

1969

**Government of West Bengal
Education Department
Apptt. Branch.**

No. 1970-Edn(A)
2P-137/69

Dated Calcutta, the 29th May, 1969

From : Shri J. C. Sengupta, I.A.S.,
Secretary to the Govt. of West Bengal.

To : The Director Public Instruction, West Bengal

The undersigned is directed to say that the question of framing rules relating to the transfer of teachers of Government Colleges has been carefully considered by Government. It is noticed that places of posting in North Bengal are generally considered to be bad places, while postings in or near about Calcutta are considered to be good postings. Good postings also include postings in colleges having courses in Honours subjects comparatively greater facilities for teaching and research.

Government has now decided that the following principles be followed in regard to postings and transfers of teachers of Government Colleges.

Government Colleges will be categorized into four groups according to regions viz., North, South, Centre and Calcutta together to form another unit. On his first appointment a teacher may be asked to indicate his preference as to where he likes to be posted towards the end of his service career. The teacher concerned will be posted at his place of preference only after he puts in service in other regions. A teacher should ordinarily continue to serve a college for four years and unless there be anything extra-ordinary he will not be transferred earlier nor will he be forced to remain there for a longer period. For this purpose a history of service will be maintained for teacher.

A teacher serving in a mofussil college in any other regions, North and South, should not be transferred if he expresses a desire to continue at that station provided his transfer is not necessiated on administrative grounds.

Generally orders of transfer will be passed at the end of the year, but when exigencies of service so require transfer will have to be made even during the year.

Sd/- J. C. Sen Gupta,
Secretary.

1970

Government of West Bengal
Education Department
Apptt. Branch

No. 4188-Edn.(A)
a. 51-2/70

Calcutta, the 26th November, 1970

From : Sri J. C. Sengupta, I.A.S.,
Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : Composition and functions of Teachers' Council in Govt. Colleges.

Ref : His U.O. No. 1352 dated the 15th July, 1970.

The undersigned is directed, by order of the Governor to say that the Governor has been pleased to frame a set of rules for the composition and functions of Teachers' Council in Govt. Colleges as detailed below :

1. In every Government College there shall be a Teachers' Council. All teachers including the Principal of the College shall be members of the council.
Explanation :
 - (i) 'Teacher' means a person, who imparts tutorial, theoretical and/or practical instructions to students in class room, laboratory and in the field of physical education.
 - (ii) 'Teacher' so defined shall include any person appointed in a college on temporary and substantive basis.
2. In every Teachers' Council, the Principal of the College concerned shall be the Chairman. At a meeting of a Teachers' Council, in the absence of the Chairman(s), the person in charge of the college, if present, shall act as Chairman and (b) when the person in charge of the College is also absent, the member present shall elect one of their members to act as Chairman.
3. In every Teachers' Council, there shall be a Secretary, who shall be a teacher of the college concerned, not being the Principal or Vice-Principal and shall be elected in accordance with the provisions hereinafter contained.
4. At the commencement of every academic year, the Principal of every college shall convene a meeting of Teachers, Council thereof, after giving at least 7 days notice to the members specifying therein the date, time and place of the meeting for the purpose of electing the Secretary of the Council.
5. At the meeting concerned under paragraph 4, the members of the Teachers' Council shall

elect by ballot, one of its members '**Not Being the Principal or Vice Principal**', to act as its Secretary. The term of the Secretary of the Teachers' Council shall be one year from the date of his/her election and shall include any period that may elapse between the expiry of the said period of one year and the election of his successor.

