318,

NOTICE

NO- E-18/5518

DATE:- 07-01-2011

A Meeting of the Selection Committee as set up by the Government of West Bengal in its Municipal Affairs Department's notification No.850/C-10/3s-24/97 dated 11th Sep 1997 for recruitment of **Community Organiser under Swarna Jayanti Sahari Rojgar Yojana(SJSRY)** on contractual basis will be held on 14th Jan 2011 at 12 noon at the main Municipal Office at Kankinara.

The following members of the selection committee are hereby requested to attend the said meeting in time.

1. The Chairman Bhatpara Municipality
2. Smt. Durba Bhattacharyya, Councilor In Charge
UPE Cell, Bhatpara Municipality
3. Nominee of Director & Chief Executive,
State Urban Development Agency.
4. Project Officer, District Urban Development
Agency.

Chairman, Selection Committee.

Member, "

" "

" "

Ayindings
Chairman,
Bhatpara Municipality.

Copy forwarded for information with request to sent suitable officer from his end.
E-18/5518(1-4) DT. 07-01-2011.

1. The Chairman Bhatpara Municipality
2. Smt. Durba Bhattacharyya, Councilor In Charge
UPE Cell, Bhatpara Municipality
- ✓ 3. Nominee of Director & Chief Executive,
State Urban Development Agency.
- ✓ 4. Project Officer, District Urban Development
Agency.

Ayindings
Chairman,
Bhatpara Municipality.



Executive Officer
Bhatpara Municipality
Dist:- North 24-Parganas



*ackd & verified
10/01/2*

Office of the Municipal Councillors, Bhatpara

[Address: 1/1, West Ghoshpara Road, P.O. Kankinara, District: North 24 Parganas. PIN-743 126]
☎ 2581-2082, 2581-9515, 2581-9514. Fax: 2581-1318. Email : bhat_09@yahoo.com ★ bhatparamunicipality@gmail.com

From :
Arjun Singh, MLA
Chairman , Bhatpara Municipality

Memo no. M-10/7045

Date 17.3.2011.

To,
Joint Secretary
Government of West Bengal
Department of Municipal Affairs
Writers Building
Kolkata

Sub: Information regarding "Staff-in-Position" in the post of Urban Planner, Accounts & Finance Co-ordinator and IT Co-ordinator, Town Project Officer, Community Organizers in Bhatpara Municipality.

Ref: No. 27(2)/MA/N/C-2/1G-1/2011 dated 10th March 2011
No. 27/1(150)/MA/N/C-2/1G-1/2011 dated 10th March 2011

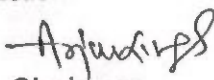
Sir,

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	Tanushree Saha	Community Organizer	5000/-
	Rounaque Jahan	Community Organizer	5000/-
	Poonam Pandey	Community Organizer	5000/-
	Gouri Mahanti	Community Organizer	5000/-

Kindly acknowledge receipt of the same and guide our future course of action.

Thanking you


Chairman
Bhatpara Municipality

Office of the Municipal Councillors, Bhatpara

[Address: 1/1, West Ghoshpara Road, P.O. Kankinara, District: North 24 Parganas. PIN-743 126]
☎ 2581-2082, 2581-9515, 2581-9514. Fax: 2581-1318. Email : bhat_09@yahoo.com ★ bhatparamunicipality@gmail.com

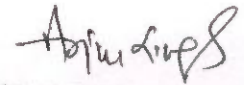
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dt 17.3.2011.

1. The Project Director, CMU
ILGUS Bhawan, Salt lake City
Kolkata – 106

2. The Directorate of Local Bodies
Government of West Bengal
Kolkata

3. The Director
SUDA
ILGUS Bhawan, Salt lake City
Kolkata – 106



Chairman
Bhatpara Municipality



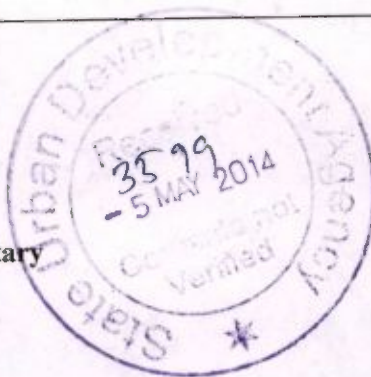
Phone : 033-2593-2028, 033-2592-0429
Fax : 033-2592-6004

NORTH BARRACKPORE MUNICIPALITY

PALTA, POST : BARRACKPORE
DIST : NORTH 24 PARGANAS
PIN - 700120

From : - Sri Molay Ghosh
Chairman
North Barrackpore Municipality

To :- The OSD & Ex-officio Special Secretary
to the Govt. of West Bengal,
Municipal Affairs Department,
Writers' Buildings, Kolkata - 700001.



DSC
[Signature]

Sub: Staff in position' in the post of U.P, A&FC, I.T, T.P.O and C.O of this ULB as on 01.04.2014.

Dear Sir,

I am pleased to furnish herewith 'The staff in position' in the aforementioned post of this U.L.B as on 01.04.2014 for your kind consideration and necessary action please.

Name of ULB	Designation	Name of Person	Consolidated monthly emoluments
North Barrackpore Municipality	Accounts & Finance Co-ordinator	Atanu Sarkar	Rs. 15600/-
	I.T Co-ordinator	Sukhendu Das	Provided by C.M.U on out sourced basis.
	Town Project Officer	Vacant	N.A
	Community Organiser	Smt. Lakshmi Ghosh	Rs. 5000/-

Thanking You,

Yours faithfully,

Chairman
North Barrackpore Municipality



Ref. No. 121/2 /NBM/510(O.S)

Dated: 30.04.2014

Copy forwarded for information and necessary action to the:

- (1) Director of Local Bodies, Purto Bhavan, Bidhannagar, Kol-91
- (2) Director of SUDA, ILGUS Bhavan, Bidhannagar, Kol-106.
- (3) Project Director, CMU, ILGUS Bhavan, Bidhannagar, Kol-106

Chairman
North Barrackpore Municipality
Chairman
North Barrackpore Municipality

To
Adviser

83
20.5.14

10
21/5/14



DURGAPUR MUNICIPAL CORPORATION

CITY CENTRE, DURGAPUR - 713216, DIST. - BURDWAN

EPABX ⇒ (0343) 2545842, 2546994, 2546107 ♦ Mayor : 2545828 ♦ Fax No.: 254-6472

Website : durgapurmunicipalcorporation.org E-mail : mayordurgapur2008@gmail.com

Ref. No. DMC / SW / 2841



Date 8/10/13

To
The Director,
State Urban Development Agency
ILGUS Bhavan
H-C Block, Sector-III, Bidhan Nagar
Kolkata-106

Sub : EPF of the TPO and C.Os

Sir,

You are aware that the TPO and 5-nos C.Os attached to our Corporation are giving all-out efforts for the project undertaken SJSRY. They are entitled to EPF for all fairness.

It will be the fitness of things if you would kindly arrange for payment of their EPF as usual to ensure justice.

A line in response will be highly appreciated.

With regards.

Yours faithfully,

Susmita Bhui

(Susmita Bhui)

Member, Mayor-in Council

Durgapur Municipal Corporation

FA
Adviser (G.L.)
9/10/13
21/10/13



SILIGURI MUNICIPAL CORPORATION

Memo no. 1744 / Estt./ SMC

Date 30/10/13

To: The Director,
State Urban Development Agency
ILGUS Bhawan
H.C. Block, Sector III
Bidhannagar
Kolkata - 7000106



Ref: Information regarding resignation of Smt. Sudeshna Roy
Community Organizer, Siliguri Municipal Corporation.

Sir,

I would like to inform you that Smt. Sudeshna Roy, Community Organizer of Siliguri Municipal Corporation has resigned from her service & same has duly accepted by the municipal authority vide this office memo no. 1326/Estt/SMC, dated 19/09/2013 (copy enclosed).

This is further to inform you that The Siliguri Municipal Corporation is being started the recruitment process for filled up the said vacancy of Community Organizer as per Notification No. 850/C-10/3S-24/97, dated 11/09/1997.

Yours faithfully

30/10/13

Commissioner
Siliguri Municipal Corporation

Encl: As stated.

Smt. Sudeshna Roy
16/11/13

pe
14/11/13



SILIGURI MUNICIPAL CORPORATION

Memo no. 1326 /Estt/SMC

Date. 19/9/13

ORDER

In response to the resignation letter of Smt. Sudeshna Roy, Community Organizer of Siliguri Municipal Corporation, dated, 11/09/2013, this is to inform all concerned that the Siliguri Municipal Corporation, has duly accepted her resignation with effect from 16th September, 2013

19/9/13
Commissioner
Siliguri Municipal Corporation

Memo no. 1326/C9 /Estt./SMC

Date 19-9-13

Copy forwarded for information & necessary action to:

1. The Hon'ble Mayor, Siliguri Municipal Corporation
2. The MMIC, UPE Cell. Siliguri Municipal Corporation.
3. The Secretary, Siliguri Municipal Corporation.
4. The Exe. Engineer, Siliguri Municipal Corporation
5. The Finance Officer, Siliguri Municipal Corporation
6. The Head Clerk, Siliguri Municipal Corporation
7. The Accountant, Siliguri Municipal Corporation.
8. The Section -in - Charge, Estt. Section, Siliguri Municipal Corporation
9. Smt. Sudeshna Roy, Community Organizer, UPE Cell, SMC

19/9/13
Commissioner
Siliguri Municipal Corporation

To
The Commissioner,
Siliguri Municipal Corporation,
Siliguri



Date :- 11/09/13

Sub: - Resignation from the post of Community Organiser (C.O.)

Sir,

With due respect and humble submission I beg to inform you that due to some personal problem I like to resign from my service i.e. from the post of Community Organizer on 16/09/13.

I am to request you to treat the letter as my resignation and direct me to whom I shall hand over all the documents of Siliguri No. IV Community Development Society (CDS).

I am further to inform you that I like to hand over the two wheeler bearing no. WB-74B/9921 given to me for official use.

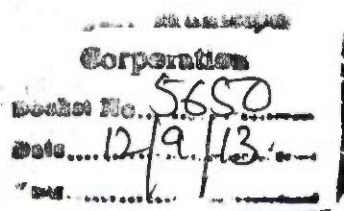
You are therefore requested to accept my resignation and release me from my service immediately.

Thanking you,

Yours faithfully,

Sudeshna Roy,
(Sudeshna Roy)

Community Organiser & Secretary,
Siliguri No. IV Community Development Society
Community Organiser
Siliguri Municipal Corporation



Sri Mohan Bose

CHAIRMAN

JALPAIGURI MUNICIPALITY

JALPAIGURI



RESIDENCE :

MOHURIPARA, JALPAIGURI

MOBILE :9434004857

PHONE : 03561-231096 (C)

03561-230050 (O)

FAX : 03561-231096(C)

03561-220050(O)

Memo No. 3586 / JM

Date 31.1 2014

To

✓ The Director ,
State Urban Development Agency ,
ILGUS Bhawan , Sector III , HC Block
Salt lake city
Kolkata 700106

Adm (L. Tal)
2/2/14

Sub- Engagement as Town project officer for
SJSRY cell of Jalpaiguri Municipality--regarding.

Sir ,

I would like to inform you that Sri Parimal Ghatak , Town project officer was working since 1998 to this Municipality . But due to his old age he was appealing for release from the post frequently. In the MCIC meeting held on 22.01.2014 the matter was discussed and it had been decided to release Sri Parimal Ghatak from the post of TPO w.e.f. 31.01.2014.

I, would , as such request you to kindly communicate this end procedure for engagement of New TPO to this Municipality in order to run the UPE cell smoothly.

Please treat this as urgent.

Yours faithfully

PC
2
14/2/14

Sri Mohan Bose
30/1/14

Chairman

Jalpaiguri Municipality

Ph: 240-008, 241-279

S.T, D - 03472

E-mail: chairmannabadwip@gmail.com

দুরাভাষ : ২৪০-০০৮, ২৪১-২৭৯

এস.টি.ডি - ০৩৪৭২

NABADWIP MUNICIPALITY

NABADWIP, NADIA

OFFICE OF THE BOARD OF COUNCILLORS

নবদ্বীপ পৌরসভা, পোঃ - নবদ্বীপ, জেলা - নদীয়া



Memo No: - 29/S.J.S.R.Y./N.M 2013-14

Date: - 06.02.2014

From : The Chairman
Nabadwip Municipality
Nabadwip, Nadia.

To:- The Director, SUDA
ILGUAS Bhavan, HC- Block, Sec-III
Bidhannagar, Kol- 700106

Adm (C.O.)
Sujit

Sub:- Due intimation i.r.o. resignation of Sri Sujit Kumar Saha, C.O.,
Nabadwip Municipality, under S.J.S.R.Y.

Sir,

Sri Sujit Kumar Saha, Community Organizer, Nabadwip Municipality, under S.J.S.R.Y., who joined this office in the said post on 02.09.2009, has resigned from his post of C.O., w.e.f. 24.01.2014 which has duly been accepted by the undersigned. Copy of his duly accepted resignation letter is enclosed.

This is for your information & taking necessary action.

Thanking You.

Encl: As stated

Yours Faithfully,

PC
L
14/2

PC
14/2
Chairman
Nabadwip Municipality

To
The Chairman,
Nabadwip Municipality,
Nabadwip, Nadia.

NABADWIP MUNICIPALITY
RECEIVED
Date of receipt..... 24/1/14
Docket No..... 4265-21

Sub: Prayer for acceptance of my resignation from the post of Community Organizer under SJSRY Programme in Nabadwip Municipality.

Sir,

In reference to the subject mentioned above I like to inform you that I got an appointment for the post of Assistant Teacher in Jatia Balika G.S.F Primary School, under Nabadwip Urban P.O. & P.S. Nabadwip, Dist. Nadia vide Memo. No. Appt.0925 dated 22.01.2014, Nadia District Primary School Council and I have made up my mind to join the said post of Assistant Teacher for my better future.

In the circumstances, I do hereby resign from the post of Community Organizer under SJSRY Programme with w.e.f 24.01.2014 which may kindly be accepted to facilitate me in joining the new post. In this connection it is worth to mention here that I join the post of Community Organizer w.e.f 02.09.2009 and since then I tried my best to satisfy my superiors and the Municipal Authority with my performance in SJSRY section.

In view of above I would like to request you to accept my prayer of resignation from the post of Community Organizer and obliged. Copy of my appointment letter is enclosed for your convenience.

Hoping for your sympathetic consideration and favorable response in the matter of issuing a release order.

Thanking you,

Encl.: As stated

Yours faithfully,

Sujit Kumar Saha
(Sujit Kumar Saha) 24/01/2014.

Resignation may
be accepted
w.e.f. 24.1.14
24.1.14
To
T.P.O (S.J.S.R.Y.)
Pl. take n. o.
24.1.14
yes
to
T.P.O
Pl. call n. o.
27-1-14

Memo no. 1744 / Estt/ SMCDate 30/10/13

To: The Director,
State Urban Development Agency
ILGUS Bhawan
H.C. Block, Sector III
Bidhannagar
Kolkata - 7000106

JD(SD)
Admission
P
30/10/13

Ref: Information regarding resignation of Smt. Sudeshna Roy,
Community Organizer, Siliguri Municipal Corporation.

Sir,

I would like to inform you that Smt. Sudeshna Roy, Community Organizer of Siliguri Municipal Corporation has resigned from her service & same has duly accepted by the municipal authority vide this office memo no. 1326/Estt/SMC, dated 19/09/2013 (copy enclosed).

This is further to inform you that The Siliguri Municipal Corporation is being started the recruitment process for filled up the said vacancy of Community Organizer as per Notification No. 850/C-10/3S-24/97, dated 11/09/1997.

Yours faithfully

30/10/13

Commissioner
Siliguri Municipal Corporation

Admission

Encl: As stated.

Smt
Admission

Admission
30/10/13

Admission
30/10/13

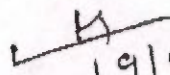
**SILIGURI MUNICIPAL CORPORATION**

Memo no. /Estt/SMC

Date..19/9/13

ORDER


In response to the resignation letter of Smt. Sudeshna Roy, Community Organizer of Siliguri Municipal Corporation, dated, 11/09/2013, this is to informed all concerned that the Siliguri Municipal Corporation, has dully accepted her resignation with effect from 16th September, 2013


19/9/13
Commissioner
Siliguri Municipal Corporation

Memo no. 1324/13 /Estt/SMCDate 19. 9-13

Copy forwarded for information & necessary action to:

1. The Hon'ble Mayor, Siliguri Municipal Corporation
2. The MMIC, UPE Cell. Siliguri Municipal Corporation.
3. The Secretary, Siliguri Municipal Corporation.
4. The Exe. Engineer, Siliguri Municipal Corporation
5. The Finance Officer, Siliguri Municipal Corporation
6. The Head Clerk, Siliguri Municipal Corporation
7. The Accountant, Siliguri Municipal Corporation.
8. The Section -in - Charge, Estt. Section, Siliguri Municipal Corporation
9. Smt. Sudeshna Roy, Community Organizer, UPE Cell, SMC


19/9/13
Commissioner
Siliguri Municipal Corporation

To
The Commissioner,
Siliguri Municipal Corporation,
Siliguri



Date :- 11/09/13

Sub: - Resignation from the post of Community Organiser (C.O.)

Sir,

With due respect and humble submission I beg to inform you that due to some personal problem I like to resign from my service i.e. from the post of Community Organizer on 16/09/13.

I am to request you to treat the letter as my resignation and direct me to whom I shall hand over all the documents of Siliguri No. IV Community Development Society (CDS).

I am further to inform you that I like to hand over the two wheeler bearing no. WB-74B/9921 given to me for official use.

You are therefore requested to accept my resignation and release me from my service immediately.

Thanking you,

Yours faithfully,

Sudeshna Roy,
(Sudeshna Roy)

Community Organiser & Secretary,
Siliguri No. IV Community Development Society
Community Organiser
Siliguri Municipal Corporation

Corporate
Booklet No. 5650
Date 12/9/13

OFFICE OF THE COUNCILLORS OF ARAMBAGH MUNICIPALITY

ARAMBAGH :: HOOGHLY

Phone (03211) 255-030, Fax-255-030/257-467

Ref No.822.....

Date. 25/01/14

To
Tanusree Roy (Datta),
Community Organiser, S.J.S.R.Y.
Arambagh, Hooghly.



Adm ~

25/1/14

Sub:- Renewal of Contractual Service as Community Organiser under S.J.S.R.Y.
Scheme of Arambagh Municipality .

You are informed that your Contractual Service as Community Organiser under
S.J.S.R.Y. Scheme of Arambagh Municipality is extended for further 6 (Six) months.

This is for your information and necessary action

:

S m b ~

Chairman,
Arambagh Municipality.

Chairman
Arambagh Municipality

Memo No.

822 (5)

dt. 25/01/14

1. The Director, SUDA, SUDA Bhavan, HC Block, Sector-III, Bidhnanagore, Kolkata-700106.
2. Sri Sujit Reja, Councillor-in-Charge, Arambagh Municipality.
3. The Executive Officer, Arambagh Municipality.
4. The Head Clerk, Arambagh Municipality .
5. The Accountant, Arambagh Municipality .

