

Government of West Bengal
Department of Personnel & Administrative Reforms
Writers' Buildings
Kolkata

M E M O R A N D U M

No. 517- HR/O/IAS/8P-18/2011

Date: March 9, 2011

SUB:- Posting of officers – Placement of services & issuance of matching orders – matters regarding

The issue of simplifying and streamlining the process of issuance of transfer or posting orders has been under consideration of this Government. After detailed examination of the practices in Government of India and several State Governments a revised procedure has been evolved. The following procedure would henceforth be adopted for transfer and posting of IAS and WBCS (Exe.) officers to different posts of State Government.

2. In case of posting of Secretary level officers to any Department or any Board/Corporation/Statutory Body/Authority/Tribunal/ Commission, at present placement of service and matching orders are not required from the concerned Controlling Department. The orders issued by the Personnel & Administrative Reforms Department are the sole authority based on which the officer joins his place of posting. The existing practice would continue in case of Secretary level officers.

3. In case of IAS officers and WBCS (Exe.) officers below the level of Secretary the following procedures would be adopted:

(a) The first category of postings, would comprise postings to a Department/District/Office/ Organization in which the salary of the officer is paid through the Treasury/Pay & Accounts Office. In all such cases, there would be only one order of posting to be issued by the Department of Personnel & Administrative Reforms. Officer concerned would join the new posting based on this order. No service placement and matching order would be required in such cases. The concerned

Department/District/Office/Organization would issue an Office Memorandum after the concerned officer had joined.

(b) The second category of postings, would comprise postings to Boards/Corporations/Statutory Body/Authority/Tribunal/Commission, where the salary of the officer is not paid through the Treasury/Pay & Accounts Office. In such cases, the services of the officers would be placed at the disposal of the Controlling Department for issuance of matching orders. The officers concerned will join the concerned organization/corporation/PSU on the basis of matching orders of the controlling Department. The Department/Corporation/PSU(as the case may be) would issue another order in accordance with the provisions of the Statutes/Bye-laws/Memoranda and associates etc. after the concerned officer had joined the organization.

4. In cases where an officer in 1st category of Post is given additional charge of 2nd category of Post, no service placement or matching order would be required. A simple joining office memorandum would suffice.

5. A sample of standard office memorandum to be issued after the officer has joined the Department/Board/Corporation etc. as mentioned in paras 2-4 above is enclosed herewith.

Sd/-
(Samar Ghosh)
Chief Secretary

No. 517/1(200)-HR/O/IAS/8P-18/2011

Date: March 9, 2011

Copy to:

1. Additional Chief Secretary/Principal Secretary/Secretary *Special*
Information & Cultural Affairs Department

Copies may also be forwarded to all the Directorates/Corporations/Commissions/Undertakings/Tribunals/Authorities, under their administrative control

OP
9/3/11

Secretary to the Govt. of West Bengal

No. 517/2(45)-HR/O/IAS/8P-18/2011

Date: March 9, 2011

Copy with enclosures forwarded to:

1. Principal Accountant General (A&E), West Bengal
2. The Divisional Commissioner,
Presidency/Jalpaiguri/Burdwan Division
3. District Magistrate,
_____ District
4. The Pay & Accounts Officer,
Kolkata Pay & Accounts Office
5. Treasury Officer,
_____ Treasury
6. Joint Secretary to the Government of West Bengal,
IAS/WBCS/SR & A/cs. Cell

OP
9/3/11

Secretary to the Govt. of West Bengal

Government of West Bengal

..... Department

OFFICE MEMORANDUM

Memo No.

Date

In pursuance of the Notification (No. dated) of the Personnel & Administrative Reforms Department (..... Cell), Shri, IAS/WBCS (Executive) has joined the post of in this Department/Directorate on In the Forenoon/ After noon on being released from the post of on in the Forenoon/After noon (vide memo no. dated) of the Department/Directorate.

.....
(Signature)
(Name & Designation of the Departmental authority)

Memo No.

Date

Copy forwarded for information & necessary action to:

- 1) Principal A.G. (A&E), West Bengal
- 2) Service Records & Accounts, P & AR Department
- 3) IAS Cell/WBCS Cell, P & AR Department
- 4) Pay & Accounts Officer

(Name & Designation)