6. (i) Meeting of a Teachers' Council shall be convened by the Secretary or, in his absence, by the Chairman, of the Council, on such dates and at such times and places as may be determined by the Chairman, after giving at least three days notice thereof, to the members. In cases of urgency the Chairman may convene meetings at shorter notice. A meeting shall also be convened on requisition in writing by at least one-third of the total number of members of the Council and the date, time and place for such meetings shall be fixed by the Chairman and notified through the Secretary, to the members in the matter referred to above.
 - (ii) Agenda for meetings of a Teachers' Council shall be prepared by the Secretary in consultation with the Chairman.
 - (iii) Secretary of a Teachers' Council shall prepare and maintain in his custody minutes of all meeting of the Council.
 - (iv) For a meeting of Teachers' Council, one-third of the total number of members of the Council to the nearest whole number shall be a quorum.
- 7 (i). Functions and duties of every Teachers' Council shall be to advise the Principal of the college concerned on all academic matters including students' welfare and discipline, arrangement of timetable, conduct of examinations (including University Examination) improvement of the library, laboratories and teaching facilities in the college.
 - (ii) The Principal shall normally act in accordance with the decisions arrived at the meetings of the Teachers' Council. However, if the Principal is unable to concur with a decision taken by the Teachers' Council, he shall formally ask the Teachers' Council to re-consider its decision. The resolution, if again passed by a majority of the total number of members of the Teachers' Council, in a meeting of Teachers' Council called specially for consideration of its earlier decision it shall be referred by the Principal to the Director of Public instruction, for his decision.

Sd/-
J. C. Sengupta,
Secretary.

1981

**Government of west Bengal
Education Department
University Education Braach.**

No.1583(100)-Edn(U)

Calcutta, the 19th October, 1981.

From : S. Ghosh,
Dy. Secretary to the Govt of West Bengal.

To : The director of Public Instruction, West Bengal.

Sub : Introduction of uniform service conditions for the worker/employees of Hostels/
Message attached to Universities and Colleges.

The question of introduction of uniform service conditions for the workers/employees of the hostels/message attached to universities and colleges was ongoing the attention of the state Government for some time past.

The undersigned is now directed by order of the Governor to say that after careful consideration of the matter the Governor has been pleased to decide that the following guidelines shall be followed by the authorities of the Universities and colleges in regard to the employment of the above categories of employees :

- 1) at every most/hostel attached to universities and colleges there should be hostel committee to central student's committee which should be constituted in the manner prescribed by the respective university in this behalf. The hostel/mess employees shall be considered as employee of the respective hostel committee/ control student's welfare committee who shall have to maintain services records of the employees concerned according to the manner prescribed by the university in this behalf .
- 2) the staff pattern of such hostel/messes shall be as follows
 - (a) Cook One
 - (b) Assistant Cook One
 - (c) Kitchen Attendant/Helper One
 - (d) Helper/Assistant Two

The staff shown above should form the core staff

For Boarders between 60 to 80 - one additional post of helper and for Boarders between 80-120 one additional post of cook and one additional post of helper may be provided.

Provided that no addition staff for any of the hostels/messes shall be appointed until surplus staff according to the above staff pattern in some of the hostels if any, is suitably adjusted by absorption in similar categories of posts subject to the approval of the Director of Public Instruction, West Bengal in case of colleges or the state Govt. in case of Universities.

- 4) These employees shall be given tbn scale of pay of Rs. 220-5-260-308-7-364-8-388/- per month.
- 5) They shall be given 50% of the Dearness Allowance sanctioned by the state Govt. in respect of their employed of comparable scale of pay. It is desirable that the authorities of hostel/ central student's committee shall provide board and dormitory type accommodation free of cost to such employees.
- 4) 6) These staff shall retire on attaining the age of sixth years and shall be entitled to the retirement gratuity of 1 months pay for each completed year of service subject to a maximum of 15 month's pay on the basis of the last drawn.
- 7) The additional burden of expenditure on account of there measures shall be borne by the State Govt. subject to the conditions that the amount of employments that are being paid by the respective institutions to these staff prior to the saction of ad-hoc subvention from 1.9.79 shall continue.
- 8) So far as colleges are concerned founds would be release by the Director of Public Instruction. Most Bengal and in respect of universities the state Govt. any be approached with details of such staff for each of the hostel/messes. Utilisation certificates in respect of the grants made on this behalf should be furnished by the respective 'university or college at the end of each of the financial year.
- 9) This order shall take effect from 1st April, 1901.
- 10) This order issues with the concurrence of the Finance Department vide their U.O. No. Group of 2292 dated 16.10.82.

Sd/- S. Ghosh 10.10.81
Deputy Secretary

**Government of West Bengal
Education Department
Appointment Branch**

No. 2314-Edn(A)
5p-112/81

Dated Calcutta, the 1st December, 1981

From : Shri G. C Banerjee,
Secretary to the Government,
West Bengal.