AC

25/1/14

S m b ~

Chairman,
Arambagh Municipality.

Chairman
Arambagh Municipality

OFFICE OF THE COUNCILLORS OF ARAMBAGH MUNICIPALITY

ARAMBAGH : : HOOGHLY

Phone (03211) 255-030, Fax-255-030/257-467

Ref No.



Date.

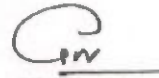
To
Taraknath Malik
Community Organiser, S.J.S.R.Y.
Arambagh, Hooghly.

Adhisa (G:Pal)
7/2/14

Sub:- Renewal of Contractual Service as Community Organiser under S.J.S.R.Y.
Scheme of Arambagh Municipality.

You are informed that your Contractual Service as Community Organiser under
S.J.S.R.Y. Scheme of Arambagh Municipality is extended for further 6 (Six) months.

This is for your information and necessary action

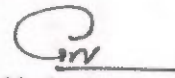

Chairman,
Arambagh Municipality.

Memo No. 369 (5)

dt. 21/8/13

1. The Director, SUDA, SUDA Bhavan, HC Block, Sector-III, Bidhnanagore, Kolkata-700106.
2. Sri Sujit Reja, Councillor-in-Charge, Arambagh Municipality.
3. The Executive Officer, Arambagh Municipality.
4. The Head Clerk, Arambagh Municipality.
5. The Accountant, Arambagh Municipality.




Chairman,
Arambagh Municipality.

lc
7/2/14

OFFICE OF THE COUNCILLORS OF ARAMBAGH MUNICIPALITY

ARAMBAGH : : HOOGHLY

Phone (03211) 255-030, Fax-255-030/257-467

Ref No.

Date.

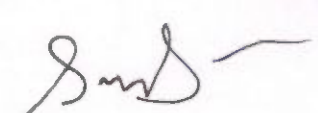
To
Takaknath Malik
Community Organiser , S.J.S.R.Y.
Arambagh , Hooghly .



Sub:- Renewal of Contractual Service as Community Organiser under S.J.S.R.Y.
Scheme of Arambagh Municipality .

You are informed that your Contractual Service as Community Organiser under
S.J.S.R.Y. Scheme of Arambagh Municipality is extended for further 6 (Six) months.

This is for your information and necessary action

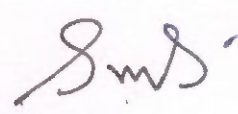

Chairman ,
Arambagh Municipality.

Chairman
Arambagh Municipality

Memo No. 927(5)

dt. 18/02/14

- ✓ 1. The Director, SUDA, SUDA Bhavan, HC Block, Sector-III, Bidhnanagore, Kolkata-700106.
2. Sri Sujit Reja, Councillor-in-Charge, Arambagh Municipality.
3. The Executive Officer, Arambagh Municipality.
4. The Head Clerk, Arambagh Municipality .
5. The Accountant, Arambagh Municipality .


Chairman,
Arambagh Municipality.

Chairman
Arambagh Municipality





S.T.D No.-03473/Phone No.-242023/243647
Email-ID-chakdahamunicipality@ymail.com
Website: www.chakdahamunicipality.org

OFFICE OF THE COUNCILLORS

Chakdaha Municipality

P.O-Chakdaha, PIN-741222, Dist.-Nadia.

(West Bengal)

Memo No. - 1006 /C.M

From: Sri Dipak Chakraborty,
Chairman

Dated-7.6.14

To: The Director, SUDA,
ILGUS Bhawan, HC Block,
Sec-III, Salt Lake, Kol-106.



Sub: Seeking Guideline.

Sir,

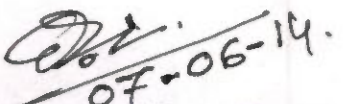
For your kind information I like to inform you that one of our Community Organizer, contractually engaged under SJSRY programme of this ULB- Sri Subodh Kumar Bhattacharjee had crossed 60 years of age.

We want to engage contractually a new C.O instead of Mr. Bhattacharjee, as he crossed 60 years of age and should be terminated (as per traditional norms of retirement of Municipal/State Govt. job).

You are requested to guide us as early as possible that, is it possible or not. If it is possible then please also guide us the procedure to recruit the new one, including the necessary qualification/age/experience for the said post.

Thanking You,

With regards,


Chairman
Chakdaha Municipality
Chakdaha, Nadia

To
Director
807
17.6.14

rc
18/6/14

Dr
17/6/14



S.T.D No.-03473/Phone No.-242023/243647

Email-ID-chakdahamunicipality@ymail.com

Website: www.chakdahamunicipality.org

OFFICE OF THE COUNCILLORS

Chakdaha Municipality

P.O-Chakdaha, PIN-741222, Dist.-Nadia.

(West Bengal)

Memo No. - 1006 /C.M

Dated-7.6.14

From: Sri Dipak Chakraborty,
Chairman

To: The Director, SUDA,
ILGUS Bhawan, HC Block,
Sec-III, Salt Lake, Kol-106.

Sub: Seeking Guideline.



Sir,

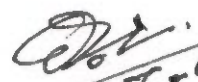
For your kind information I like to inform you that one of our Community Organizer, contractually engaged under SJSRY programme of this ULB- Sri Subodh Kumar Bhattacharjee had crossed 60 years of age.


We want to engage contractually a new C.O instead of Mr. Bhattacharjee, as he crossed 60 years of age and should be terminated (as per traditional norms of retirement of Municipal/State Govt. job).

You are requested to guide us as early as possible that, is it possible or not. If it is possible then please also guide us the procedure to recruit the new one, including the necessary qualification/age/experience for the said post.

Thanking You,

With regards,


07-06-14.
Chairman,
Chakdaha ULB
Chakdaha Municipality
Chakdaha, Nadia


07/14

To
Admn
807
12.6.14

PC
12/6/14



S.T.D No.-03473/Phone No.-242023/243647

Email-ID-chakdahamunicipality@ymail.com

Website: www.chakdahamunicipality.org

OFFICE OF THE COUNCILLORS

Chakdaha Municipality

P.O-Chakdaha, PIN-741222, Dist.-Nadia.

(West Bengal)



Dated- 21-03-2014.

Memo No.- 619 (1-15)/C.M

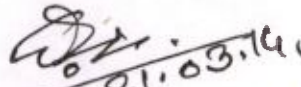
From: Sri Dipak Chakraborty,
Chairman.

ORDER

(Ref: G.O no.-113/1(126)/MA/O/C-9/2A-13/2010, dated-25.02.2011 of M.A Dept., GoW.B ; This office's earlier memo no.-205(1-15)/CM dated-6.2.13 & CIC meeting dated-15.3.14)

The Present Contractual Personnel, Smt. Joyanti Biswas, Sri Subodh Kumar Bhattacharjee and Sri Naresh Chandra Saha holding the posts, as created & sanctioned by the State Government; of TPO, & C.O respectively in Chakdaha Municipality (ULB) shall continue to be retained in such posts under existing terms & condition, as per the approval of the State Cabinet in it's meeting held on 22.02.2011, to be read with the Finance Department, GoW.B U.O no.-460 Gr.P(Service) dated-3.2.11, up-to 31.03.2015.

This aforesaid matter had been informed by the Municipal Affairs Department, Government of West Bengal to this office, in their G.O no.-113/1(126)/MA/O/C-9/2A-13/2010, dated-25.02.2011. All concerned are being informed.

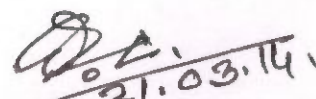

(Sri Dipak Chakraborty)
Chairman, Chakdaha Municipality

Memo No.- 619 (2)/C.M

Copy for information & necessary action to:

1. The Principal Secretary, M.A Dept., GoW.B, Writers' Buildings, Kolkata-700001.
2. The Director, SUDA, ILGUS Bhawan, HC-Block, Sec-III, Salt Lake City, Kol-106.
3. The Director, Directorate of Local Bodies, GoW.B, Purta Bhawan(1st floor), Salt Lake, Kol-91.
- 4.-6. The Vice Chairman & all the C-I-C Members of this Municipality
- 7.-8. The Executive Officer & the Finance Officer of this Municipality
- 9.-11. The Head Clerk, the Accountant & the C.A of this Municipality
- 12.-14. Smt.Joyanti Biswas, TPO; Sri Naresh Chanrda Saha, CO & Sri Subodh Kumar Bhattacharjee, CO of this Municipality
15. The Guard File of this Office.




Chairman,
Chakdaha Municipality

Chairman
Chakdaha Municipality
Chakdaha, Nadia

pc
Pr. note
29/3/14

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং...SUDA-135/2006(pt-II)/ 1610 (127)

তারিখ.....30.10.2012.....

From: The Director

To : Mayor / Chairperson

.....Municipal Corporation / Municipality / Notified Area

Sub: Leave Rules of TPO/CO

Sir/Madam,

It is for your kind information that previously M.A. Department had circulated an order in memo no. 1065/MA/C-10/3S-24/97 dt.20/12/1999 to the U.L.Bs in which it was clearly stated that “ the Town Project Officers/Community Organisers appointed by the U.L.Bs for implementing the scheme namely, ‘Swarna Jayanti Shahari Rojgar Yojana’ will enjoy leave as allowed to the staff on contract basis of the U.L.Bs, issued under M.A. Deptt’s memo no. 302/C-9/2L-8/83(109) dt. 21/08/1984(vide special provision-rule 24)”. The relevent order copies are enclosed for your ready reference.

It may further be kindly noted that provisions of Model Leave Rules, enclosed herein, are applicable only for those TPOs/Cos who were recruited strictly as per M.A.Deptt. notification no. 850/C-10/3S-24/97 dt. 11.09.97 and no. 1161/MA/C-10/3S-46/97 dt. 24.12.97. Provisions of Model Leave Rule will apply until further order executed from the M.A.Deptt.

Encl. as stated

Yours faithfully



Director, SUDA

Government of West Bengal
Department of Municipal Affairs
Writers' Buildings, Calcutta.

No. 1065/MA/C-10/3S-24/97.

Dated, Calcutta, the 20th December, 1997.

From: The Special Secretary to the Govt. of West Bengal.

To: The Mayor/Chairman,

Municipal Corporation/
Municipality / Notified Area Authority.

P.O. [redacted], Dist. [redacted]

In continuation of this Deptt. Notification No. 850/C-10/3S-24/97 dated 11.9.97, and No. 1161/MA/C-10/3S-46/97 Pt. II dated 24.12.97, the undersigned is directed to say that the Town Project Officers/Community Organisers appointed by the U.L.Bs for implementing the Scheme, namely, 'Swarna Jayanti Shahari Rojgar Yojana' will enjoy leave as allowed to the staff on contract basis of the U.L.Bs, issued under this Deptt's memo. no. 302/C-2/20-8/83 dated 21.8.1984 (vide special provision, rule 24).

Enclo: As stated

Special Secretary.

1/20
25/12/97

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF LOCAL GOVERNMENT & URBAN DEVELOPMENT
WRITERS' BUILDINGS' CALCUTTA-700 001

No. 302/C-9/2L-8/83(109)

Dated, Calcutta, the 21st August, 1984

From: Shri B. K. Roy
Deputy Secretary to the Govt. of West Bengal.

To : The Chairman/President/Administrator
.....Municipality/Notified Area Authority
P.O., Dist.

The Mayor,
Chandernagore Municipal Corporation

Subject: Model leave rules for the employees including teaching and
non-teaching staff of Primary and Secondary Schools of the
local bodies in the State of West Bengal.

Sir,

I am directed to forward herewith a set of Model Leave Rules for the employees including teaching and non-teaching staff of Primary and Secondary School of the local bodies in the State of West Bengal and to request you to be so good as to take necessary steps for adoption of the rules in question under Section 75 of the Bengal Municipal Act, 1932/under Section 75 of the Bengal Municipal Act, 1932 as extended to the Notified Area Authorities/under Section 75 of the Bengal Municipal Act, 1932 as applied to Chandernagore and to resubmit the same for confirmation and sanction by Government.

Yours faithfully,
B. K. Roy
Deputy Secretary

Title

These rules may be called the leave rules for the employees including teaching and non-teaching staff of Primary and Secondary Schools of Municipality/Notified Area Authority.

Application

2. These rules shall not apply to any employee of the Municipality/Notified Area Authority appointed before the date of adoption of these rules by the Municipality/Notified Area Authority with the sanction of the State Government unless any such employee elect to come under these rules.

Definitions

3. In these rules—

- (i) 'Leave' includes earned leave, half-pay leave, commuted leave, leave not due and extra-ordinary leave;
- (ii) 'Earned Leave' means leave credited under rule 14;
- (iii) 'Half-Pay Leave' means leave earned in respect of completed years of service under rule 15;
- (iv) 'Earned Leave Due' means the amount of earned leave to the credit of an employee on the date immediately preceding the date of effect of this rule under these rules in force on that date plus the

amount of earned leave calculated as prescribed in rule 14, as the case may be, diminished by the amount of earned leave taken after the introduction of these rules;

- (v) 'Half-Pay Leave Due' means the amount of half-pay leave calculated under rule 15 for the entire continuous service diminished by the amount of leave on private affairs and/or leave on medical certificate taken, if any, before the introduction of these rules and half-pay leave taken if any, on or after that date;

If the calculation under sub-rule (v) above results in a minus balance on the date of introduction of these rules, it should be adjusted against the half-pay leave that will be earned subsequently, such minus balance being treated as 'leave not due' for the purpose of the 180 days limit in rule 16;

- (vi) 'Commuted Leave' means leave taken under rule 15;
- (vii) 'Completed Year of Service' includes besides periods spent on duty, periods of absence on leave whether with or without any leave salary.

Leave Sanctioning Authorities

4. The Chairman of the Municipality/Notified Area Authorities or any officer authorised by him may grant (i) Casual Leave for a period not exceeding seven days at any one time or fourteen days in twelve months, (ii) Compensatory Leave, and (iii) Earned Leave or leave on private affairs or leave on medical certificate for a period not exceeding one month. Any other kind of leave may be sanctioned by the Commissioners of the Municipality/members of the Notified Area Authority at a meeting.

Cannot be claimed as of right

5. Leave cannot be claimed as of right. When the exigencies of the service of the Municipality/Notified Area Authority so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

Note: 1. An authority competent to grant leave may refuse to grant the full amount of leave applied for in any case and should by the exercise of this power, so regulate the date of an employee's return from leave as to cause as little change as possible in administrative arrangements.

Note: 2. It shall not be the intention of the Municipality/Notified Area Authority that leave in ordinary circumstances should be granted more sparingly, the general principle being that an employee need not be debarred from taking the leave which he has earned at such times and for such periods as may suit the exigencies of the services of the Municipality/Notified Area Authority.

Recall from leave

6. An employee on leave may be recalled to duty at any time by the authority sanctioning the leave according to the exigencies of the service; provided the return to duty is compulsory. An employee who is thus recalled to duty is entitled to draw travelling allowance from the place at which the order of recall reaches him, for the journey he has to undertake to rejoin his appointment at the rate admissible to him. The period of journey from such place will be treated as on duty; but he will draw his leave salary until he joins his post.

Certificate of fitness to return to duty

7. No employee who has been granted leave on medical ground shall be permitted to return to duty without producing a Medical Certificate of fitness from a Registered Medical Practitioner.

In the case of any other leave taken on account of ill health, he may be required at the discretion of the authority empowered to grant him leave, to produce a Medical Certificate of fitness before he is permitted to return to duty.

Savings

8. Any kind of leave except compensatory leave under these rules may be granted in combination with or in continuation of any other kind of leave except casual leave.

Combination of holidays with leave

9. When the day immediately preceding the day on which an employee's leave begins or immediately

This is regarding granting of leave to the members of the Board of Directors on employees.

following the day on which his leave expires is a holiday or one of a series of holidays, the employee may leave his station at the close of the day before or return to it on the day following such holiday or series of holidays.

10. Unless the authority sanctioning the leave in any case otherwise directs—(i) if holidays are prefixed to leave, the leave and any consequent rearrangement of pay and allowances take effect from the first day after the holidays; and (ii) if holidays are affixed to leave, the leave is treated as having terminated on and any consequent rearrangement of pay and allowances take effect from the day on which the leave would have ended if holidays had not been affixed and the employee may leave his station with permission of the proper authorities at the close of the day before or return to it on the day following such holiday or series of holidays:

Provided that his transfer or assumption of charge does not involve the handling or taking over of securities or of monies other than a permanent advance.

Beyond the date of compulsory retirement

11. No leave shall be granted beyond the date on which an employee must compulsorily retire:

Provided that if an employee has applied in writing for earned leave due to him, preparatory to retirement and has on account of the exigencies of the service of the Municipality/Notified Area Authority been denied that leave in whole or in part by the authority empowered to grant it, the said authority may grant to the employee the whole or any portion of the earned leave so denied, even though it extends to a date beyond the date on which such an employee must compulsorily retire;

Provided further that an employee whose service has been extended in the interest of the service of the Municipality/Notified Area Authority beyond the date of his compulsory retirement may similarly be granted either within the period of extension or, if the conditions of the preceding proviso are satisfied, after its expiry, any earned leave which could have been granted to him under the preceding proviso had he retired on that date and in addition any earned leave due in respect of such extension not exceeding the limits prescribed in rule 14.

Leave account

12. (1) An employee to whom the rules apply is entitled to credit to his leave account all the earned leave and half-pay leave due.

(2) The amount of leave debited against an employee's leave account is the actual period of earned leave and half-pay leave taken (excluding special disability leave).

Leave salary

13. An employee on earned leave is entitled to leave salary at the rate specified below:

(1) During earned leave—Pay (substantive or officiating) which would have been admissible had he not proceeded on leave and such leave salary shall include increment of pay which falls due during such leave and dearness and other allowances.

(2) During half-pay or leave not due—Half the pay admissible on earned leave as per (1) above and dearness and other allowances admissible as per orders issued by Government from time to time, Dearness pay, if any, will be calculated on the basis of leave salary actually drawn.

(3) During extra-ordinary leave—No leave salary is admissible.

Amount of earned leave

14. (1) An employee shall be credited with 15 days' earned leave at the commencement of each calendar half-year to be reduced by 1/10th of the period of extra-ordinary leave availed of during the previous half-year, subject to the condition that such reduction shall not exceed maximum of 15 days:

Provided that if an employee is appointed during the course of a particular calendar half-year, earned leave shall be credited at the rate of two and half days for each completed month and the fraction of a day will be rounded to the nearest day;

Provided also that the credit for the half-year in which an employee is due to retire or resign from service shall be at rate of two and a half-days for each completed month of service in that half year up to the date of retirement/resignation. In the case of an employee who resigns from service, necessary adjustment shall have to be made in respect of leave salary overdrawn, if the leave already availed of is more than leave due to him;

Provided further that an employee if he is on leave on the last day of any particular half of a calendar year, shall be entitled to the earned leave on the first of the succeeding half-year if the authority competent to grant leave certifies that the said employee will return to duty on its expiry.

(2) An employee shall cease to earn such leave under (1) above when the earned leave due amounts to 180 days.

(3) Subject to the provisions of rules 5 and 11 the maximum earned leave that may be granted at a time shall be 120 days.