To : The Director of Public Instruction,
Government of West Bengal,
Writers' Buildings, Calcutta.

It has been decided that instead of creating part-time teaching posts in Government Colleges against vacant sanctioned full-time teaching post in morning/evening shifts the job of the vacant full-time post may be allotted to a maximum of three full-time Government College teachers in addition to their normal duties, as long as the full-time post remains vacant. Such specific addition to the duties of a Government College teacher will entitle him to a special pay in terms of this Department Govt. Order No. 220-Edn (CG) dated the 16th May, 1980.

Necessary action may kindly be taken accordingly in future.

Sd/- Secretary.

1982

Government of West Bengal
Education Department
Apptt. Branch

No, 608Edn(A)
5P-15/77 (Pt)

Dated Calcutta, the 30th March, 1982

From : Shri M. Bhattacharyya,
Deputy Secretary to the Govt. of West Bengal.
To : The Director of Public Instruction, West Bengal.

Sub : Re-designation of the posts of Assistant Librarians attached to the Government Colleges.

The undersigned is directed to say that in terms of G. O. No. 2080-Edn(A) dated the 6th November, 1979 a uniform pay scale of Rs. 550-25-750-E.B.-30-900/- was, inter alia, introduced with central assistance with effect from the 1st January, 1973 for all the Librarians and the Assistant Librarians attached to the Government Colleges and drawing pay in the scale of either Rs. 300-600/- or Rs. 230-425/-. It is reported that all the posts of Librarians and Assistant Librarians are filled up from a common panel maintained by the Director of Public Instruction and as such all these posts, irrespective of designation, are borne in one and the same cadre. Thus there exist two sets of designations for a single cadre and this has given rise to some administrative difficulties.

2. After careful consideration of all aspect associated with the problems mentioned in para 1, the Governor has now been pleased to direct that all the posts of Assistant Librarians attached to the Government Colleges to which appointments were made prior to the 1st January, 1973 in the University Grants Commission scale of Rs. 550-750-E.B.-30-900/- should be redesignated as Librarian with effect from 1st January, 1973.

3. There may be instances: that consequent upon the redesignation of the posts of Assistant Librarian as Librarian a Government College may have more than one post of Librarian. In such cases the senior most incumbent in the post of Librarian in a particular Government College should remain in over-all charge of the Library attached to the institution.
4. This Order issues with the concurrence of the Finance Department vide their GO. No. 1535 Group J Dated the 16th March, 1982.
5. The Accountant General, West Bengal and others concerned have been informed.

Sd/-
Deputy Secretary.

Government of West Bengal
Education Department
Apptt. Branch

No. 620-Edn(A)/
2P-264/79

Calcutta, the 1st April, 1982

From : Shri M. Bhattacharyya,
Deputy Secy, to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : Ad-hoc lecturers subsequently appointed in a regular way—counting of past services etc.

The undersigned is directed, by order of the Governor, to say that the Governor is pleased to grant the following benefits to the lecturers of Govt. Colleges appointed on ad-hoc basis in the first instance but subsequently appointed in a regular way on recommendation of the Public Service Commission, West Bengal.

- a) Break in services of the lecturers appointed on ad-hoc basis and subsequently appointed in a regular way on recommendation of the Public Service Commission, West Bengal, may be regularised by granting leave admissible to temporary Govt. employees of vacation department during each spell of 6 months of ad-hoc appointment ; otherwise Extraordinary leave may be sanctioned in their favour so that the services rendered by them prior to regular appointment on the recommendation of the P. S. C. may count towards pension and other retirement benefits only. It should, of course, be certified by the competent authority in individual case that the breaks suffered by the incumbents were due to no fault of their own.
 - b) Seniority of such ad-hoc lecturers should be counted from the date of regularisation (on being recommended by the Public Service Commission, West Bengal) and not from the date of appointment on ad-hoc basis, in terms of the first proviso to rule 4 of the West Bengal Services (Deter-mination or Seniority) Rules, 1981.
 - c) Cases of confirmation of such ad-hoc lecturers should be disposed of in accordance with the provisions laid down in the West Bengal Services (Appointment, Probation and Confirmation) Rules, 1979. The date of regular appointment should, of course, be taken as the date of regularisation of their ad-hoc appointments by Govt. and not the date of their original appointment, for the purpose of confirmation.
2. This has the concurrence of the Finance Deptt. vide their G. O. No. Group J/766 dated 8. 7, 81 read with G. O. No. Group P/2728 dt. 3. 9. 81 read with G. O. No. Group B 666 dt. 29. 3. 82.
 3. Accountant General, West Bengal has been informed.