Half-pay leave and commuted

15. (1)(a) An employee shall be entitled to half-pay leave for 20 days in respect of each completed year of service. (b) The leave under clause (a) may be granted on medical certificate or on private affairs:

Provided that in the case of an employee not in permanent employee no half-pay leave may be granted unless the authority competent to grant leave has reason to believe that the employee will return to duty on its expiry except in the case of an employee who has been declared completely and permanently incapacitated for further service by a competent medical authority determined by the Municipality/Notified Area Authority.

(2) If an employee is on leave on the day on which he completes a year of service, he shall be entitled to half-pay leave without having to return to duty.

(3) Commuted leave not exceeding half the amount of half-pay leave due may be granted on medical certificate to an employee subject to the conditions that—

- (a) the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry;
- (b) when commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due;
- (c) the authority competent to grant leave obtains an undertaking from the employee that in the event of his resignation or retiring voluntarily from service he shall refund the difference between the leave salary drawn during commuted leave and the leave salary admissible during half-pay leave;
- (d) half-pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilised for an approved course of study certified to be in the interest of the Municipality/Notified Area Authority by the leave sanctioning authority.

(4) Where an employee who has been granted commuted leave resigns from service or at his request, is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half-pay leave and the difference between the leave salaries in respect of commuted leave and half-pay leave shall be recovered:

Provided that no such recovery shall be made if the retirement is by reason of ill health incapacitating the employee for further service or if the employee dies while on commuted leave.

Leave not due

16. Except in the case of leave preparatory to retirement, 'leave not due' may be granted to an employee

This is regarding granting of leave

in permanent employ for a period not exceeding 180 days during the entire period of service; provided both the following conditions are fulfilled—

- (i) the leave is required for the treatment of the employee himself and has been recommended by a Medical Board or other competent authority determined by the Municipality/Notified Area Authority;
- (ii) the employee is likely to return and to continue the service for a sufficient period to earn the leave granted and the leave so granted should be limited to the half-pay leave he is likely to earn thereafter.

Such leave, when granted, shall be debited against the half-pay leave, the employee may earn subsequently.

Extraordinary leave

17. (1) Extraordinary leave may be granted to an employee in special circumstances—

- (i) when no other leave is by rule admissible, or
- (ii) when other leave is admissible but the employee concerned applies in writing for the grant of extraordinary leave.

(2) Except in the case of an employee in permanent employ, the duration of extraordinary leave shall not exceed three months on any one occasion:

Provided that—

- (a) when such an employee is undergoing treatment for—
 - (i) pulmonary tuberculosis in a recognised Sanatorium, or
 - (ii) tuberculosis of any other part of the body by a qualified tuberculosis specialist or a Medical Officer of Health of the State Government or of the Municipality/Notified Area Authority,
 - (iii) leprosy in a recognised Leprosy Institution by a Medical Officer of Health or a specialist in leprosy recognised as such by the State Government. He may subject to such conditions as the Commissioners/Members of the Municipality/Notified Area Authority may by a general or special order prescribe, be granted extraordinary leave for a period not exceeding 12 months.

An employee suffering from pulmonary tuberculosis who receives treatment at his residence under a tuberculosis specialist recognised as such by the State Government and produces a certificate signed by that specialist to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.

The concession of extraordinary leave up to 12 months will be admissible only to those who have been in continuous service for a period exceeding one year.

SPECIAL KINDS OF LEAVE

Special disability leave

18. (1) Subject to conditions hereinafter specified special disability leave may be granted by the authority competent to grant leave to an employee who is disabled by injury intentionally inflicted or caused in or in consequence of, the due performance of his official duties or in consequence of his official position.

(2) Disability leave shall not be granted unless the disability manifested itself within 3 months of the occurrence to which it is attributed, and the employee disabled acted with due promptitude in bringing it to the notice of the Commissioners/members of the Municipality/Notified Area Authority; provided that if the competent authority are satisfied as to the cause of disability. Such leave may be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

(3) Such leave may be combined with leave of any other kind.

(4) The period of leave granted shall be such as is certified by a Medical Board to be constituted, by the Commissioners of the Municipality/Members of the Notified Area Authority at a meeting. It shall be in no case exceed 24 months in the entire period of service.

(5) An employee on disability leave is entitled to leave salary equal to his pay for the first four months of any period of such leave and half of his pay for the remaining period of the leave.

(6) In the case of an employee to whom the Workmen Compensation Act, 1923 applies, the amount of leave salary payable under these rules shall be reduced by the amount of compensation payable under that Act.

Study leave

19. (a) An employee holding substantive appointment to a permanent post for not less than five years and who is not due to retire within 3 years, may be granted by the Municipality/Notified Area Authority at its discretion for special course of study or training in or outside India; provided that such study or training is to the interest of the Municipality/Notified Area Authority.

(b) The employee shall, before proceeding on study leave execute a bond agreeing to serve the Municipality/Notified Area Authority for at least 5 years in his own post, on return from leave or to refund to the Municipality/Notified Area Authority the leave salary drawn for the period of study leave in case of failure to serve the Municipality/Notified Area Authority.

(c) An employee on study leave is entitled to leave salary equal to half of his pay.

(d) Study leave may not ordinarily be granted for more than one year at a time save for exceptional reasons and in no case shall exceed two years in the whole period of service.

(e) Study leave may be combined with leave of any other kind admissible under these rules, but except medical leave and extra-ordinary leave. In no case should the grant of this leave, in combination with leave other than extra-ordinary leave or leave on medical certificate, involve an absence of over twenty-eight months from an employee's regular duties, but the total period of combined leave shall not exceed two years unless it is combined with the medical leave or extra-ordinary leave.

Study leave does not effect any leave which may be due under these rules but will not count as service.

(f) Failure to return to duty from study leave or to serve the Municipality/Notified Area Authority in terms of the agreement will entail for future of the study leave salary and study leave granted will be converted into such leave as may be admissible under these rules.

Quarantine leave

20. Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of an infectious disease in the family or household of an employee. Such leave may be granted on production of a medical certificate from the Medical Officer in charge of a Government/Municipal/Notified Area Authority Hospital or dispensary situated nearest to his place of duty for a period not exceeding 21 days on any occasion or in exceptional circumstances, 30 days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may also be granted, when necessary, in continuation of other leave subject to the above maximum. No substitute should be appointed in place of an employee's absence on quarantine leave. An employee on quarantine leave shall not be treated as absent from duty and his pay shall not be intermitted.

Maternity leave

21. (1) The authority competent to fill her post substantively may grant to a female employee maternity leave, which is not debited against the leave account on full pay at the rate she was drawing at the time of

This is regarding granting of leave to the employee.

taking leave for a period which may extend up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement whichever is earlier.

(2) Leave of any other kind, as may be due, may be granted in continuation of maternity leave, if the request for its grant be supported by a medical certificate.

Note: 1. If maternity leave is taken after a period of leave of any other description, the employee will draw, during the period of maternity leave, full pay at the rate she was drawing at the time of proceeding on leave originally sanctioned to her.

Note: 2. Maternity leave under this rule may also be granted in cases of miscarriage including abortion subject to the condition that the leave does not exceed six weeks and the application for the leave is supported by a certificate from the authorised medical attendant.

Unless otherwise provided in these rules, leave shall be granted by the Commissioners of the Municipality/ Members of the Notified Area Authority at a meeting.

Casual leave

22. Casual leave is not treated as absence from duty.

No substitutes in place of employees absent on such casual leave will be allowed.

Casual leave granted in any one calendar year shall not exceed 14 days nor shall it entail absence of more than seven consecutive days at a time including Sundays, holidays or weekly off days except for very special circumstances to be recorded in writing:

Provided that Sundays, holidays and weekly offs preceding, following or falling within the period of casual leave shall not be counted as part of the casual leave.

Compensatory leave

23. The employees who will be required to perform their usual duties at the discretion of the competent authority on the Holidays will be credited with one day's compensatory leave for each such holiday. Such leave shall not be granted in combination with or in continuation of any other kind of leave except casual leave. Compensatory leave shall be availed of within a period of 3 months from the date on which the leave so earned shall stand lapsed; provided, however, if such leave duly applied for, is not granted owing to exigencies of service of the Municipality/Notified Area Authority, the leave shall be availed of within a period of six months from the date on which such leave is earned, after which the leave so earned shall stand lapsed.

SPECIAL PROVISION

On contract appointment

24. Grant of leave to an employee engaged on contract shall be governed mutatis mutandis by the rules 3 to 17 subject to the following provisions:

(1) Where the contract is for a period not exceeding five years no half-pay leave shall be admissible to an employee otherwise than on medical certificate:

Provided further that no extra-ordinary leave shall be admissible to such an employee if the contract is for more than one year but not more than five years, the total amount of extra-ordinary leave admissible during the entire period of the contract shall be limited to three months.

Note: In the case of extension of a contract for a period longer than five years, the employee will be credited with the earned leave that would have been admissible had the contract been initially one or more than five years diminished by any earned leave already taken.

(2) Where the contract is for an indefinite period or an original contract for a definite period is extended for an indefinite period the employee will get the leave as admissible to an employee in permanent employ.

Note: In the case of extension of a contract for an indefinite period the employee will be credited with earned leave that would have been admissible had the contract been initially one for an indefinite period diminished by any earned leave already taken.

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং...SUDA-135/2006(pt-II)/ 1610 (127)

তারিখ.....30.10.2012.....

From: The Director

To : Mayor / Chairperson

.....Municipal Corporation / Municipality / Notified Area

Sub: Leave Rules of TPO/CO

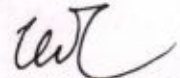
Sir/Madam,

It is for your kind information that previously M.A. Department had circulated an order in memo no. 1065/MA/C-10/3S-24/97 dt.20/12/1999 to the U.L.Bs in which it was clearly stated that “ the Town Project Officers/Community Organisers appointed by the U.L.Bs for implementing the scheme namely, ‘Swarna Jayanti Shahari Rojgar Yojana’ will enjoy leave as allowed to the staff on contract basis of the U.L.Bs, issued under M.A. Deptt’s memo no. 302/C-9/2L-8/83(109) dt. 21/08/1984(vide special provision-rule 24)”. The relevent order copies are enclosed for your ready reference.

It may further be kindly noted that provisions of Model Leave Rules, enclosed herein, are applicable only for those TPOs/Cos who were recruited strictly as per M.A.Deptt. notification no. 850/C-10/3S-24/97 dt. 11.09.97 and no. 1161/MA/C-10/3S-46/97 dt. 24.12.97. Provisions of Model Leave Rule will apply until further order executed from the M.A.Deptt.

Encl. as stated

Yours faithfully



Director, SUDA

Government of West Bengal
Department of Municipal Affairs
Writers' Buildings, Calcutta.

No.1085/MA/C-10/3S-24/97.

Dated, Calcutta, the 20th December, 1997.

From: The Special Secretary to the Govt. of West Bengal.

To: The Mayor/Chairman,

Municipal Corporation/

Municipality / Notified Area Authority.

P.O. Dist.

In continuation of this Deptt. Notification No.859/C-10/3S-24/97 dated 11.9.97, and No.1161/MA/C-10/3S-46/97 Pt.II dated 24.12.97, the undersigned is directed to say that the Town Project Officers/Community Organisers appointed by the U.L.Bs for implementing the Scheme, namely, 'Swarna Jayanti Shahari Rojgar Yojana' will enjoy leave as allowed to the staff on contract basis of the U.L.Bs, issued under this Deptt's memo.no.302/C-2/25-8/83 dated 21.6.1984 (vide special provision - rule 24).

Enclo: As stated

Special Secretary.

12/12/97
12/12/97

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF LOCAL GOVERNMENT & URBAN DEVELOPMENT
WRITERS' BUILDINGS' CALCUTTA-700 001

No. 302/C-9/2L-8/83(109)

Dated, Calcutta, the 21st August, 1984

From: Shri B. K. Roy
Deputy Secretary to the Govt. of West Bengal.

To : The Chairman/President/Administrator
..... Municipality/Notified Area Authority
P.O., Dist.

The Mayor,
Chandernagore Municipal Corporation

*Subject: Model leave rules for the employees including teaching and
non-teaching staff of Primary and Secondary Schools of the
local bodies in the State of West Bengal.*

Sir,

I am directed to forward herewith a set of Model Leave Rules for the employees including teaching and non-teaching staff of Primary and Secondary School of the local bodies in the State of West Bengal and to request you to be so good as to take necessary steps for adoption of the rules in question under Section 75 of the Bengal Municipal Act, 1932/under Section 75 of the Bengal Municipal Act, 1932 as extended to the Notified Area Authorities/under Section 75 of the Bengal Municipal Act, 1932 as applied to Chandernagore and to resubmit the same for confirmation and sanction by Government.

Yours faithfully,
B. K. Roy
Deputy Secretary

Title

These rules may be called the leave rules for the employees including teaching and non-teaching staff of Primary and Secondary Schools of Municipality/Notified Area Authority.

Application

2. These rules shall not apply to any employee of the Municipality/Notified Area Authority appointed before the date of adoption of these rules by the Municipality/Notified Area Authority with the sanction of the State Government unless any such employee elect to come under these rules.

Definitions

3. In these rules—

- (i) 'Leave' includes earned leave, half-pay leave, commuted leave, leave not due and extra-ordinary leave;
- (ii) 'Earned Leave' means leave credited under rule 14;
- (iii) 'Half-Pay Leave' means leave earned in respect of completed years of service under rule 15;
- (iv) 'Earned Leave Due' means the amount of earned leave to the credit of an employee on the date immediately preceding the date of effect of this rule under these rules in force on that date plus the

amount of earned leave calculated as prescribed in rule 14, as the case may be, diminished by the amount of earned leave taken after the introduction of these rules;

- (v) 'Half-Pay Leave Due' means the amount of half-pay leave calculated under rule 15 for the entire continuous service diminished by the amount of leave on private affairs and/or leave on medical certificate taken, if any, before the introduction of these rules and half-pay leave taken if any, on or after that date;

If the calculation under sub-rule (v) above results in a minus balance on the date of introduction of these rules, it should be adjusted against the half-pay leave that will be earned subsequently, such minus balance being treated as 'leave not due' for the purpose of the 180 days limit in rule 16;

- (vi) 'Commutated Leave' means leave taken under rule 15;
- (vii) 'Completed Year of Service' includes besides periods spent on duty, periods of absence on leave whether with or without any leave salary.

Leave Sanctioning Authorities

4. The Chairman of the Municipality/Notified Area Authorities or any officer authorised by him may grant (i) Casual Leave for a period not exceeding seven days at any one time or fourteen days in twelve months, (ii) Compensatory Leave, and (iii) Earned Leave or leave on private affairs or leave on medical certificate for a period not exceeding one month. Any other kind of leave may be sanctioned by the Commissioners of the Municipality/members of the Notified Area Authority at a meeting.

Cannot be claimed as of right

5. Leave cannot be claimed as of right. When the exigencies of the service of the Municipality/Notified Area Authority so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

Note: 1. An authority competent to grant leave may refuse to grant the full amount of leave applied for in any case and should by the exercise of this power, so regulate the date of an employee's return from leave as to cause as little change as possible in administrative arrangements.

Note: 2. It shall not be the intention of the Municipality/Notified Area Authority that leave in ordinary circumstances should be granted more sparingly, the general principle being that an employee need not be debarred from taking the leave which he has earned at such times and for such periods as may suit the exigencies of the services of the Municipality/Notified Area Authority.

Recall from leave

6. An employee on leave may be recalled to duty at any time by the authority sanctioning the leave according to the exigencies of the service; provided the return to duty is compulsory. An employee who is thus recalled to duty is entitled to draw travelling allowance from the place at which the order of recall reaches him, for the journey he has to undertake to rejoin his appointment at the rate admissible to him. The period of journey from such place will be treated as on duty; but he will draw his leave salary until he joins his post.

Certificate of fitness to return to duty

7. No employee who has been granted leave on medical ground shall be permitted to return to duty without producing a Medical Certificate of fitness from a Registered Medical Practitioner.

In the case of any other leave taken on account of ill health, he may be required at the discretion of the authority empowered to grant him leave, to produce a Medical Certificate of fitness before he is permitted to return to duty.

Savings

8. Any kind of leave except compensatory leave under these rules may be granted in combination with or in continuation of any other kind of leave except casual leave.

Combination of holidays with leave

9. When the day immediately preceding the day on which an employee's leave begins or immediately

This is regarding granting of leave on employees of the Municipality of Si Bolle oblique on employees.

following the day on which his leave expires is a holiday or one of a series of holidays, the employee may leave his station at the close of the day before or return to it on the day following such holiday or series of holidays.

10. Unless the authority sanctioning the leave in any case otherwise directs—(i) if holidays are prefixed to leave, the leave and any consequent rearrangement of pay and allowances take effect from the first day after the holidays; and (ii) if holidays are affixed to leave, the leave is treated as having terminated on and any consequent rearrangement of pay and allowances take effect from the day on which the leave would have ended if holidays had not been affixed and the employee may leave his station with permission of the proper authorities at the close of the day before or return to it on the day following such holiday or series of holidays:

Provided that his transfer or assumption of charge does not involve the handling or taking over of securities or of monies other than a permanent advance.

Beyond the date of compulsory retirement

11. No leave shall be granted beyond the date on which an employee must compulsorily retire:

Provided that if an employee has applied in writing for earned leave due to him, preparatory to retirement and has on account of the exigencies of the service of the Municipality/Notified Area Authority been denied that leave in whole or in part by the authority empowered to grant it, the said authority may grant to the employee the whole or any portion of the earned leave so denied, even though it extends to a date beyond the date on which such an employee must compulsorily retire;

Provided further that an employee whose service has been extended in the interest of the service of the Municipality/Notified Area Authority beyond the date of his compulsory retirement may similarly be granted either within the period of extension or, if the conditions of the preceding proviso are satisfied, after its expiry, any earned leave which could have been granted to him under the preceding proviso had he retired on that date and in addition any earned leave due in respect of such extension not exceeding the limits prescribed in rule 14.

Leave account

12. (1) An employee to whom the rules apply is entitled to credit to his leave account all the earned leave and half-pay leave due.

(2) The amount of leave debited against an employee's leave account is the actual period of earned leave and half-pay leave taken (excluding special disability leave).

Leave salary

13. An employee on earned leave is entitled to leave salary at the rate specified below:

(1) During earned leave—Pay (substantive or officiating) which would have been admissible had he not proceeded on leave and such leave salary shall include increment of pay which falls due during such leave and dearness and other allowances.

(2) During half-pay or leave not due—Half the pay admissible on earned leave as per (1) above and dearness and other allowances admissible as per orders issued by Government from time to time, Dearness pay, if any, will be calculated on the basis of leave salary actually drawn.

(3) During extra-ordinary leave—No leave salary is admissible.

Amount of earned leave

14. (1) An employee shall be credited with 15 days' earned leave at the commencement of each calendar half-year to be reduced by 1/10th of the period of extra-ordinary leave availed of during the previous half-year, subject to the condition that such reduction shall not exceed maximum of 15 days:

Provided that if an employee is appointed during the course of a particular calendar half-year, earned leave shall be credited at the rate of two and half days for each completed month and the fraction of a day will be rounded to the nearest day;

Provided also that the credit for the half-year in which an employee is due to retire or resign from service shall be at rate of two and a half-days for each completed month of service in that half year up to the date of retirement/resignation. In the case of an employee who resigns from service, necessary adjustment shall have to be made in respect of leave salary overdrawn, if the leave already availed of is more than leave due to him;

Provided further that an employee if he is on leave on the last day of any particular half of a calendar year, shall be entitled to the earned leave on the first of the succeeding half-year if the authority competent to grant leave certifies that the said employee will return to duty on its expiry.

(2) An employee shall cease to earn such leave under (1) above when the earned leave due amounts to 180 days.

(3) Subject to the provisions of rules 5 and 11 the maximum earned leave that may be granted at a time shall be 120 days.

Half-pay leave and commuted

15. (1)(a) An employee shall be entitled to half-pay leave for 20 days in respect of each completed year of service. (b) The leave under clause (a) may be granted on medical certificate or on private affairs:

Provided that in the case of an employee not in permanent employee no half-pay leave may be granted unless the authority competent to grant leave has reason to believe that the employee will return to duty on its expiry except in the case of an employee who has been declared completely and permanently incapacitated for further service by a competent medical authority determined by the Municipality/Notified Area Authority.

(2) If an employee is on leave on the day on which he completes a year of service, he shall be entitled to half-pay leave without having to return to duty.

(3) Commuted leave not exceeding half the amount of half-pay leave due may be granted on medical certificate to an employee subject to the conditions that—

- (a) the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry;
- (b) when commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due;
- (c) the authority competent to grant leave obtains an undertaking from the employee that in the event of his resignation or retiring voluntarily from service he shall refund the difference between the leave salary drawn during commuted leave and the leave salary admissible during half-pay leave;
- (d) half-pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilised for an approved course of study certified to be in the interest of the Municipality/Notified Area Authority by the leave sanctioning authority.

(4) Where an employee who has been granted commuted leave resigns from service or at his request, is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half-pay leave and the difference between the leave salaries in respect of commuted leave and half-pay leave shall be recovered:

Provided that no such recovery shall be made if the retirement is by reason of ill health incapacitating the employee for further service or if the employee dies while on commuted leave.

Leave not due

16. Except in the case of leave preparatory to retirement, 'leave not due' may be granted to an employee

This is regarding purpose of leave

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং BUDA-135/2006(pt-II)/

তারিখ.....30-10-2012.....

From: The Director

To : Mayor / Chairperson

.....Municipal Corporation / Municipality / Notified Area

Sub: Leave Rules of TPO/CO

Sir/Madam,

It is for your kind information that previously M.A. Department had circulated an order in memo no. 1065/MA/C-10/3S-24/97 dt.20/12/1999 to the U.L.Bs in which it was clearly stated that “ the Town Project Officers/Community Organisers appointed by the U.L.Bs for implementing the scheme namely, ‘Swarna Jayanti Shahari Yojana’ will enjoy leave allowed to the staff on contract basis of the U.L.Bs, issued under this Deptt’s memo no. 302/C-9/2L-8/83(109) dt. 21/08/1984(vide special provision-rule 24)”. Aforesaid order copies are re-circulated for your ready reference.

You are requested to follow the provision of Model Leave Rules for full time TPO/CO appointed by the U.L.B followed by the Deptt’s Notification No. 850/C-10/3S-24/97 dt. 11.09.97 and No. 1161/MA/C-10/3S-46/97 dt. 24.12.97 (ill the recruitment rules are finalized by the M.A. Department) until further orders

Encl. as stated

Yours faithfully

⊕ It may further be kindly noted that provisions of Model leave Rules, enclosed Director, SUDA herein, are applicable for only those TPOs/COs who were recruited strictly as per M.A. Deptt. notification no. ... Provisions of Model leave Rules will apply until further orders from the MA Deptt.



OFFICE OF THE
BURDWAN MUNICIPALITY

Memo No.: 374/xii-6/Sec-4to

Dated: 18/09/2012

To
The Director
SUDA
Ilus Bhavan, HC Block
Sector -iii
Kolkata-106



JALSD)
D
m/gln

Ref.: Guideline for Leave benefit of T.P.O and C.O.

Sir,

This is to inform you that there is no guideline of leave benefit of T.P.O. and C.O. in the West Bengal Municipal Service Rule -2010 which is presently followed in the municipality.

Please provide us a clear guideline of leave benefit of T.P.O.(Consolidated pay Rs. 8000/- and C.O. Consolidated pay Rs. 5000/-)

Thanking You.



09/189
Chairman
Burdwan Municipality
Chairman
Burdwan Municipality

Sany
Advise representatives,
perhaps we have issued
a similar guideline in a
previous case

24/9/12

PC
for n/a PL
25/9

256-JS(JKB)
22.2.12
27.2.12



To
The Secretary,
Department of Municipal Affairs,
Government of West Bengal,
Writers Buildings,
Kolkata - 700001

Sub:- Nongrant of Leave.
Ref :- No- 1085/MA/C -10/35 -24/97.
Dated, Calcutta, the 20th december 1999.

Sir
With due respect, I am to state that I've been working as Community Organisior in Dinhat Municipality since - 14th September 1998 on temporary basis.

Vide above mentioned G.O. I have so long enjoyed leave like other permanent employee of this establishment up to August 2011. But all on a sudden without showing me any further G.O. of the Government, the present Chairman cancelled my leave and the Chairman have deducted my salary for One month & seven days. though I submitted my leave application on medical ground. Vide Office receipt dated- 8.10.2011, I prayed to repay my salary but the chairman turned a deaf ear.

Under the circumstances may I know if any further G.O. is issued in this connection .

I pray you, to look over the matter and also pray you to take necessary arrangement so that the chairman may release my pay at an early.

With Thanks .

yours faithfully
Romi Chakraborty
Community Organisior
Dinhata Municipality. 15/2/2012

- Encloser:-
1.G.O.no-1085/MA/C - 10/35 - 24/97 Dated,Calcutta,the20th December 1999.
2.Non credit of my salary for the month of september 2011.
3.Bank book photocopy.

Copy forwarded for information to :-
The Joint Secretary, Mr Jayanta kumar Basu, WBCS(Executive)
Writers Building, Kolkata 700001.

yours faithfully,
Community Organisior
Dinhata Municipality.

Postal Addresss
Romi Chakraborty
W/o Madhu Sudan Roy
studio suchitra. godhuli bazar.
Dinhata. Dist. Coochbehar.736135.
cell:- 9475132415.

This relates to SUDA .
may be sent to
Sir SUDA .

Director, SUDA

may pl. look into .
(Thru's Issue Section)

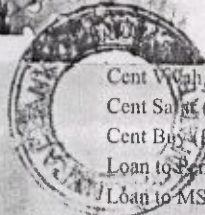
So far as
We may ask
DLB to
look into
& give us
a report
17/2/12

JO(SD)
Admstr (C. Pal)
28/2/12

San
Sudata / C. Pal
are COS
eligible for warley
Habitat leave?
PC put up with
as service position
COS
29/1-50/2012
23.2.12

आपकी आवश्यकता के अनुरूप हमारे ऋण उत्पाद

- ❖ सेन्ट स्वाभिमान (विरुद्ध नागरिकों के लिए रिवर्स मॉर्गेज योजना)
- ❖ सेन्ट श्रौत (भारत तथा विदेश में उच्च शिक्षा के लिए शिक्षा ऋण)
- ❖ सेन्ट कीकल (दो पहिया / चार पहिया वाहनों के लिए वैयक्तिक ऋण)
- ❖ सेन्ट रेंटल्स (भावी किराए के समक्ष ऋण)
- ❖ प्रत्यक्ष आवास वित्त
- ❖ सेन्ट कृषि क्रेडिट कार्ड (किसानों की वित्तीय आवश्यकताओं को पूर्ण कर)
- ❖ सेन्ट लघु उद्यमी क्रेडिट कार्ड
- ❖ सेन्ट व्यापारी (छोटे व्यापारियों के लिए कार्यशील पूंजी)
- ❖ सेन्ट मॉर्गेज (वैयक्तिक प्रयोजन के लिए संपत्ति के समक्ष ऋण)
- ❖ सेन्ट ट्रेड (व्यापारियों के लिए कार्यशील पूंजी)
- ❖ सेन्ट ज्वेल (वैयक्तिक उपयोग हेतु गहनों की खरीद हेतु ऋण)
- ❖ सेन्ट कल्याणी (महिला उद्यमियों को ऋण)
- ❖ सेन्ट विवाह (स्वयं तथा पारिवारिक सदस्यों के विवाह हेतु ऋण)
- ❖ सेन्ट सार्ज (भारत तथा विदेश में आरामदायक पर्यटन हेतु ऋण)
- ❖ सेन्ट वाय (उपभोग्य वस्तुओं की खरीद के लिए ऋण)
- ❖ पेंशनरों को ऋण (व्यक्तिगत आवश्यकताओं की पूर्ति हेतु)
- ❖ लघु एवं मध्यम उद्यमियों की ऋण आवश्यकताओं को पूरा करने के लिए



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- Cent Mortgage (Loan for personal use against property)
- Cent Trade (Working Capital for traders)
- Cent Jewellery (Loan for purchase of jewellery for personal use)
- Cent Kalyani (Loan to women entrepreneurs)
- Cent Wedding (Loan for marriage of self & kins)
- Cent Sarg (Loan for leisure trips in India & abroad)
- Cent Buy (Loan for purchase of consumer durables)
- Cent Pensioners (to meet personal exigencies)
- Cent MSME (to meet credit requirements of SME entrepreneurs)

0291-191 117001 AND 0291-191 117002

सेन्ट्रल बैंक

ऑफ इंडिया



Central Bank of India

DINHATA

Account No: 3139426993

Branch Address And Tel No.:

P.O. DINHATA

DIST: COOCH BEHAR

DIST: COOCH BEHAR

736135

Tel: .

02/09/2011.

Name And Address Of Account Holder/s:

Ms. RONI CHAKRABORTY (ROY)

STUDIO SUCHITRA,

GOCHULI BAZAR,

PO&PS-DINHATA

736135

OPERATING SINGLY

तारीख / Date

शाखा प्रबंधक

BRANCH MANAGER



तारीख Date	चेक संख्या Cheque No.	विवरण Particulars	नामे Withdrawals Rs. P.	जमा Deposits Rs. P.	शेष Balance Rs. P.
02/09/11		User-Id: 60526; Uncleared Amount: 0.00	Clear Balance: 0.00		
05/09/11	050158	TO TRF. LC		9940.00	9940.00 Cr
06/09/11		TO SELF	6000.00		3940.00 Cr
06/09/11		User-Id: 111508; Uncleared Amount: 0.00	Clear Balance: 3940.00 Cr		
20/09/11		TO SELF	1000.00		2940.00 Cr
01/10/11		TO SELF Paid to SELF	1000.00		1940.00 Cr
13/10/11		User-Id: 111508; Uncleared Amount: 0.00	Clear Balance: 1940.00 Cr		
02/11/11		TO SELF	1000.00		940.00 Cr
02/11/11	000000	BY TRF. SALARY		3834.00	4774.00 Cr
04/11/11		TO SELF	1000.00		3774.00 Cr
09/11/11		TO SELF	2000.00		1774.00 Cr
22/11/11		User-Id: 111607; Uncleared Amount: 0.00	Clear Balance: 1774.00 Cr		
29/11/11		User-Id: 111607; Uncleared Amount: 0.00	Clear Balance: 1774.00 Cr		
29/11/11		TO SELF	1000.00		774.00 Cr
29/11/11		User-Id: 111607; Uncleared Amount: 0.00	Clear Balance: 774.00 Cr		
30/11/11		BY INTT.	25.00		799.00 Cr
02/12/11	050142	TO TRF.		4970.00	5769.00 Cr
05/12/11		TO SELF	3500.00		2269.00 Cr
05/12/11		User-Id: 111607; Uncleared Amount: 0.00	Clear Balance: 2269.00 Cr		
22/12/11		TO SELF	1000.00		1269.00 Cr
31/12/11	050144	TO TRF.		4970.00	6239.00 Cr
02/01/12		TO SELF	4000.00		2239.00 Cr
02/01/12		User-Id: 111607; Uncleared Amount: 0.00	Clear Balance: 2239.00 Cr		
24/01/12		TO SELF	1200.00		1039.00 Cr
24/01/12		BY TRF. FRM 018/8/24608		5141.00	6180.00 Cr
24/01/12		TO TRF. TO 03163047907	200.00		5980.00 Cr
30/01/12		User-Id: 111508; Uncleared Amount: 0.00	Clear Balance: 5980.00 Cr		
02/02/12	050147	TO TRF. R.CHAKRABORTY		4970.00	10950.00 Cr
		Carried forward	10950.00Cr		

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No. 1085/MA/C-10/3S-24/97.

Dated, Calcutta, the 20th December, '99.

From : The Special Secretary to the Govt. of West Bengal.

To : The Mayor/Chairman, Municipal Corporation/

Municipality / Notified Area Authority

P.O. *Dinhat* Dist. *Cooch Behar*

In continuation of this Deptt. Notification No. 850/C-10/3S-24/97

dated 11.9.97, and No. 1161/MA/C-10/3S-46/97 Pt. II dated 24.12.97, the

undersigned is directed to say that the Town Project Officers/

Community Organisers appointed by the U.L.Bs for implementing the

Scheme, namely, 'Swarna Jayanti Shahari Rojgar Yojana' will enjoy leave

as allowed to the staff on contract basis of the U.L.Bs issued under

this Deptt's memo. no. 302/C-5/25-8/83 dated 21.8.1984 (vide special

provision, rule 24)

Enclo: As stated

SPECIAL PROVISION

On Contract appointment

24. Grant of leave to an employee engaged on contract shall be governed mutatis mutandis by the rules 3 to 17 subject to the following provisions :

- (1) Where the contract is for a period not exceeding five years no half-pay leave shall be admissible to an employee otherwise than on medical certificate :
Provided further that no extra-ordinary leave shall be admissible to such an employee if the contract is for more than one year but not more than five years, the total amount of extra-ordinary leave admissible during the entire period of the contract shall be limited to three months.

Note : In the case of extension of a contract for a period longer than five years, the employee will be credited with the earned leave that would have been admissible had the contract been initially one or more than five years diminished by any earned leave already taken.

- (2) Where the contract is for an indefinite period or an original contract for a definite period is extended for an indefinite period the employee will get the leave as admissible to an employee in permanent employ.

Note : In the case of extension of a contract for an indefinite period the employee will be credited with earned leave that would have been admissible had the contract been initially one for an indefinite period diminished by any earned leave already taken.

9756

DINHATA SO 736135
RLAD B 597
Counter No:2, OP-Code:01
To:CHAIRMAN,
DTA MUNICIPALITY

Wt:20grams,
PS:25.00, , 03/10/2011 , 13:14
<<Have a nice day>>

To
The Chairman,
Dinhata Municipality.
Dated:- 1st October 2011.

Sub:- Non Credit of my salary for
the month of September 2011.

Sir,

This is for your information, I like to state
that, I came to know that my salary for the month
of September 2011 has yet to credit in my account.
When I checked my account in central Bank of
India, Dinhata Branch.

I expect that my said salary may be
credited at an very early.

With thanks

To the Chairman,
Dinhata Municipality
Pin- 736135.

Yours faithfully,
Roni Chaurabarty
Community Organizer
Dinhata Municipality.



08.10.2011

সুডা**রাজ্য নগর উন্নয়ন সংস্থা****SUDA****STATE URBAN DEVELOPMENT AGENCY**

"ইলগাস ভবন", এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ১০৬, পশ্চিমবঙ্গ।

"ILGUS BHAVAN", H-C Block, Sector-III, Bidhannagar, Kolkata 700 106, West Bengal.

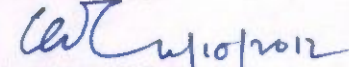
SUDA-135/2006(Pt II) / 1493 (127)**dt-05-10-2012****From : Director, SUDA****To****Mayor/Chairperson****Corporation/Municipality/Notified Area Authority****Sub: Payment of Ad-Hoc Bonus for the year 2011-12****Sir/ Madam,**

Various communications are received from ULBs in recent past regarding payment of Ad-Hoc bonus to the TPOs and COs posted in the ULBs under SJSRY programme.

In this connection kindly refer to the Order no: 330/MA/O/C-9/2L-1/2010 dtd 16.08.2012 of Department of Municipal Affairs, Government of West Bengal, read with Finance Department Order No: 6732-F(P) dated 03.08.2012 regarding grant of Ad-Hoc bonus for the accounting year 201-12 to the municipal employees. The order covers both the regular employees as well as the personnel drawing remuneration on contract basis.

Accordingly in terms of the said order you are requested to take necessary action regarding payment of Ad-Hoc Bonus to the eligible TPOs & COs engaged on contractual basis subject to fulfillment of criteria as laid down under the abovementioned G.O. and may subsequently submit a claim for reimbursement of a part of the expenses incurred for the purpose to this end.

Enclo: As stated

Yours sincerely,
Director, SUDA**SUDA-135/2006(PtII) / 1493 / 1 (4)****Dated: 05/10/12****Copy forwarded for information to :**

1. Joint Secretary, Department of Municipal Affairs, Govt. of West Bengal
2. Directorate of Local Bodies
- 3 P.S to MIC, MA & UD Department
4. Pr. S to Principal Secretary, Municipal Affairs Department


Director, SUDA

সুডা

রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

"ইলগাস ভবন", এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ১০৬, পশ্চিমবঙ্গ।

"ILGUS BHAVAN", H-C Block, Sector-III, Bidhannagar, Kolkata 700 106, West Bengal.

SUDA-135/2006(Pt II)

From : Director, SUDA

To

Mayor/Chairperson

Corporation/Municipality/Notified Area Authority

Sub: Payment of Ad-Hoc Bonus for the year 2011-12

Sir/Madam,

Various communications are received from ULBs in recent past regarding payment of Ad-Hoc bonus to the TPOs and COs posted in the ULBs under SJSRY programme.

In this connection kindly refer to the Order no: 330/MA/O/C-9/2L-1/2010 dtd 16.08.2012 of Department of Municipal Affairs, Government of West Bengal, read with Finance Department Order No: 6732-F(P) dated 03.08.2012 regarding grant of Ad-Hoc bonus for the accounting year 201-12 to the municipal employees. The order covers both the regular employees as well as the personnel drawing remuneration on contract basis.

Accordingly in terms of the said order you are requested to take necessary action ^{regarding payment of Ad-hoc bonus} to the eligible TPOs & COs engaged on contractual basis subject to fulfillment of criteria as laid down under the abovementioned G.O. and may subsequently submit a claim for reimbursement of a part of the expenses incurred for the purpose to this end.