Sd/-
Deputy Secretary.

**Government of West Bengal
Education Department
Apptt. Branch.**

G.O. No. 319(3) Edn (A)

Dated 9. 8. 82

Guidelines on position and transfer of teachers of Government Colleges

- (1) Government Colleges should be classified into 4 zones on the basis of their distance from Calcutta and from the point of view of their accessibility —

Zone - I

Government Colleges in Calcutta including the Bengal Engineering College, Shibpur (for non-engineering teaching posts only)

Zone - II

Government Colleges in Chinsurah, Chandannagore and Barasat.

Zone - III

Government Colleges in Durgapur, Jhargram, Taki and Krishnagar

Zone - IV

Government Colleges in Darjeeling, Cooh Behar and Jalpaiguri Engineering College (for non-engineering teaching posts only) and other districts in North Bengal (for teachers Training Colleges).

- (2) All teacher of Government Colleges should generally serve in each zone and should not normally be transferred to another College in the same zone unless he has served in at least one college in all the four zones. A teacher should normally serve a college for a term of 4 to 5 years excepting the North Bengal Colleges where the term of stay of a teacher should normally be 3 years.
- (3) While making transfers the following criteria will generally be taken into consideration :—
- (a) duration of posting at a particular college;
 - (b) requirement of specialised qualifications;
 - (c) academic record and reputation of the teacher;
 - (d) report of the Principal, if any;
 - (e) personal matters like age, state of health, agreement in research etc.;
 - (f) climate of the locality
 - (g) date of retirement.
- (4) Because of the pre-eminence of Presidency College, Calcutta, due care will have to be taken before transfer of a teacher from or to Presidency college. Similarly, teachers of two

womens' Colleges in Calcutta viz. Lady Brabourne College and Bethune College, need not be transferred in a routine manner from one college to another but may be transferred in the existing of circumstances and administrative need.

Copy of the Guidelines

- (5) Women teachers serving in co-educational Colleges should also not normally be transferred to any colleges in zone (III) and (IV) and those teachers may be transferred in exceptional circumstances even before their serving the normal term of 4 to 5 years in one college.
- (6) Teachers of Government Colleges on attaining the age of 56 years may be given on option for transfer to any college of their choice, but if this is not possible, they may be posted to a station nearest to that of their choice.
- (7) General order of transfer will be passed at the end of the calendar year but when exigencies of service so require transfers will have to be ordered at any time of the year.

Sd/- B. S. Guha.

Education Commissioner & Secretary

From : M. Bal
General Secretary
To : The Secretary to the Govt. of West Bengal,
Finance Department, Writers' Buildings
Calcutta-700 001.

Dated Calcutta the 18th Aug. '82

Sub : Restoration of Group-A status to Demonstrators/ Junior Demonstrators, Librarians/
Asstt. Librarians, Physical Instructors in Govt. Colleges.

Sir,

I am to draw your kind attention to the Finance Department, Audit Branch Notification No. 5691-F dated 28th July, 1981, based on the Second Pay Commission Recommendations, regrouping Govt. Employees under four groups viz. Gr. A, Gr. B, Gr. C, Gr. D according to the revised scales of pay and submit the following for your kind perusal.

Demonstrators/Jr. Demonstrators, Librarians/Asstt. Librarians and Physical Instructors in Govt. Colleges have got their pay fixed according to UGC scales of pay :

Designation	UGC Pay Scales with effect from 1. 1.13	
a. Demonstrators/Jr. Demonstrators	...	Rs. 500-900/-
b. Librarians/Asstt. Librarians -	...	Rs. 550-900/-
c. Physical Instructors	...	Rs. 550-900/-

All of these teachers have been enjoying Gr. A status in terms of State Finance Department's (Audit Branch) Notification No. 10606-F dated 25.9.78, till issuance of the Notification (No. 5691-F dated 28.7.81) changing the Group-pattern.

To give a bit of details, "all Govt. employees drawing a pay or a scale with maximum above Rs. 825/-" have been regarded as belonging to Group A service. But the group classification, as it stands now after the 2nd Pay Commission award, gives Group-A status to Govt. employees drawing pay or scales of pay with the maximum above Rs. 1170/-. Thus it meant a loss of service status to the members belonging to the above categories in Govt. Colleges. This anomalous position has arisen out of the fact that the Second Pay Commission did not bring under its purview the UGC Pay Scales as such while revising the Pay Scales of other Govt. employees.

We most strongly feel that Group-A service status should immediately be restored to these members. The Association solicits your kind intervention in this regard so that the issue may be settled duly and our members may find their status restored.

An early Govt. decision will be welcomed by the Association.

Yours faithfully,
Sd/- M Bal
General Secretary

Copy to

- (1) The Chief Secretary, Govt. of West Bengal.
- (2) The Secy, to the Govt. of W. B., Education Department,
- (c) The D. P. L, W. B.
- (4) The D. T. E., W. B.

From : M. Bal
General Secretary

Dated Calcutta the 27th August, '82

To : The Minister-in-Charge of Education
West Bengal Writers' Buildings
Calcutta-700 001.

Sub : Re-employment of teachers beyond 62 years.

Sir,

The Govt. is aware that a number of teachers in Govt. Colleges have attained the age of 62 or are due to attain the age shortly during the current year. It may kindly be recalled that the Govt. has decided to raise the age of superannuation from 58 to 60 and allowed re-employment opportunities upto the age of 65 according to the scheme in this regard. But these teachers, so far as the report goes, have been denied re-employment beyond 62 years.

The Govt. is also aware that there has been no qualitative improve-ment so far as the vacancy position of teachers in different colleges is concerned. There are colleges in which one or two teachers have been manning a department with honours classes along with plus—2 courses. There are also colleges in which only part-time teachers (the number of which, sometimes being as high as 30) are running the department. Further, a number of teachers has also been leaving the service during every session.

In the circumstances, I -would request your kind intervention in the matter in the general academic interest of the colleges as well as for dispensation of equity and justice to these senior colleagues of ours.

I am further to request you that teachers beyond 62 years may kindly be allowed to continue till issuance of G. O. in this regard. A directive for their continuance should be issued accordingly.

With regards,

Yours faithfully,
M. Bal

1983

**Government Of West Bengal
Education Department
Appointment Branch**

No. 1403-Edn (A)
3E-35/81

Dated Calcutta the 8th November 1983.

From : Shri M. Bhattacharyya,
Deputy Secretary to the Government of West Bengal.

To : The Director of Public Instruction
West Bengal.

Sub : Re-employment of teachers including Principals of Government Colleges.

The undersigned is directed to say that on the recommendation of the Second Pay Commission, the age of superannuation of teachers including Principals of Government Colleges has been raised to 60 years with effect from the 1st April, 1981. Government has further approved the proposal for re-employment of such teachers/Principal (Superannua-ting at 60 years) for a further period of two years in yearly stages i. e. upto 62 years of age re-employment may be considered on the recomm- endation of a Screening Committee constituted for the purpose subject to the physical and mental fitness of the teacher/Principal concerned. Government has further approved the proposal for re-employment of such teachers/Principals (Superannuating at 60 years) for a further period of three years in yearly stage i. e. upto 65 years of age such re-employment also would be considered on the reeommedation of a screening committee, subject to the physical and mental fitness of the teacher/Principal concerned.

2. In the circumstances, the Governor is pleased to order that the following procedure should be followed for consideration of proposals for re-employment of teachers/Principals of Government Colleges :
 - i) The teacher/Principal concerned should send to the Director of Public Instruction, West Bengal (through the Principal/Officer-in-Charge of the College), a report supported by relevant documents indicating his/her academic activities particularly during the five years immediately preceding the date of his/her attaining the age of 60 years.
 - ii) On receipt of such a report and supporting documents, a Screening Committee will consider all the relevant documents and the service records of the teacher/principal concerned and adopt a resolution recommending re-employment or otherwise in respect of the said teacher/principal. The Screening Committee will be made up of the following members :
 - a) Director of Public Instruction, West Bengal.