Enclo: As stated

Yours sincerely,

[Signature]

Director, SUDA

SUDA-135/2006(PtII)

Dated:

Copy forwarded for information to :

1. Joint Secretary, Department of Municipal Affairs, Govt. of West Bengal
2. Directorate of Local Bodies
- 3 P.S to MIC, MA & UD Department
4. Pr. S to Principal Secretary, Municipal Affairs Department

[Signature]

[Signature]

Director, SUDA

SUDA-135/2006 (Pt II)

From : Director, SUDA

To :

Mayor/ Chairperson

_____ Municipal Corporation / Municipality / Notified Area Authority.

Sub : *Payment of Ad-Hoc Bonus for the year 2011-12 to the TPOs & Cos engaged in the ULBs.*

Sir / Madam,

Various communications are received from ULBs in recent past regarding payment of Ad-Hoc bonus to the TPOs and COs posted in the ULBs under SJRY programme.

In this connection, kindly refer to the Order No. 330/MA/O/C-9/2L-1/2010 dated 16.08.2012 of Department of Municipal Affairs, Government of West Bengal, read with Finance Deptt. Order No. _____ regarding grant of Ad-Hoc bonus for the accounting year 2011-12 to the municipal employees. The order covers both the regular employees as well as the personnel drawing remuneration on contract basis.

Accordingly, in terms of the said order, you are requested to take necessary action to the eligible TPOs and COs engaged on contractual basis subject to fulfillment of criteria as laid down under the abovementioned G.O. and may subsequently submit a claim for reimbursement of a part of the expenses incurred for the purpose to this end.

Enclo : As stated.

Yours sincerely,

Director, SUDA

সূডা

রাজ্য নগর উন্নয়ন সংস্থা

SUDA**STATE URBAN DEVELOPMENT AGENCY**

"ইলগাস ভবন", এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ১০৬, পশ্চিমবঙ্গ।

"ILGUS BHAVAN", H-C Block, Sector-III, Bidhannagar, Kolkata 700 106. West Bengal.

SUDA-135/2006(Pt II)**From : Director, SUDA****To****Mayor/Chairperson****Corporation/Municipality/Notified Area Authority****Sub: Payment of Ad-Hoc Bonus for the year 2011-12 + the TPOs & COs.**

Sir/Madam,

Various communications are received from ULBs in recent past regarding payment of Ad-Hoc bonus to the TPOs and COs posted in the ULBs under SJSRY programme.

In this connection kindly refer to the Order no: 330/MA/O/C-9/2L-1/2010 dtd 16.08.2012 of Department of Municipal Affairs, Government of West Bengal regarding grant of Ad-Hoc bonus for the accounting year 201-12 to the municipal employees. The order covers both the regular employees as well as the personnel drawing remuneration on contract basis.

Accordingly, in terms of the said order you are requested to take necessary action regarding payment of Ad-Hoc bonus for the accounting year 2011-12 to the TPOs & COs engaged on contractual basis subject to fulfillment of criteria as laid down under the G.O. from your own fund and subsequently submit a claim for reimbursement of a part of the expenses incurred for the purpose to this end.

Enclo: As stated

Yours sincerely,

Director, SUDA

SUDA-135/2006(PtII)**Dated:**

Copy forwarded for information to :

1. Joint Secretary, Department of Municipal Affairs, Govt. of West Bengal
2. Directorate of Local Bodies, West Bengal
3. P.S to MIC, MA & UD Department
4. Pr. S to Principal Secretary, Municipal Affairs Department

Director, SUDA

সুডা

রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

"ইলগাস ভবন", এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ১০৬, পশ্চিমবঙ্গ।

"ILGUS BHAVAN", H-C Block, Sector-III, Bidhannagar, Kolkata 700 106, West Bengal.

SUDA-135/2006(Pt II)

From : Director, SUDA

To

Mayor/Chairperson

Corporation/Municipality/Notified Area Authority

Sub: Payment of Ad-Hoc Bonus for the year 2011-12

Sir,

Various communications are received from UCB, in recent part regarding payment of Ad-hoc bonus to the TPOs and COs posted in UCB, in this connection.

Kindly find enclosed the Order no: 330/MA/O/C-9/2L-1/2010 dtd 16.08.2012 of Department of Municipal Affairs, Government of West Bengal regarding grant of Ad-Hoc bonus for the accounting year 201-12 to the municipal employees. The order covers both the regular employees as well as the personnel drawing remuneration on contract basis.

Accordingly, in terms of ~~para 8~~ of the said order you are requested to ~~disburse~~ the Ad-Hoc bonus for the accounting year 2011-12 to ~~all~~ the TPOs & COs engaged on contractual basis from your own fund and subsequently submit a claim for reimbursement of a part of the expenses incurred for the purpose to this end.

~~Your earnest cooperation is solicited in this regard.~~

Encl: As stated

Yours sincerely,

Director, SUDA

Copy furnished for info
T-S
D/S
16.12.12

Government of West Bengal
Finance Department
Audit Branch

No. : 6732-F(P)

Kolkata, the 3rd August, 2012.

MEMORANDUM

Subject : Grant of Ad-hoc Bonus to the State Government Employees and some other categories of Employees for the year 2011-2012.

The undersigned is directed by order of the Governor to say that the Governor is pleased to decide that the State Government employees who are not covered by any of the productivity linked Bonus Scheme and whose revised emoluments did not exceed ₹ 22,000/- per month as on 31st March, 2012 will be entitled to ad-hoc bonus for the accounting year 2011-2012 at the rate of ₹ 2,500/- per head. The upper eligibility ceiling of ₹ 22,000/- p.m. as on 31st March, 2012 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised scale of pay or on fixed/consolidated contract pay.

2. The benefit will be admissible subject to the following terms and conditions :-

- i. Ad-hoc Bonus admissible under this order will be worked out on the basis of emoluments as admissible on 31.03.2012. For the employees drawing pay and allowances in terms of the West Bengal Services (Revision of Pay and Allowances) Rules, 2009 the term 'revised emoluments' in this order will mean and include pay in the pay band plus the grade pay in the revised pay structure and includes the non-practicing allowance, if any, Dearness Allowances, but will not include any other pay and other allowance such as house rent allowance, medical allowance, compensatory allowances, etc.

For those who are drawing pay and allowances in the un-revised scale, the term 'emoluments' will mean and include basic pay, personal pay, special pay (additional remuneration), dearness pay, dearness allowance, deputation (duty) allowance, Steno Allowance but will not include specialist pay and other allowances such as house rent allowance, medical allowance, compensatory allowance, etc. For those who are drawing remuneration on contract basis, the term 'revised emoluments' will mean the consolidated contract pay drawn by them.

- ii. The employees whose revised emoluments on 31.03.2012 exceeded ₹ 22,000/- p.m. but during the year 2011-2012 their emoluments at least for six months were less than ₹ 22,000/- p.m. i.e. the said emoluments exceeded the eligibility ceiling of ₹ 22,000/- p.m. on account of promotion, drawal of increment, implementation of C.A. Scheme, enhancement of dearness allowance etc. after remaining less than ₹ 22,000/- p.m. for at least six months, will be entitled to ad-hoc bonus of ₹ 2,500/- per head under this order.
- iii. The employees who were in service on 31.03.2012 and rendered at least six months continuous service during the year 2011-2012 will be eligible for payment of ad-hoc bonus under this order.

Pro-rata payment will be admissible in such cases to the eligible employees for periods of continuous service during the year ranging from six months to full year, the eligibility period being taken in terms of number of months of service (rounded off to the nearest number of months). A fraction of 15 days or more should be counted as one month.

Contd...F/2.

-(2)-

- iv. The amount of ad-hoc bonus on pro-rata payment as admissible under 2(iii) above will have to be calculated according to the following formula :-

$$\frac{\text{Emoluments as on 31st March, 2012.} \times \frac{\text{Eligibility period in number of months}}{12}}{12}$$

= The amount of ad-hoc bonus, subject to maximum amount of ₹ 2,500/-

- v. The casual workers who have put in work at least for 120 days and the employees on consolidated pay in the year 2011-2012 will also be entitled to ad-hoc bonus under this order according to the following formula :-

$$\frac{\text{Total amount of salary/wages earned during the year 2011-2012}}{12}$$

= The amount of ad-hoc bonus, subject to maximum amount of ₹ 2,500/- only.

The salary/wages in these cases should have the same meaning as 'revised emoluments' as defined in para 2(i) above.

3. The disbursement of Ad-hoc Bonus sanctioned hereinabove should be made in case of Muslim State Government employees between 10th August, 2012 to 17th August, 2012 and in case of other State Government employees (other than Muslim State Government employees) such disbursement should be made in between 5th October, 2012 to 12th October, 2012.

In case of failure, the disbursement should be made as early as possible before the festival of Durga Puja/Id-Ul-Fitre.

4. The charge in respect of payment of ad-hoc bonus under this order will be debit to the detailed head viz., "Ad-hoc Bonus" the opening of which was sanctioned under the 'Salary' head sub-ordinate to all Major, Minor and sub-heads in the Revenue Expenditure section of the State Budget in terms of para 9 of this Department's Order No. 4611-F, dated 22.04.1988 and necessary fund for this purpose have been provided under the above detailed heads in the budget grant available for 2012-2013.

5. The Governor is further pleased to direct that the benefit of ad-hoc bonus sanctioned under this order will also be available to the different categories of employees who had been allowed the same in the last year in accordance with Finance Department's Memo No. 8272-F(P), dated 23.08.2011 by issue of Government Orders by various Departments in this connection. As in the last year orders for grant of ad-hoc bonus in respect of the employees of Statutory Bodies/Local Bodies/State aided Non-Government Educational Institutions and such other categories of employees of various establishments, who were allowed ad-hoc bonus/ex-gratia at par with the State Government employees or at the rate not more than ₹ 2,500/- per head as approved by the Government in the last year, should be issued by the Departments concerned without referring the file to Finance Department, Group 'P'.

6. Clarifications issued in previous years in respect of various points raised in connection with admissibility and drawal of ad-hoc bonus would continue to apply.

Sd/- A.K. Das

O.S.O. & E.O. Joint Secretary to the
Government of West Bengal
Finance Department

**Government of West Bengal
Department of Municipal Affairs
Writers' Buildings, Kolkata-1.**

ORDER

No. 330 /MA/O/C-9/2L-1/2010

Dated, Kolkata the 16th August, 2012

In terms of para 5 of the Finance Department Memorandum No. 6732-F(P) dated the 3rd August, 2012, the Governor is pleased to decide that the Municipal Corporations, Municipalities, Notified Area Authorities, Industrial Township of the State of West Bengal may grant their employees, who are not covered by any of the productivity linked Bonus scheme, ad-hoc bonus for the accounting year 2011-2012.

2. The Ad-hoc Bonus for the accounting year 2011-2012 as mentioned above, will be admissible to those employees drawing revised emoluments not exceeding Rs. 22,000/- per month as on 31st March, 2012 at the rate of Rs. 2500/- only per head. The upper eligibility ceiling of Rs. 22,000/- per month on 31st March, 2012, will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised scale of pay or on fixed/consolidated contract pay.

3. The benefit will be admissible subject to the following terms and conditions :-

(i) Ad-hoc Bonus admissible under this order will be worked out on the basis of emoluments as admissible on 31st March, 2012. For the employees drawing pay and allowances in the revised scales of pay under this Department's Resolution Nos. 79/MA/O/C-9/2P-5/2009 dated 27.02.2009, 135/MA/O/C-5/CC/1R-1/2009 dated 27.02.2009, 136/MA/O/C-5/CC/1R-1/2009 dated 27.02.2009, 137/MA/O/C-5/CC/1R-1/2009 dated 27.02.2009, the term 'revised emoluments' of this order will mean and include pay in the pay band plus the grade pay in the revised pay structure and includes dearness allowance but will not include any other pay and other allowances such as House Rent allowance, medical allowance, compensatory allowance, winter allowance etc.

For those who are drawing pay and allowances in the unrevised scale, the term 'emoluments' will mean and include basic pay, dearness pay, dearness allowance, interim relief, if any and deputation (duty) allowance, but will not include specialist pay and other allowances such as house rent allowance, medical allowance, compensatory allowance etc. In no case the 'Interim Relief' sanctioned under this department orders between 1995 and 1997 will be include in the term 'emoluments'. For those who are drawing remuneration on contract basis, the term 'revised emoluments' will mean the consolidated contract pay drawn by them.

(ii) The employees whose revised emoluments on 31st March, 2012 exceeded Rs. 22,000/- per month but during the year 2011-2012 their emoluments at least for six months were less than Rs. 22,000/- per month, i.e. the said emoluments exceeded the eligibility ceiling of Rs. 22,000/- per month on account of promotion, drawal of increment, implementation of C.A. Scheme, enhancement of dearness allowance, etc. after remaining less than Rs. 22,000/- p.m. for at least six months will be entitled to ad-hoc bonus of Rs. 2500/- per head under this

- 3 -

8. The Municipal Corporations, Municipalities, Notified Area Authorities, Industrial Township shall meet the expenses on this account out of their own funds. The issue of payment of grant towards meeting up of a part of the expenses to be incurred by the Municipal Corporations, Municipalities, Notified Area Authorities, Industrial Township on account of payment of ad-hoc bonus will be intimated separately in due course.

9. All payments of ad-hoc bonus will be rounded off to the nearest rupee ignoring fraction of amount upto 49 paise and treating fractions amounting to 50 paise or more as one rupee.

10. Clarifications issued in previous years in respect of various points raised in connection with admissibility and drawal of ad-hoc bonus would continue to apply.

By order of the Governor,


16/8/12
Joint Secretary to the Govt. of West Bengal

No. 330/1(250)/MA/O/C-9/2L-1/2010

Dated, Kolkata the 16th August, 2012

Copy forwarded for information and necessary action to the :-

1. Mayor/Chairperson/Administrator _____ Corporation/Municipality/
N.A.A./Industrial Township/Board of Administrators, P.O. _____
Dist. _____
2. Municipal Commissioner/Commissioner/Executive Officer _____
Corporation/Municipality/N.A.A./Industrial Township/Board of Administrators,
P.O. _____ Dist. _____
3. District Magistrate, _____ P.O. _____
Dist. _____
4. Commissioner _____ Division, P.O. _____
Dist. _____
5. Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700 001.
6. Finance Department, Government of West Bengal.
7. Director of Local Bodies, West Bengal, Purta Bhavan, Bidhannagar, Kolkata-91.
8. Examiner of Local Accounts, 4, Brabourne Road, Kolkata-700 001.
9. Treasury Officer, _____ P.O. _____
Dist. _____
10. P.S. to Minister-in-Charge of this Department.
11. Cell-2/5 of this Department.
12. Guard File of Cell-9 of this Department.


16/8/12
Joint Secretary to the Govt. of West Bengal



KRISHNAGAR MUNICIPALITY

KRISHNAGAR 741101

STD : (95)03472

Office : 252926

Office (Account Sec.) : 258134

Chairman Resi. : 224111

Water Works : 252985

Tourist Lodge : 252080

Chairman's Office & Fax No. : 252455



ASHIM SAHA, Resi : 224111, M - 9434055824

Chairman

SUPRAVAT GHOSH, PH. - 252989 (R) / M - 9434450731

Vice - Chairman



Members Chairman In Council :

PRADIP DUTTA, PH. - 251300 (R) / M - 9434231545

SAMIR DAS, PH. - 225133 (R) / M. 9800170317

MITHU GHOSH, PH. - 255511 (R) / M. 9434322618

DILIP DAS, Councillor, M. 9434193922

Incharge, S.J.S.R.Y., D.F.I.D, Licence Deptt.

Memo No. 3795/17 - 354 (C)/12

Date 21-09-12

To
The Director,
State Urban Development Agency,
ILGUS Bhavan, H.C. Block, Sector-III,
Bidhannagar,
Kolkata-700106.

JDPSG
19/9/12

pc for 1/12
12/10/12

Sub: Request for allotment of fund for payment of
Ad-hoc Bonus to 4 C. O.s.

Sir,

In terms of Finance Dept. Memo no. 6732-F (D) dt. 3.8.2012 read with G.O. No. 330/MA/O/C-9/2L-1/2010 dt. 16.8.2012 of the Deptt. of Municipal Affairs, I would like to inform you that all the 4(four) Community Organizers (C.O.s) have rendered continuous service for the entire accounting year 2011-'12 and thus are eligible to get the Ad-hoc bonus in terms of Para 4 of the said G.O.

I would, therefore, request you to please allot a sum of Rs. 10,000.00 (Rupees Ten Thousand Only) @ of Rs. 2,500.00 per head for payment of Ad-hoc Bonus to those 4(four) C. O.s. for the accounting year 2011-'12.

Asim Saha
21/09/12
Chairman,

Krishnagar Municipality.

PHONE:250012 (O)

NO: SS/743/BN/12 B.M

**Office of the Municipal Councillor
BERHAMPORE**

From:

Nilratan Adhya

Chairman
BERHAMPORE MUNICIPALITY
MURSHIDABAD, PIN.742101

Dated.. 25/09/12

To

The Director , SUDA

ILGUS Bhavan , H.C. Block , Sector 5

Saltlake , Kolkata - 106



Sub :- Sanction and Allotment of fund for Adhoc Bonus for 2011-2012 in favour of community organizers in-position at Berhampore Municipality.

Sir,

I am to bring to your kind attention that Adhoc Bonus as admissible to the Municipal Employees for the financial year 2011-2012 should also be provided to the community organizers working under this Municipality are getting fixed remuneration as allotted time to time from your office. The names of the Community organizers are noted below.

1. Md.Jille Hasan.
2. Smt Subhra Dutta.
3. Smt Baby Mondal.

As such I would request you kindly sanction and allot the requisite amount of Adhoc Bonus as admissible to the Community organizers whose names mentioned above.

Thanking you,

Yours Faithfully

Signature of Nilratan Adhya
PC to file
25-10-12

Chairman

Berhampore Municipality
Berhampore, Murshidabad

Chairman
Berhampore Municipality



DURGAPUR MUNICIPAL CORPORATION

CITY CENTRE, DURGAPUR-713216, DIST. - BURDWAN

EPABX ⇒ (0343) 2545842, 2546994, 2546107 * Mayor : 2545828 * Fax No. : 254-6472

Website : durgapurmunicipalcorporation.org * E-mail : durgapurcorporation@gmail.com

Ref. No. : DMC/SM/1127



Date. 28/9/12

JD(SD)
9/10/12

To
The Director,
State Urban Development Agency
ILGUS BHAVAN H.C.-Block, Sector-III
Bidhannagar, Kolkata-700106

Sub: Claim for Puja Ex-gratia 2011-2012.

Sir,

We are claiming the Puja Ex-gratia for the following S.J.S.R.Y. staff.

Name	Designation
KABITA SEAL	T.P.O.
RATNA CHATTERJEE	C.O.
RAJASHREE GHOSH	C.O.
REKHA SARKAR	C.O.
RINA BORAL	C.O.
DIPALI DAS	C.O.

Thanking You,

Yours faithfully

Susmita Bhui.
Susmita Bhui

MMIC, S.J.S.R.Y.

Durgapur Municipal Corporation

28.9.12

Office of the Councillors'

DINHATA MUNICIPALITY

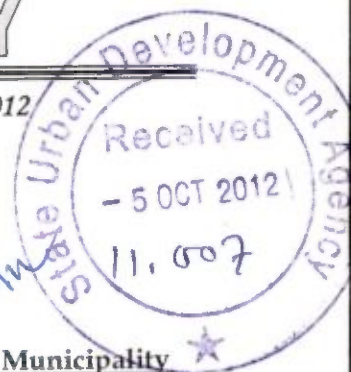
Memo No. ...158).....