- b) One expert in the field of specialisation of the teacher/principal concerned to be nominated by the Vice-Chancellor of the University to which the College concerned is affiliated.
 - c) One expert in the field of specialisation of the teacher/principal concerned to be nominated by Government.
- iii) On the recommendation of the Screening Committee re-employment shall be made on the basis of the performance of the teacher concerned as a teacher and/or quality of the research papers/books produced by him/her.
- Re-employment should not be recommended as a matter of course, but only in suitable cases with proper justification.
- vi) The Screening Committee's resolution should be forwarded by the Director of Public Instruction, West Bengal to the Education Department for consideration at least three months before the teacher/principal is due to attain the age of 60 years.
3. The Governor is further pleased to order that for consideration of such proposals for re-employment of teachers/principals of i) the Post-Graduate Training College, Banipur, (ii) the Tol Department, Sanskrit College, Calcutta, iii) Bureau of Educational and Psychological Research, Calcutta and of such other institutions as are not affiliated to any University, who belong to the West Bengal Educational Service/the West Bengal Senior Educational Service and enjoy the same scale of pay as their counterparts in other Government Colleges, the same procedure as outlined in para 2 should be followed except that the Screening Committee in these cases should consist of the following :
- i) The Director of Public Instruction, West Bengal
and
 - ii) One expert in the field of specialisation of the teacher/Principal concerned to be nominated by Government.

Sd/-
Deputy Secretary.

1984

Government of West Bengal
Education Department
Apptt. Branch

No. 59-Edn(A)
2P-264/79

Dated Calcutta, the 10th January, 1984

From : Shri M. Bhattacharyya,
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : Ad-hoc lecturers subsequently appointed in a regular way.

The undersigned is directed, by order of the Governor, to say that the Governor is pleased to direct that the period of ad-hoc service of the lecturers in Govt. Colleges, appointment first on ad-hoc basis, but subsequently appointed in a regular way in the West Bengal Educational Service on recommendation of the Public Service Commission West Bengal, be counted towards increments in the relevant scale of pay, provided the intervening breaks in between to terms of ad-hoc service are regularised by grant of leave as admissible to them.

This order issues with the concurrence of the Finance Department (vide their U. O. No. Group-P/2728 dated 3rd September, '81 read with U. O. No. Group B 1696 dated 20th December, '83).

Accountant General, West Bengal,/Treasury Officer/Pay & Accounts Officer, Calcutta have been informed.

This is in continuation of G. O. No. 620-Edn(A) dated 1st September, '82.

Sd/-
Deputy Secretary.

**Government Of West Bengal
Education Department
Appointment Branch**

No. 90—Edn (A)
8P—17/83 pt.

Dated Calcutta, the 19th January, 1984.

From : Shri M. Bhattacharyya,
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : Crossing of assesment bar in the University Grants Commission Scale of pay of
Rs. 700-1600/- for Lecturers/Assistant Professors of Government Colleges.

The undersigned is directed to say that there is an assessment bar at the stage of Rs 1300/- in the revised University Grants Commission Pay Scale of Rs. 700-40-1100-50-1300-Assessment-50-1600/-introdu-ced with effect from 1. 1. 73 in terms of Government Order No. 3467-Edn (A)/5P-18/75 dated 14. 8. 1976 for Lecturers/Assistant Professors of Arts, Science & Commerce subjects of Government Degree Colleges and of Government Teachers' Training Colleges. According to the existing orders, this assessment is made by a Review Committee as prescribed by the Government.

2. The question of eliminating the provision of assessment bar in the said University Grants Commission Scale of Rs. 700-1600/- for Government Colleges teachers has been under considerarion of Govern-ment for some time past.
3. The Governor after due consideration, is now pleased to order that the provision of crossing the assessment bar in the revised University Grants Commission Scale of Rs. 700-1600-/ for Lecturers/Assistant Professors of Government Colleges, as stated above, be removed.
4. Accountant General, West Bengal and Pay & Accounts Officer, Calcutta are being informed.

Sd/-M. Bhattacharyya.
Deputy Secretary.