Dated, Dinhata, the.....27-09-.....2012

From: The Chairman, Dinhata Municipality

To: The Director, State Urban Development Agency,
ILGUS Bhaban, HC Bolck, Sector - III, Bidhannagar, Kolkata 700106

JD(SD)
27/9/12



Sub: - Request for release of fund for adhoc bonus of the Community Organiser of this Municipality

Sir,

In inviting reference to the above I want to inform you that a sum of Rs. 2500.00 (Rupees Two Thousand Five Hundred) only is required to pay the adhoc bonus of the Community Organiser of this municipality

Therefore, I request you please to release the fund for the same as soon as possible to enable us to pay the bonus before the Puja.

Thanking you,

Yours Faithfully

Chairman 27/9/2012
Dinhata Municipality
MDM 27/9/12

San
27/9/12
for
MDM



Fax No. : 2358-4235
Telephone No. : 2334-9540
(PBX) : 2334-2492

BIDHANNAGAR MUNICIPALITY

POURA BHAWAN, FD-415A, SEC-III
Kolkata - 700 106

Memo no: 412/BH



Date: 24.9.12

JB(19)
24/9/12

To,
The Director,
State Urban Development Agency,
ILGUS Bhawan ,HC Block- Sector -III,
Salt Lake City, Kolkata- 700106.
West Bengal.

Sub: Exgratia for the year 2011-2012

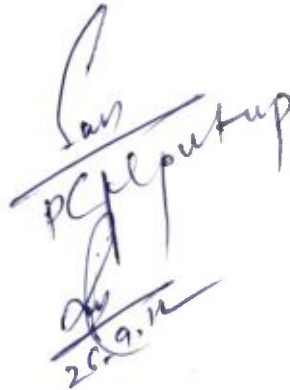
Sir,

This is to inform you that we would like to know whether the Town Project Officer (TPO) and the Community Organizer (CO) working in this Municipality are entitled to get Rs2500/- as Exgratia for the financial year 2011-2012
Hope you will be kind enough to consider the matter as said above and thereby oblige.

Thanking you
Yours Sincerely,


Finance Officer
Bidhannagar Municipality

Finance Officer
BIDHANNAGAR MUNICIPALITY


24.9.12



Office of the Councillors
BELDANGA MUNICIPALITY
P.O. BELDANGA, PIN-742133, DT. MURSHIDABAD (W.B.)
ESTD-1981

From: -

Phone & Fax: - Off. -03482-264113

E-mail ID - chairman beldanga2010@gmail.com

Memo No...1795/II-8A/12

Dated: 13/9/12

To
The Director,
SUDA,
"ILGUS BHAVAN"
H.C. Block, Sector - III,
Bidhannagar, Kolkata - 106.



[Handwritten signature]

Sub :- Kind Sanction of Bonus for the year 2011-2012 of the Community Organiser .(C.O.)

Sir,

One Kanika Malakar has been working as a Community Organiser of Beldanga Municipality w.e.f. 16.06.1997 uninterruptedly on Contractual basis at a monthly consolidated pay of Rs. 5000/-. Her performance for 2011-2012 is satisfactory and she is entitled to have Bonus for the year 2011-2012.

Therefore, I would request you to kindly sanction her Bonus amounting to Rs. 2500/- as per G.O. of M.A. Deptt. Govt. of W.B. Vide Memo No. 330/MA/O/C-9/2L-1/2010, dated 16.08.2012 at your earliest convenient. So that the same may be disbursed to her prior to ensuing Puja holidays.

Thanking you.

[Handwritten signature]
PC representative
26.9.12

Yours faithfully,

[Handwritten signature]
13/09/12
(Anupama Sarkar)
Chairperson
Beldanga Municipality

**Chairperson
Beldanga Municipality**



DURGAPUR MUNICIPAL CORPORATION

CITY CENTRE, DURGAPUR-713216, DIST. - BURDWAN

EPABX ⇨ (0343) 2545842, 2546994, 2546107 * Mayor : 2545828 * Fax No. : 254-6472

Website : durgapurmunicipalcorporation.org * E-mail : durgapurcorporation@gmail.com

Ref No DMC / 32 / 1127

Date 28/9/12

To
The Director,
State Urban Development Agency
ILGUS BHAVAN H.C.-Block, Sector-III
Bidhannagar, Kolkata-700106

JD(50)
PI reply

Sub: Claim for Puja Ex-gratia 2011-2012.

Dy. 9/12

Sir,

We are claiming the Puja Ex-gratia for the following S I S R Y staff

Name	Designation
KABITA SEAL	T.P.O.
RATNA CHATTERJEE	C.O.
RAJASHREE GHOSH	C.O.
REKHA SARKAR	C.O.
RINA BORAL	C.O.
DIPALI DAS	C.O.

Thanking You,

Yours faithfully

Susmita Bhui

Susmita Bhui

MMIC, S.I.S.R.Y.

Durgapur Municipal Corporation

Say
PC for a/c

2.10.12



হেল্প লাইন : ১২৬৬৬

দূরভাষ : (০৩৩) ২৬৮৩ ৫২৯৭ / ২৫৬২ / ৬৭০৬

ফ্যাক্স : ২৬৮৩ ৫০৬৮

E-mail : chandernagorecorporation@yahoo.co.in

Website : www.chandernagorecorporation.co.in

চন্দননগর পৌর নিগম, চন্দননগর - ৭১২ ১৩৬

সংখ্যা :- ইউ.পি.ই/এস.জে/২০১২/৯৩

তারিখ:-২৬/০৯/২০১২

মাননীয়,
অধিকর্তা,
রাজ্য নগর উন্নয়ন সংস্থা,
ইলগাস ভবন,
এইচ. সি. ব্লক., সেক্টর- ৩,
বিধাননগর।



JPL 30)
28/9/12

মহাশয়,

এতদ্বারা আপনাকে জানাচ্ছি যে, আমাদের পৌরনিগমের টি.পি.ও এবং তিনজন সি.ও.র মাইনে রাজ্য নগর উন্নয়ন সংস্থা থেকে দেওয়া হয়। তাদের পূজা বোনাস আপনার সংস্থা থেকে দেবার ব্যবস্থা করলে ভালো হয়।

এ বিষয়ে প্রয়োজনীয় ব্যবস্থা গ্রহন করতে অনুরোধ করছি।

ধন্যবাদান্তে,

ভবদীয়

মহানগরিক

মহানগরিক

চন্দননগর পৌর নিগম

চন্দননগর

PC Lepontup
3.10.12

REGD. WITH A/D



OFFICE OF THE COUNCILLORS

Jiaganj-Azimganj Municipality
P.O.-Azimganj; Dist.-Murshidabad
West Bengal; PIN-742122.
e-mail – jamunicipality@gmail.com
Phone: 03483-253222



P. JB (SD)

Memo. No. 665 / XXII-11 / SJSRY / J.A.M Dated 12/9/2012

2099 IV

To: The Director,
State Urban Development Agency,
ILGUS Bhaban, HC Block, Sector – III,
Bidhannagar, Kolkata-700106,
West Bengal.

\Sub: Request for allotment of fund for Festival Bonus in respect of Employee
Community Organiser in Jiaganj-Azimganj Municipality

Sir,

Sri Netai Das, is working as Community Organiser in this Municipality since October/2006 and he is entitled to get Festival Bonus every year. But this office did not claim the fund for this employee and thus he has been deprived from such Bonus for previous year. Hence you are requested to allot fund for Bonus which is applicable to him for (2011-12) year, which can be paid to him this year before Puja Festival.

Hope you will be kind enough to consider the matter by allowing the fund as said above and thereby oblige.

S.Ghosh.



San
Kanwar P. Gupta
20.9.12

PC
25/9

Thanking You
Yours Sincerely

(Sankar Mandal) 12.9.12

Chairman
Jiaganj-Azimganj Municipality



Fax No. : 2358-4235
Telephone No. : 2334-9540
(PBX) : 2334-2492

BIDHANNAGAR MUNICIPALITY

POURA BHAWAN, FD-415A, SEC-III
Kolkata - 700 106

Memo no: 462/BM

Date: 24.9.12

To,
The Director,
State Urban Development Agency,
ILGUS Bhawan ,HC Block- Sector -III,
Salt Lake City, Kolkata- 700106.
West Bengal.

Sub: Exgratia for the year 2011-2012

Sir,

This is to inform you that we would like to know whether the Town Project Officer (TPO) and the Community Organizer (CO) working in this Municipality are entitled to get Rs2500/- as Exgratia for the financial year 2011-2012
Hope you will be kind enough to consider the matter as said above and thereby oblige.

Thanking you
Yours Sincerely,


Finance Officer
Bidhannagar Municipality
BIDHANNAGAR MUNICIPALITY



PANSKURA MUNICIPALITY

P.O.: PANSKURA • DIST.: PURBA MEDINIPUR • PIN- 721139

পাঁশকুড়া পৌরসভা

পোঃ পাঁশকুড়া • জেলা : পূর্ব মেদিনীপুর

Memo No.:
PM/SE/SJSRY/452(PART)/2003/620

Date : 14.9.12

To
The Director,
State Urban Development Agency,
ILGUS Bhavan, H.C Block,
Sector – III, Biddhannagar,
Kolkata- 700091



Sub:: Prayer for Bonus for the ensuing Saradotsava 2012.

Sir,

The following two staff are working under SJSRY Scheme in this Municipality and as such you are requested to allow puja Bonus to them as allowed for other employees vide memo no. 6732-F(P) Kolkata, the 3rd August, 2012.

- 1) Tapas Ghorai (TPO).
- 2) Smt Papia Saha (Goswami) (C.O)

Handwritten notes:
Gus
Admission fee
contribution - all such
proposals and put up
24/9/12

Yours faithfully

Chairman

Panskura Municipality

CHAIRMAN
PANSKURA MUNICIPALITY
PANSKURA, PURBA MEDINIPUR

Handwritten signature and date:
25/9/12

BARRACKPORE MUNICIPALITY

B. T. Road, P.O. Talpukur, North 24 Parganas

Memo No. 13/SJSRY/MIS/12-13/685(1)

Dated : 12/09/12

From : **Uttam Das**
Chairman

Memo No.

To
The Director,
State Urban Development Agency,
Ilgus Bhavan, Sector-III
Bidhannagar
Kolkata-



JD(SD)
Date: 12/09/12

Sub: Reimbursement of the amount of Ad-hoc Bonus paid to the T.P.O and the C.Os for the amounting year 2010-2011 and release of fund for payment of the Ad-hoc bonus to the same functionaries for the year 2011-2012.

Sir,

I would like to state that we had paid a sum of Rs.6300/- (Rupees Six thousand Three Hundred) only to the T.P.O and the two C.Os of this Municipality out of Municipal fund on account of Ad-hoc bonus (Ex-gratia) for the year 2010-2011 and for payment Ad-hoc bonus for the year 2011-2012 to the said functionaries in terms of order No.330/1(250)/MA/0/C-9/2L-1/2010 dated 16.08.2012 of the Jt. Secretary to the Govt. of west Bengal, Municipal Affairs Deptt. We shall have to bear an additional burden of Rs.7500/- (Rupees Seven Thousand Five Hundred only which we are not in position to afford.

Since the salaries of the T.P.O and the C.Os are the borne by the SUDA, I would request you to reimburse the amount of Ad-hoc bonus of Rs.6300/- paid for the year 2010-2011 and release the fund of Rs7500/- in order to enable us to pay them the Ad-hoc bonus for the year 2011-2012 within the stipulated time.

San
Ad-hoc Bonus
12/09/12

PC
26/9/12

Yours faithfully,
Uttam Das
(Uttam Das)
Chairman
Barrackpore Municipality

OFFICE OF THE MUNICIPAL COUNCILLORS,
BHADRESWAR.
No. **S.J.S.R.Y.** 16437

From : SRI DIPAK CHAKRABARTTY,
Chairman, Bhadreswar Municipality.

To : The Director,
State Urban Development Agency,
ILGUS BHAVAN, HC-Block,
Sector-III, Bidhannagar,
KOLKATA-700106.



Dated, Bhadreswar, the 15th September, 2012.

Sub : Ad-hoc Bonus for the accounting year 2011-12.

Ref : Memo No. 330/MA/0/C-9/2L-1/2010 dated 16/08/2012.

Sir,

I am to inform you that the Department of Municipal Affairs, Govt. of West Bengal extended the benefits of payment of Ad-hoc Bonus for the accounting year 2011-12 to those employees who are under fixed/consolidated contract pay @ Rs. 2,500.00 (RUPEES TWO THOUSAND FIVE HUINDRED) only per head.

You are, therefore, requested to kindly release fund of Rs. 7,500.00 (RUPEES SEVEN THOUSAND FIVE HUNDRED) only for payment of Ad-hoc Bonus to the T.P.O. & C.O.'s under SJSRY, Bhadreswar Municipality at an early date.

1. Smt. Juthika Samanta, Town Project Officer	-	Rs. 2,500.00
2. Smt. Smritikana Biswas Community Organiser	-	Rs. 2,500.00
3. Smt. Purnima Sur, Community Organiser	-	<u>Rs. 2,500.00</u>
Total	-	<u>Rs. 7,500.00</u>

Yours faithfully,

[Signature]
Chairman,

Bhadreswar Municipality.

Memo No.

Dated, Bhadreswar, the 15th September, 2012.

Copy forwarded to Sri P.K. Biswas, A.H.C. & AC, Bhadreswar Municipality for information and necessary action.

Chairman,
Bhadreswar Municipality.



OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH
KHARDAH MUNICIPAL OFFICE
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOLKATA – 700 117

No: K.D.H.M./796/12,...

Date: 31.08.12,.....

From: Sri Taposh Paul
Chairman, Khardah Municipality



Handwritten signature/initials

To,
The Director,
SUDA,
ILGUS Bhavan
Bidhannagar, Kolkata – 700106

Sub: Ad-Hoc Bonus for Community Organisers for the year 2011-2012.

Sir,

With reference above, this is to inform you that there are 2 (two) Community Organiser employed in this Municipality, though they have not yet gathered permanent status. C.O's monthly remunerations are allotted from SUDA.

Now, the question has been arise whether the C.O.'s are entitled to get ad-hoc bonus for the year 2011-2012 @Rs. 2500/- only per head as per Finance Department order dated 3rd August, 2012 vide no – 6732-F(P) or not?

If yes, is the bonus amount to be reimbursed from SUDA like monthly remuneration of the Community Organisers?

We are perplexed about the matter, so early necessary instruction from your end is awaited.

With thanks,

Yours faithfully,

Handwritten signature/initials

Taposh Paul
Chairman
Khardah Municipality
Chairman
Khardah Municipality

Handwritten signature/initials



OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH
KHARDAH MUNICIPAL OFFICE
D.T. ROAD, KHARDAH, NORTH 24-PARGANAS, KOLKATA - 700 117

No: KDHM/796/12,...

Date: 31.08.12,.....

From: Sri Taposh Paul
Chairman, Khardah Municipality

To,
The Director,
SUDA,
ILGUS Bhavan
Bidhannagar, Kolkata - 700106

JD(S)
C
OAI

Sub: Ad-Hoc Bonus for Community Organisers for the year 2011-2012.

Sir,

With reference above, this is to inform you that there are 2 (two) Community Organiser employed in this Municipality, though they have not yet gathered permanent status. C.O's monthly remunerations are allotted from SUDA.

Now, the question has been arise whether the C.O.'s are entitled to get ad-hoc bonus for the year 2011-2012 @Rs. 2500/- only per head as per Finance Department order dated 3rd August, 2012 vide no - 6732-F(P) or not?

If yes, is the bonus amount to be reimbursed from SUDA like monthly remuneration of the Community Organisers?

We are perplexed about the matter, so early necessary instruction from your end is awaited.

With thanks,

Yours faithfully,

Taposh Paul
Chairman
Khardah Municipality
Chairman
Khardah Municipality

Sum
Advised per put upon
x
20.9.12

PC
For na pl.
12/9/12

Phone: 2553-3060 / 2583-4943, FAX: 2563-1171
Email: khardahmunicipality@yahoo.co.in

S.T.D.: 03228 Phone : 252312

Fax : 252005

E-mail : pans.municip@yahoo.co.in

PANSKURA MUNICIPALITY

P.O.: PANSKURA • DIST.: PURBA MEDINIPUR • PIN- 721139

পাঁশকুড়া পৌরসভা

পোঃ পাঁশকুড়া • জেলা : পূর্ব মেদিনীপুর

Memo No.:
PM/SE/SJSRY/452(PART)/2003/620

Date : 14.9.12

To
The Director,
State Urban Development Agency,
ILGUS Bhavan, H.C Block,
Sector – III, Biddhannagar,
Kolkata- 700091

SD (SD)
14/9/12

Sub:: Prayer for Bonus for the ensuing Saradotsava 2012.

Sir,

The following two staff are working under SJSRY Scheme in this Municipality and as such you are requested to allow puja Bonus to them as allowed for other employees vide memo no. 6732-F(P) Kolkata, the 3rd Agust, 2012.

- 1) Tapas Ghorai (TPO).
- 2) Smt Papia Saha (Goswami)(C.O)

Yours faithfully

Chairman

Panskura Municipality

CHAIRMAN
PANSKURA MUNICIPALITY
PANSKURA, MEDINIPUR

See
To be put up,
We may open a separate file
for the bonus now

14.9.12

PC

For repl.

14/9/12

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং... SUDA- 135/2026 (Pt-II)/413

তারিখ... 16-03-12

From: The Director
State Urban Development Agency
ILGUS Bhavan, Salt Lake,
Kolkata: 700106

To: Joint Secretary to the
Government of West Bengal
Department of Municipal Affairs
Writers Building, Kolkata

Sub: Views on draft of amendment to the West Bengal Municipal Employees' (Recruitment)
Rules, 2005

Ref: Your letter npo: 115/MA/O/C-4/3R-4/2011 dtd 01.03.2012

Sir,

In reference to the above this is inform you that the proposed amendments in respect of the posts of Town Planning Officer and Community Organizer have been scrutinized taking into consideration the field situation and found to be in order with only the following suggestion from this end:

“By promotion from senior most Community Organiser having at least five years experience. Departmental candidates having qualification for direct recruitment may also apply” in (ii) of 43 under XII. Poverty Alleviation and Livelihood Development Cell may be substituted by only “By promotion from senior most Community Organiser having at least five years experience”.

Yours sincerely,


Director SUDA 16/3/2012

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF MUNICIPAL AFFAIRS
WRITERS' BUILDINGS: KOLKATA.**

No. 115/MA/O/C-4/3R-4/2011

Dated, Kolkata, the 1ST day of March, 2012.

From: Joint Secretary to the
Government of West Bengal.

To: The Director,
State Urban Development Agency,
ILGUS Bhaban, Salt Lake,
Kolkata – 700 106.

Subject: Views on draft of amendment to the West Bengal Municipal Employees' (Recruitment) Rules, 2005.

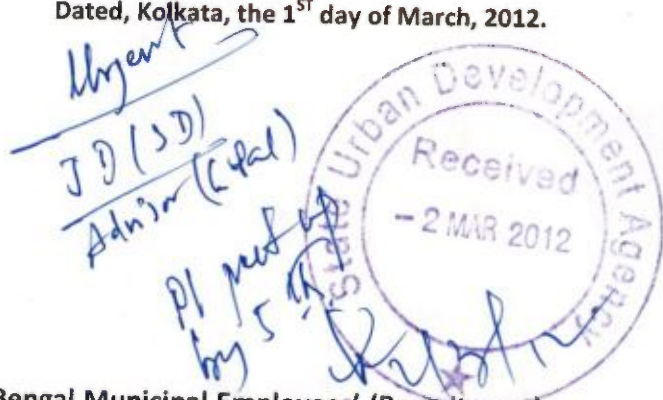
Sir,

I am directed to enclose herewith a copy of the draft amendment to the West Bengal Municipal Employees' (Recruitment) Rules, 2005, wherein, inter alia, the recruitment qualification and method for the posts of Town Planning Officer and Community Organizer.

I am directed to request you kindly to offer your views on the said proposed amendments, especially in the cases of Town Planning Officer and Community Organizer, to this Department by the 6th March, 2012.

Yours faithfully,


01/3/12
Joint Secretary



**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF MUNICIPAL AFFAIRS
WRITERS' BUILDINGS: KOLKATA.**

No. 116/MA/O/C-4/3R-4/2011

Dated, Kolkata, the 1ST day of March, 2012.

**From: Joint Secretary to the
Government of West Bengal.**

**To: The Project Director,
Change Management Unit (KUSP),
ILGUS Bhaban, Salt Lake,
Kolkata – 700 106.**

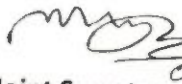
Subject: Views on draft of amendment to the West Bengal Municipal Employees' (Recruitment) Rules, 2005.

Sir,

I am directed to enclose herewith a copy of the draft amendment to the West Bengal Municipal Employees' (Recruitment) Rules, 2005, wherein, inter alia, the recruitment qualification and method for the posts of Accounts & Finance Co-ordinator, Urban Planner and IT Co-ordinator.

I am directed to request you kindly to offer your views on the said proposed amendments, especially in the cases of Accounts & Finance Co-ordinator, Urban Planner and IT Co-ordinator, to this Department by the 6th March, 2012.

Yours faithfully,


Joint Secretary 01/3/12

20/11

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF MUNICIPAL AFFAIRS
WRITERS' BUILDINGS: KOLKATA**

NOTIFICATION

No. /MA/O/C-4/3R-4/2011

Dated, Kolkata, the day of November, 2011.

The following draft of amendments which the Governor, in exercise of the powers conferred by section 417, read with sub-section (4) of section 54 of the West Bengal Municipal Act, 1993 (West Ben. Act XXII of 1993) (hereinafter referred to as the said Act), proposes to make in the West Bengal Municipal Employees' (Recruitment) Rules, 2005, published under notification No. 443/MA/O/C-4/3C-5/2001 dated the 12th day of September, 2006 (hereinafter referred to as the said rules), is hereby published, as required by sub-section (1) of section 417 of the said Act, for the information of persons likely to be affected thereby.

The draft will be taken into consideration after fifteen days from the date of its publication in the *Official Gazette* and any objection or suggestion with respect thereto which may be received by the undersigned within the period as aforesaid shall be duly considered.

Draft Amendments

In rule 4 of the said rules, -

(1) After entry 3 the following new entry shall be inserted

"3A. Assistant Head Clerk: (a) Method of recruitment: (b) Qualification:	<p>By promotion from the common gradation list of the posts of Accountant, Tax Collector, Upper Division Assistant/ Upper Division Clerk, Assessment-in-Charge and other posts in the similar pay structure on the basis of seniority. If suitable candidate is not available, seniormost persons in the posts upto the pay structure of the post of Clerk having good service record in the opinion of the Board of Councillors, may be considered.</p> <p>Post graduate in Commerce from recognized University/ CA (Inter), preferably with minimum of two years of experience in the relevant field.</p> <p>Previous experience in the field of Finance and Accounting in the Local Bodies, Urban Development Agencies or any Government organizations will get preference, and upper age limit of such candidates may be relaxed. Any employee of the Municipality</p>
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	having qualification and experience for direct recruitment may also apply for the post, and in this case the upper age limit of the candidate may be relaxed.
--	---

(2) In entry 4, after the words "Clerk-cum-Typist", wherever occurs, the words and sign "/Typist" shall be inserted.

(3) In entry 9, after the words "Peon/ Helper/ Mazdoor", the words and sign "/ Attendant/ Ambulance Attendant/ Messenger" shall be inserted.

(4) After entry 9, the following entry may be inserted under Clause II with the heading "Accounts Department":

<p>"9A. Accounts and Finance Co-ordinator: (c) Method of recruitment: (d) Qualification:</p>	<p>By direct recruitment.</p> <p>Post graduate in Commerce from recognized University/ CA (Inter), preferably with minimum of two years of experience in the relevant field. Previous experience in the field of Finance and Accounting in the Local Bodies, Urban Development Agencies or any Government organizations will get preference, and upper age limit of such candidates may be relaxed. Any employee of the Municipality having qualification and experience for direct recruitment may also apply for the post, and in this case the upper age limit of the candidate may be relaxed.</p>
---	--

(5) In entry 10, in clause (ii) in the second column, after the words "eligible for promotion", the words "on the basis of seniority-cum-merit. For selection of the candidate for the post, the modalities to adjudge the merit shall be decided by a Selection Committee constituted for the purpose." shall be inserted.

(6) In entry 12, clause (i) of the second column shall be substituted with the following clause:

"(i) For direct recruitment, the candidate has passed Madhyamik or equivalent examination from any board recognized by the Government having at least two years' experience in accounting. Candidates having good knowledge in computers and Accounting Software will get preference. Minimum age limit for such recruitment shall be 21 years."

(7) In entry 13, in the second column the words "Upper age limit may be relaxed for departmental candidates." shall be inserted at the end.

(8) In entry 15, for the words "Surveyorship or similar technical qualification", the words "Certificate of Surveyorship" shall be substituted.

(9) In entry 19, for the words "Sub-Assistant Engineer", the words "Sub-Assistant Engineer/ Overseer (Diploma holder)/ Overseer-in-Charge (Diploma holder)/ Overseer Water Works (Diploma holder)/ Water Works-in-Charge (Diploma holder)/ Water Works Superintendent (Diploma holder)/ Electrical Overseer (Qualified)/ Estimator (Diploma holder)" shall be substituted.

(10) in entry 20, for the words "Sub-Assistant Engineer", the words "Sub-Assistant Engineer/ Overseer (Diploma holder)/ Overseer-in-Charge (Diploma holder)/ Overseer Water Works (Diploma holder)/ Water Works-in-Charge (Diploma holder)/ Water Works Superintendent (Diploma holder)/ Electrical Overseer (Qualified)/ Estimator (Diploma holder)" shall be substituted.

(11) In entry 30, in the second column, -

(i) for the words "Diploma in Sanitary Inspectorship", the words "Diploma or Certificate in Sanitary Inspectorship" shall substitute.

(ii) the following new para shall be inserted at the end:

" : By promotion from the seniormost employee having scale of pay below to that of Sanitary Inspector, and having qualification for direct recruitment."

(12) In entry 33, for the words "Recorder (Burning Ghat)", the words "Recorder (Burning Ghat/ Burial Ground)" shall be substituted.

(13) In entry 36, for the second column the following new column shall be substituted:

" : By direct recruitment or by promotion.

: (i) For direct recruitment the candidate shall have heavy driving license, with an experience of not less than five years, and have passed Class VIII from any school recognized by the Government. The minimum age limit for such recruitment shall be 18 years.

(ii) By promotion from the seniormost employee having scale of pay below to that of Driver having similar qualification for direct recruitment."

(14) In entry 37, after the words "passed 'D' certificate in electrical maintenance", the words "or certificate in electrical wiring" shall be inserted.

(15) In entry 40, -

(i) for the words "Store Keeper", the words "Store Keeper/ Store Keeper-cum-Clerk" shall substitute; and

(ii) in second column, against item (b), for the words "having scales of pay lower to the post of Store Keeper", the words "having scales of pay lower to the post of Store Keeper/ Store Keeper-cum-Clerk with the qualification required for direct recruitment" shall be substituted.

(16) after entry 40 the following entries shall be inserted;

<p>"X. Information Technology and EDP Department.</p>	
<p>41. IT Co-ordinator:</p>	
<p>(a) Method of recruitment:</p>	<p>By direct recruitment.</p>
<p>(b) Qualification:</p>	<p>For direct recruitment, the candidate shall have a qualification of, -</p> <p>(a) B.Tech/ BE/ MCA /M.Sc. in Computer Science/IT from any Government recognized Institution/ University, and preferably with two years experience in the field of IT; or</p> <p>(b) DOACC B or C level from any Government recognized Institution, preferably with three years experience in the field of IT; or</p> <p>(iii) BCA/ Graduate in Computer Science/ IT with MCSA/MCSE/CCNN from any Government recognized Institution, and five years experience in IT sector shall be preferable.</p> <p>Previous experience in the field of IT in the Local</p>

	<p>Bodies, Urban Development Agencies or any Government organizations will get preference, and age limit of such candidates may be relaxed. Any employee of the Municipality having qualification and experience for direct recruitment may also apply for the post, and in this case the age limit of the candidate may be relaxed.</p>
<p><i>XI. Planning Cell.</i></p> <p>42. Urban Planner:</p> <p>(a) Method of recruitment:</p> <p>(b) Qualification:</p>	<p>By direct recruitment.</p> <p>Bachelor of Planning or Master of Architecture from any Government recognized Institution/ University with one year field experience in Urban Planning; or any Post Graduate degree having specialization/ paper in urban or planning related subject with two years experience in the field.</p> <p>Previous experience in the field of Urban Planning in the Local Bodies, Urban Development Agencies or any Government organizations will get preference, and upper age limit of such candidates may be relaxed. Any employee of the Municipality having qualification and experience for direct recruitment may also apply for the post, and in this case the upper age limit of the candidate may be relaxed.</p>
<p><i>XII. Poverty Alleviation and Livelihood Development Cell.</i></p> <p>43. Town Project Officer:</p> <p>(a) Method of recruitment:</p> <p>(b) Qualification:</p>	<p>By direct recruitment or by promotion.</p> <p>(i) For direct recruitment the candidates has to be Graduate in any discipline preferably in Social Science subjects with at least three years experience in organizing community development, social development activities in low income neighbourhood.</p>

	<p>Previous job experience in Local Bodies, Urban Development Authorities and Government organization will get preference, and age may be relaxed for such candidates. Departmental candidates having similar qualification and experience may also apply. Upper age limit may be relaxed for the departmental candidates.</p> <p>(ii) By promotion from seniormost Community Organiser having at least five years experience. Departmental candidates having qualification for direct recruitment may also apply.</p>
<p>44. Community Organizer:</p> <p>(a) Method of recruitment:</p> <p>(b) Qualification:</p>	<p>By direct recruitment.</p> <p>The candidate must have passed Madhyamik or equivalent examination with at least two years' experience in organizing community development, social development activities in low income neighbourhood. Graduate in any Social Science subject is desirable. Previous job experience in Local Bodies, Urban Development Authorities and Government organization will get preference, and age may be relaxed for such candidates. Departmental candidates having similar qualification and experience may also apply. Upper age limit may be relaxed for the departmental candidates.</p>

By order of the Governor

Jt. Secy. to the Govt. of West Bengal.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF MUNICIPAL AFFAIRS
WRITERS' BUILDINGS: KOLKATA.

No. 115/MA/O/C-4/3R-4/2011

Dated, Kolkata, the 1ST day of March, 2012.

From: Joint Secretary to the
Government of West Bengal.

To: The Director,
State Urban Development Agency,
ILGUS Bhaban, Salt Lake,
Kolkata - 700 106.

Subject: Views on draft of amendment to the West Bengal Municipal Employees' (Recruitment)
Rules, 2005.


Sir,

I am directed to enclose herewith a copy of the draft amendment to the West Bengal Municipal Employees' (Recruitment) Rules, 2005, wherein, inter alia, the recruitment qualification and method for the posts of Town Planning Officer and Community Organizer.

I am directed to request you kindly to offer your views on the said proposed amendments, especially in the cases of Town Planning Officer and Community Organizer, to this Department by the 6th March, 2012.

Yours faithfully,


01/3/12
Joint Secretary


Gopal/Tank Dutta
R. G. Choudhury
U. 3. 12

JD(SD)
PI examine
not up with
suggestion of
by 5th March
11/3/12

20-11

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF MUNICIPAL AFFAIRS
WRITERS' BUILDINGS: KOLKATA**

NOTIFICATION

No. **/MA/O/C-4/3R-4/2011**

Dated, Kolkata, the day of November, 2011.

The following draft of amendments which the Governor, in exercise of the powers conferred by section 417, read with sub-section (4) of section 54 of the West Bengal Municipal Act, 1993 (West Ben. Act XXII of 1993) (hereinafter referred to as the said Act), proposes to make in the West Bengal Municipal Employees' (Recruitment) Rules, 2005, published under notification No. 443/MA/O/C-4/3C-5/2001 dated the 12th day of September, 2006 (hereinafter referred to as the said rules), is hereby published, as required by sub-section (1) of section 417 of the said Act, for the information of persons likely to be affected thereby.

The draft will be taken into consideration after fifteen days from the date of its publication in the *Official Gazette* and any objection or suggestion with respect thereto which may be received by the undersigned within the period as aforesaid shall be duly considered.

Draft Amendments

In rule 4 of the said rules, -

(1) After entry 3 the following new entry shall be inserted

"3A. Assistant Head Clerk: (a) Method of recruitment: (b) Qualification:	<p>By promotion from the common gradation list of the posts of Accountant, Tax Collector, Upper Division Assistant/ Upper Division Clerk, Assessment-in-Charge and other posts in the similar pay structure on the basis of seniority. If suitable candidate is not available, seniormost persons in the posts upto the pay structure of the post of Clerk having good service record in the opinion of the Board of Councillors, may be considered.</p> <p>Post graduate in Commerce from recognized University/ CA (Inter), preferably with minimum of two years of experience in the relevant field. Previous experience in the field of Finance and Accounting in the Local Bodies, Urban Development Agencies or any Government organizations will get preference, and upper age limit of such candidates may be relaxed. Any employee of the Municipality</p>
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	having qualification and experience for direct recruitment may also apply for the post, and in this case the upper age limit of the candidate may be relaxed.
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(2) In entry 4, after the words "Clerk-cum-Typist", wherever occurs, the words and sign "/Typist" shall be inserted.

(3) In entry 9, after the words "Peon/ Helper/ Mazdoor", the words and sign "/ Attendant/ Ambulance Attendant/ Messenger" shall be inserted.

(4) After entry 9, the following entry may be inserted under Clause II with the heading "Accounts Department":

"9A. Accounts and Finance Co-ordinator: (c) Method of recruitment: (d) Qualification:	By direct recruitment. Post graduate in Commerce from recognized University/ CA (Inter), preferably with minimum of two years of experience in the relevant field. Previous experience in the field of Finance and Accounting in the Local Bodies, Urban Development Agencies or any Government organizations will get preference, and upper age limit of such candidates may be relaxed. Any employee of the Municipality having qualification and experience for direct recruitment may also apply for the post, and in this case the upper age limit of the candidate may be relaxed.
---	--

(5) In entry 10, in clause (ii) in the second column, after the words "eligible for promotion", the words "on the basis of seniority-cum-merit. For selection of the candidate for the post, the modalities to adjudge the merit shall be decided by a Selection Committee constituted for the purpose." shall be inserted.

(6) In entry 12, clause (i) of the second column shall be substituted with the following clause:

"(i) For direct recruitment, the candidate has passed Madhyamik or equivalent examination from any board recognized by the Government having at least two years' experience in accounting. Candidates having good knowledge in computers and Accounting Software will get preference. Minimum age limit for such recruitment shall be 21 years."

- (7) In entry 13, in the second column the words "Upper age limit may be relaxed for departmental candidates." shall be inserted at the end.
- (8) In entry 15, for the words "Surveyorship or similar technical qualification", the words "Certificate of Surveyorship" shall be substituted.
- (9) In entry 19, for the words "Sub-Assistant Engineer", the words "Sub-Assistant Engineer/ Overseer (Diploma holder)/ Overseer-in-Charge (Diploma holder)/ Overseer Water Works (Diploma holder)/ Water Works-in-Charge (Diploma holder)/ Water Works Superintendent (Diploma holder)/ Electrical Overseer (Qualified)/ Estimator (Diploma holder)" shall be substituted.
- (10) In entry 20, for the words "Sub-Assistant Engineer", the words "Sub-Assistant Engineer/ Overseer (Diploma holder)/ Overseer-in-Charge (Diploma holder)/ Overseer Water Works (Diploma holder)/ Water Works-in-Charge (Diploma holder)/ Water Works Superintendent (Diploma holder)/ Electrical Overseer (Qualified)/ Estimator (Diploma holder)" shall be substituted.
- (11) In entry 30, in the second column, -
- (i) for the words "Diploma in Sanitary Inspectorship", the words "Diploma or Certificate in Sanitary Inspectorship" shall substitute.
 - (ii) the following new para shall be inserted at the end:
 " : By promotion from the seniormost employee having scale of pay below to that of Sanitary Inspector, and having qualification for direct recruitment."
- (12) In entry 33, for the words "Recorder (Burning Ghat)", the words "Recorder (Burning Ghat/ Burial Ground)" shall be substituted.
- (13) In entry 36, for the second column the following new column shall be substituted:
 " : By direct recruitment or by promotion.
 : (i) For direct recruitment the candidate shall have heavy driving license, with an experience of not less than five years, and have passed Class VIII from any school recognized by the Government. The minimum age limit for such recruitment shall be 18 years.

(ii) By promotion from the seniormost employee having scale of pay below to that of Driver having similar qualification for direct recruitment."

(14) In entry 37, after the words "passed 'D' certificate in electrical maintenance", the words "or certificate in electrical wiring" shall be inserted.

(15) In entry 40, -

(i) for the words "Store Keeper", the words "Store Keeper/ Store Keeper-cum-Clerk" shall substitute; and

(ii) in second column, against item (b), for the words "having scales of pay lower to the post of Store Keeper", the words "having scales of pay lower to the post of Store Keeper/ Store Keeper-cum-Clerk with the qualification required for direct recruitment" shall be substituted.

(16) after entry 40 the following entries shall be inserted;

<p>"X. Information Technology and EDP Department.</p> <p>41. IT Co-ordinator:</p> <p>(a) Method of recruitment:</p> <p>(b) Qualification:</p>	<p>By direct recruitment.</p> <p>For direct recruitment, the candidate shall have a qualification of, -</p> <p>(a) B.Tech/ BE/ MCA /M.Sc. in Computer Science/IT from any Government recognized Institution/ University, and preferably with two years experience in the field of IT; or</p> <p>(b) DOACC B or C level from any Government recognized Institution, preferably with three years experience in the field of IT; or</p> <p>(iii) BCA/ Graduate in Computer Science/ IT with MCSA/MCSE/CCNN from any Government recognized Institution, and five years experience in IT sector shall be preferable.</p> <p>Previous experience in the field of IT in the Local</p>
--	--

	<p>Bodies, Urban Development Agencies or any Government organizations will get preference, and age limit of such candidates may be relaxed. Any employee of the Municipality having qualification and experience for direct recruitment may also apply for the post, and in this case the age limit of the candidate may be relaxed.</p>
<p>XI. Planning Cell.</p> <p>42. Urban Planner:</p> <p>(a) Method of recruitment:</p> <p>(b) Qualification:</p>	<p>By direct recruitment.</p> <p>Bachelor of Planning or Master of Architecture from any Government recognized Institution/ University with one year field experience in Urban Planning; or any Post Graduate degree having specialization/ paper in urban or planning related subject with two years experience in the field.</p> <p>Previous experience in the field of Urban Planning in the Local Bodies, Urban Development Agencies or any Government organizations will get preference, and upper age limit of such candidates may be relaxed. Any employee of the Municipality having qualification and experience for direct recruitment may also apply for the post, and in this case the upper age limit of the candidate may be relaxed.</p>
<p>XII. Poverty Alleviation and Livelihood Development Cell.</p> <p>43. Town Project Officer:</p> <p>(a) Method of recruitment:</p> <p>(b) Qualification:</p>	<p>By direct recruitment or by promotion.</p> <p>(i) For direct recruitment the candidates has to be Graduate in any discipline preferably in Social Science subjects with at least three years experience in organizing community development, social development activities in low income neighbourhood.</p>

	<p>Previous job experience in Local Bodies, Urban Development Authorities and Government organization will get preference, and age may be relaxed for such candidates. (Departmental candidates having similar qualification and experience may also apply. Upper age limit may be relaxed for the departmental candidates. <i>by five years</i>)</p> <p>(ii) By promotion from seniormost Community Organiser having at least five years experience.</p> <p>X (Departmental candidates having qualification for direct recruitment may also apply.)</p>
<p>44. Community Organizer:</p> <p>(a) Method of recruitment:</p> <p>(b) Qualification:</p>	<p>By direct recruitment.</p> <p>The candidate must have passed Madhyamik or equivalent examination with at least two years' experience in organizing community development, social development activities in low income neighbourhood. (<u>Graduate in any Social Science subject is desirable</u>) Previous job experience in Local Bodies, Urban Development Authorities and Government organization will get preference, and age may be relaxed for such candidates. Departmental candidates having similar qualification and experience may also apply. Upper age limit may be relaxed for the departmental candidates. <i>by five years.</i></p>

By order of the Governor

Jt. Secy. to the Govt. of West Bengal.

(2)

OFFICE OF THE MUNICIPAL COUNCILLOR, KONNAGAR
73, G.T.ROAD (WEST), KONNAGAR, HOOGHLY, WEST BENGAL.

Sri Bappaditya Chatterjee
Chairman

Ref. No: *Admn/28/1635*

To
The Director, SUDA
ILGUS BHABAN, H.C.Block,
Sector - III, Bidhannagar,
Kolkata - 700 106



Date: *22/12/2011*



Sub: - Extension of Contractual Service Period of Sri Avijit Kumar Mukherjee, Town Project Officer (T.P.O.),
Konnagar Municipality

Sir,

The contractual service period of Sri Avijit Kumar Mukherjee, Town Project Officer (T.P.O.) of this municipality will be expired on 31.12.2011.

Sri Avijit Kumar Mukherjee has rendered his satisfactory service to this municipality since 2010.

The service of Town Project Officer (T.P.O.) for Konnagar Municipality is essentially required for further period.

Therefore I am recommending that the contractual service period of Sri Avijit Kumar Mukherjee is hereby extended for further period of one (1) year w.e.f. 01.01.2012.

You are requested to approve the case at an early date.

Thanking you,

Yours faithfully

[Signature]
Chairman
Konnagar Municipality

Chairman
Konnagar Municipality

Copy forwarded for necessary action to:-

- 1) Director of Local Bodies, Salt Lake
- 2) District Magistrate, Hooghly
- 3) D.D.L.B., Chinsurah, Hooghly
- 4) Sri Avijit Kumar Mukherjee, (T.P.O.), Konnagar Municipality
- 5) Vice - Chairman, Konnagar Municipality
- 6) E.O., Konnagar Municipality
- 7) F.O., Konnagar Municipality
- 8) Head Clerk, Konnagar Municipality
- 9) Accountant, Konnagar Municipality
- 10) Office Copy

[Signature]
Chairman
Konnagar Municipality

Chairman
Konnagar Municipality

Phone Office: 2674-0210, 2674-2123
Phone Hospital: 2674-7740
E-Mail: konnagar.municipality@gmail.com

Fax: 033-2674-0210
Phone Ambulance & Water Works: 2674-7545
Website: www.konnagarmunicipality.org

(2)

Phone No.-242023/243647

Email ID-chakdahamunicipality@yahoo.com

Website: www.chakdahamunicipality.com



OFFICE OF THE COUNCILLORS

Chakdaha Municipality

P.O-Chakdaha, Dist.-Nadia.

(West Bengal)

PC, SUDA
3984
11/9/11

Memo No.- **1304** (1-15)/C.M

Dated-**23**-08-2011.

From: Dr. Kanak Moitra,
Chairman.

ORDER

(Ref: G.O no.-113/1(126)/M/A/O/C-9/2A-13/2010, dated-25.02.2011 of M.A Dept., GoW.B.; This office's earlier memo no.-1059(1-10)/CM dated-14.08.2010

The Present Contractual Personnel, Smt. Joyanti Biswas, Sri Naresh Chandra Saha and Sri Subodh Kumar Bhattacharjee; holding the posts, as created & sanctioned by the State Government; of Town Project Officer(TPO) and Community Organisers(CO) respectively in Chakdaha Municipality (ULB) shall continue to be retained in such posts for further one year w.e.f-10.09.2011 for the TPO & 04.09.2011 for the C.Os after the expiry of their existing job-contract period of this ULB on -09.09.2011 for the TPO & 03.09.2011 for COs, under existing terms & condition, as per the approval of the State Cabinet in it's meeting held on 22.02.2011, to be read with the Finance Department, GoW.B U.O no.-460 Gr.P(Service) dated-3.2.11.

This aforesaid matter had been informed by the Municipal Affairs Department, Government of West Bengal to this office, in their G O no.-113/1(126)/MA/O/C-9/2A-13/2010, dated-25.02.2011. All concerned are being informed.

K. Moitra
23.8.11

(Dr. Kanak Moitra)

Chairman, Chakdaha Municipality

Memo No.- **1304(2)** /C.M

Copy for information & necessary action to:

1. The Secretary, M.A Dept., GoW.B, Writers' Buildings, Kolkata-700001.
2. The Director, SUDA, II.GUS Bhawan, HC-Block, Sec-III, Salt Lake City, Kol-106.
3. The Director, Directorate of Local Bodies, GoW.B, Purta Bhawan(1st floor), Salt Lake, Kol-91.
- 4.-6. The Vice Chairman & all the C-I-C Members of this Municipality
- 7.-8. The Executive Officer & the Finance Officer of this Municipality
- 9.-11. The Head Clerk, the Accountant & the C.A of this Municipality
- 12.-14. Smt. Joyanti Biswas, TPO; Sri Subodh Kumar Bhattacharjee, C.O & Sri Naresh Chandra Saha, C.O of this Municipality
15. The Guard File of this Office.

Dated **23**-08-2011.

HC 23/8/11
U.P. 23/8/11



K. Moitra
23.8.11
Chairman,
Chakdaha Municipality



BIDHANNAGAR MUNICIPALITY

POURA BHAWAN, FD-415A, SEC-III
Kolkata - 700 106

Fax No. : 2358-4235
Telephone No. : 2334-9540
(PBX) : 2334-2492

Memo no:

From
Smt. Krishna Chakraborty
Chairperson
Bidhannagar Municipality

To,
Smt. Indumoti Choudhury
Town Project Officer

Date:



Sub: Re-engagement of Town Project Officer

Ref: G.O. no-113/1(126)/MA/O/C -9/2A-13/2010, dated-25.02.2011 of MA Deptt Go W.B

This is to inform that Smt. Indumoti Choudhury, currently discharging her duty as Town Project Officer of Bidhannagar Municipality (ULB) shall continue to be retained in such post w. e f. 1.04.2011 after expiry of her job contract period in this ULB as on 31.03.2011 under existing terms and conditions as per approval of the State Cabinet in its meeting held on 22.02.2011 vide the above mentioned G.O. No. to be read with Finance Department, Go W.B.U.O. no-460 Gr.p(Service) dated- 03.02.2011.

This afore said matter has been informed by the Municipal Affairs Government of West Bengal to this office, in their G.O. no-113/1(126)/MA/O/C -9/2A-13/2010, dated-25.02.2011.

Bidhannagar Municipality had already accepted as well as adopted this policy in its C-I-C meeting which held on 22.07.2010. All concerned are being informed.

Chairperson
Bidhannagar Municipality

Memo No : - 1057/1(7)B4

Copy forwarded for information & necessary action

Dt: 10.8.11

- 1 The Secretary, MA Deptt. Go W.B., Writers Building, Kolkata-700001
2. The OSD & EO Spl. Secretary, MA Deptt. Go W.B., Writers Building, Kolkata-700001
- ✓ 3. The Director, SUDA, ILGUS BHAWAN, HC BLOCK, SECTOR-I
4. The Director, Directorate of Local Bodies, Go W.B., Purta Bhawan, Salt Lake
5. The Vice- Chairman & C-I-C Members of Bidhannagar Municipality
6. The Executive officer, Bidhannagar Municipality
7. The Finance Officer, Bidhannagar Municipality

Chairperson
Bidhannagar Municipality

Key
5/8/2011



2

Fax No. : 2358-4235
Telephone No. : 2334-9540
(PBX) : 2334-2492

BIDHANNAGAR MUNICIPALITY

POURA BHAWAN, FD-415A, SEC-III
Kolkata - 700 106

Memo no:

Date:

From
Smt. Krishna Chakraborty
Chairperson
Bidhannagar Municipality

To,
Surajit Pramanik
Community Organizer

Sub: Re-engagement of Community Organizer

Ref: G.O. no-113/1(126)/MA/O/C -9/2A-13/2010, dated-25.02.2011 of MA Deptt Go W.B

This is to inform that Sri. Surajit Pramanik, currently discharging his duty as community organizer of Bidhannagar Municipality (ULB) shall continue to be retained in such post w.ef. 1.04.2011 after expiry of his job contract period in this ULB as on 31.03.2011 under existing terms and conditions as per approval of the State Cabinet in its meeting held on 22.02.2011 vide the above mentioned G.O. No. to be read with Finance Department, Go W.B.U.O. no-460 Gr.p(Service) dated- 03.02.2011.

This afore said matter has been informed by the Municipal Affairs Government of West Bengal to this office, in their G.O. no-113/1(126)/MA/O/C -9/2A-13/2010, dated-25.02.2011.

Bidhannagar Municipality had already accepted as well as adopted this policy in its C-I-C meeting which held on 22.07.2010. All concerned are being informed.

Chairperson
Bidhannagar Municipality

Memo no:- 1055/1(7) BM

Date: 10.8.11

Copy forwarded for information & necessary action

1. The Secretary, MA Deptt. Go W.B., Writers Building, Kolkata-700001
2. The OSD & EO Spl. Secretary, MA Deptt. Go W.B., Writers Building, Kolkata-700001
- ✓ 3. The Director, SUDA, ILGUS BHAWAN, HC BLOCK, SECTOR-I
4. The Director, Directorate of Local Bodies, Go W.B., Purta Bhawan, Salt Lake
5. The Vice- Chairman & C-I-C Members of Bidhannagar Municipality
6. The Executive officer, Bidhannagar Municipality
7. The Finance Officer, Bidhannagar Municipality

Chairperson
Bidhannagar Municipality

5/8/2011



Fax No. : 2358-4235
Telephone No. : 2334-9540
(PBX) : 2334-2492

BIDHANNAGAR MUNICIPALITY

POURA BHAWAN, FD-415A, SEC-III
Kolkata - 700 106

Memo no:

Date:

From
Smt. Krishna Chakraborty
Chairperson
Bidhannagar Municipality

To,
Ramkrishna Roy
Community Organizer

Sub: Re-engagement of Community Organizer

Ref: G.O. no-113/1(126)/MA/O/C -9/2A-13/2010, dated-25.02.2011 of MA Deptt Go W.B

This is to inform that Sri. Ramkrishna Roy, currently discharging his duty as community organizer of Bidhannagar Municipality (ULB) shall continue to be retained in such post w.ef. 1.04.2011 after expiry of his job contract period in this ULB as on 31.03.2011 under existing terms and conditions as per approval of the State Cabinet in its meeting held on 22.02.2011 vide the above mentioned G.O. No. to be read with Finance Department, Go W.B.U.O. no-460 Gr.p(Service) dated- 03.02.2011.

This afore said matter has been informed by the Municipal Affairs Government of West Bengal to this office, in their G.O. no-113/1(126)/MA/O/C -9/2A-13/2010, dated-25.02.2011.

Bidhannagar Municipality had already accepted as well as adopted this policy in its C-I-C meeting which held on 22.07.2010. All concerned are being informed.

/

Chairperson
Bidhannagar Municipality

Memo No : 1059/1(17)04
Copy forwarded for information & necessary action

dt: 10.8.11

1. The Secretary, MA Deptt. Go W.B., Writers Building, Kolkata-700001
2. The OSD & EO Spl. Secretary, MA Deptt. Go W.B., Writers Building, Kolkata-700001
- ✓ 3. The Director, SUDA, ILGUS BHAWAN, HC BLOCK, SECTOR-I
4. The Director, Directorate of Local Bodies, Go W.B., Purta Bhawan, Salt Lake
5. The Vice- Chairman & C-I-C Members of Bidhannagar Municipality
6. The Executive officer, Bidhannagar Municipality
7. The Finance Officer, Bidhannagar Municipality

Chairperson
Bidhannagar Municipality

PA
5/8/2011

(2)

OFFICE OF THE COUNCILLORS OF ARAMBAGH MUNICIPALITY

ARAMBAGH :: HOOGHLY

Phone (03211) 255-030 Fax-255-030

Ref No.....

Date.....

To

Tanushree Roy(Dutta)
Community Organiser, S.J.S.R.Y.,
Arambagh, Hooghly.



Sub-Renewal of Contractual Service as Community
Organiser under S.J.S.R.Y. Scheme of Arambagh
Municipality.

(5) 13/8/11

You are informed that your Contractual Service as Community
Organiser under S.J.S.R.Y. Scheme of Arambagh Municipality is
extended for further 6(six) months.

This is for your information and necessary action.

Chairman,
Arambagh Municipality.

PC, SUDA
13/8/11

Memo.No. 354 (5)

Date- 03/08/11

Copy to:-

- ✓ 1. The Director, SUDA, SUDA Bhavan, HC Block, Sector-III, Bidhannagore, Kolkata- 700106.
2. Sri Sujit Reja, Councillor-in-Charge, Arambagh Municipality.
3. The Executive Officer, Arambagh Municipality.
4. The Head Clerk, Arambagh Municipality.
5. The Accountant, Arambagh Municipality.

Chairman,
Arambagh Municipality

ASHOKENAGAR-KALYANGARH MUNICIPALITY

P.O. ASHOKENAGAR, DIST. NORTH 24-PARGANAS

PIN-743222

Ref.AKM/ 717 /CO,SJSRY/2011

Dated 10-8-2011.

From:- Chairman,
Ashokenagar-Kalyangarh Municipality,
P.O. Ashokenagar,
Dist. North 24-Parganas.



DD(SD)

[Handwritten signature]

28/8/11

BC, SUDA

[Handwritten signature]

To:- The Director, SUDA,
ILGUS BHAVAN,
H-C Block, Sector-III,
Bidhannagar, Kolkata-700106.

Sir

With reference to your letter no. as noted above I would like to confirm that
(1) Sri Anup Kumar Gangly, Ex C.O. under S.J.S.R.Y. has resigned from this U.L.B. on
28.04.2010 and (2) Sri Goutam Mukhopadhyaya Ex C.O. under SJSRY has also resigned from
this Municipality on 04.10.2010.

Hope your necessary action in this regard.

Thanking you,

Yours faithfully,

[Handwritten signature of Samir Dutta]

(Samir Dutta)
SAMIR DUTTA
Chairman Chairman

Ashokenagar-Kalyangarh Municipality



Received
by
24 Oct 19

Sri Anup Kr. Ganguly has
reigned on 28.04.2010

822
08-10-10

Samir Mukhiya
To Secy,
9/10/10

মাননীয়

পৌরপ্রধান,

আশোকনগর - কল্যাণনগড় (পৌরসভা,
আশোকনগর,

বিষয়:

পদত্যাগপত্র দায়িত্ব,

স্বাস্থ্য,

অতি আনন্দের সাথে আপনাকে অবগত করছি যে, আমি পশ্চিমবঙ্গ সরকার পরিচালিত প্রাথমিক বিদ্যালয়ের সহকারী শিক্ষকপদে যোগদানের জন্য নিয়োগপত্র পেয়েছি। উক্ত মাসকে আমি গত ২৬ (শে মাসের, ২০০৮ সরকারী নির্দেশনামা অনুযায়ী অঃ কঃ পৌঃ সভা স্বনামধন্যী শাহুরে রোজগার যোজনা প্রদক্ষে কমিউনিটি অর্গানাইজার পদে যোগদান করে সংশ্লিষ্ট বিদ্যালয় দায়িত্ব পালন করে আসছি এবং পৌঃ প্রশাসনে নির্দেশিত অতিরিক্ত দায়িত্ব হিসাবে প্রজন্মনগর মনোজ্ঞ মেয়াদে Office Staff হিসাবে দায়িত্ব পালন করে আসছি,

এছাড়াও প্রাথমিক বিদ্যালয় নির্দেশনায় অত্র কলামে অবিলম্বে আমাকে স্বনামধন্যী শাহুরে রোজগার যোজনা প্রদক্ষে কমিউনিটি অর্গানাইজার পদে দায়িত্বপ্রাপ্ত মক্কেল মোতায়েনে অগ্রাহ্যিত দেবার আবেদন রাখলাম, এছাড়া মহশিমা দস্তগির মহাশয় মহাশয় আবেদন পৌঃ প্রশাসনে নিবেদিত হওয়ায় যে বিষয়ে সুনির্দিষ্ট পদক্ষেপ গ্রহণের আদেশ দ্রুত অনু করে চলেছে,

এ বিষয়ে আপনাকে মহাশয়িতা জ্ঞাত।

২৫

বিনীত

সৌভাগ্য মুখোপাধ্যায়
কমিউনিটি অর্গানাইজার,
অঃ কঃ পৌঃ সভা,

তারিখ - ৬/১০/২০১০.

(M) 9332142430

SAMIR DUTTA
Chairman
Ashokenagar-Kalyanagar Municipality

San Goutam Mukhopadhyay has
resigned on 04.10.2010.