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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
**HIGHER EDUCATION DEPARTMENT**  
**(TECHNICAL BRANCH)**  
**BIKASH BHABAN, SALT LAKE,**  
**KOLKATA - 700 091**

**NOTIFICATION**

**No. 974-Edn (T)/10M-42/13, dated Kolkata, 18<sup>th</sup> day of December, 2019** in exercise of the power conferred by sub-section (1) of section 23 of the West Bengal Joint Entrance Examinations Board Act, 2014 (West Bengal Act XIV of 2014), the Governor is hereby pleased to make the following rules regulating the appointment, probation, confirmation and other terms and conditions of service including initiation of disciplinary proceedings and penalty thereof of the employees of the Board –

**CHAPTER-I**

**Short title and commencement**

**1. Short title and commencement:—**

- (a) These rules may be called the West Bengal Joint Entrance Examinations Board (Terms and Conditions of Service including the Procedure of Discipline and Punishment) Rules, 2019.
- (b) They shall come into force from the date of their publication in the *Official Gazette*.
- (c) In all matters which are not expressly provided for by these rules, the rules specified in the West Bengal Service Rules (Part-I), the West Bengal Service Rules (Part - II), the West Bengal Services (Death-Cum-Retirement Benefits) Rules, 1971, the West Bengal Services (Classification, Control and Appeal) Rules, 1971, the West Bengal Services (Duties, Rights and Obligations of the Government Employees) Rules, 1980, the West Bengal Services (Determination of Seniority) Rules, 1981 and such other rules relevant in this regard, so far they are not inconsistent with the provisions of these rules and the Act, shall apply *mutatis mutandis* to the employees of the Board.

**CHAPTER-II**

**Definitions**

**2. Definitions:—**

- (1) In these rules unless there is anything repugnant to the subject or context,-

- (a) "Act" means the West Bengal Joint Entrance Examinations Board Act, 2014;
  - (b) "Appointing authority" in respect of all posts in the Board shall mean the State Government;
  - (c) "Board" means the West Bengal Joint Entrance Examinations Board;
  - (d) "duty" includes –
    - (i) service as a probationer provided such service is followed by confirmation,
    - (ii) joining time, and
    - (iii) the period spent on a duly authorized course of training and the time reasonably required for the journeys to and from the place of training;
  - (e) "Employee" means a person appointed to a post related to the affairs of the Board and does not include –
    - (i) Government Official posted on deputation to the Board,
    - (ii) Re-employment of a superannuated Government employee in the service of the Board,
  - (f) "Lien" means the right / title of the employee to hold the permanent substantive post in which he is appointed substantively, for a particular period;
  - (g) "Probation" means a temporary period of the service for which no title to the permanent post is created; the probation period would be as per the State Government norms;
  - (h) "Promotion" means the movement in the upper scale of pay on functional basis against a sanctioned vacant post;
    - (i) "Scale of Pay" means a scale of pay sanctioned by the competent authority on any post born in the establishment of the Board;
  - (j) "Standing Committee" means a Committee to be constituted by the State Government for the purpose of selection of employees of the Board;
  - (k) "Subsistence allowance" means a monthly payment made to an employee who is not in receipt of pay or leave salary during the period of suspension;
  - (l) "State Government" means the Government of West Bengal in the Department of Higher Education, Science & Technology and Biotechnology;
- (2) Any other words not defined under these rules but used in this rules shall be assigned to the same meaning as defined under the Act.

### CHAPTER-III

#### Appointment, Promotion, Pay & Allowances

#### 3. Classification of Employees:–

The Employees of the Board shall be classified as Group A, Group B, Group C and Group D in the following manner:–

- (i) Group-A – Board employees holding all posts in the pay band Nos. 4, 4A, 4B and 5 with grade pay ranging from Rs. 4,400 to Rs. 10,000,
- (ii) Group B – Board employees holding all posts in the pay band No. 3 with grade pay ranging from Rs. 3,200 to Rs. 4,100,
- (iii) Group C – Board employees holding all posts in the pay band No. 2 with grade pay ranging from Rs. 1,900 to Rs. 2,900.
- (iv) Group D – Board employees holding all posts in the pay band No. 1 with grade pay ranging from Rs. 1,700 to Rs. 1,800:

Provided that the State Government may, by special order, include any class or classes of employee in a service higher than that prescribed in the above and may, by order issued from time to time, change the maximum of the above pay or scale of pay for the purpose of classification of services and posts; Provided further that the classification of an employee shall not undergo any change on the ground of eventual movement to higher scale of pay owing to operation of the modified Career Advancement Scheme or any other non-functional elevation.

**4. Appointment of any post shall be made by direct recruitment and / or by promotion in the following procedure:—**

- (1) In case of direct recruitment vacancies are to be reported to the State Government mentioning reservation of vacancies.
  - (2) For the purpose of promotion there shall be constituted a Departmental Promotional Committee for each of the following categories of the post. At the time of promotion 50 Point Roster schedule is to be maintained.
    - (a) Group 'C' Post
    - (b) Head Assistant.
5. Notwithstanding anything contained in any other rules for the time being in force, the recruitment to the posts, the minimum academic and other qualifications, scale of pay for appointment to various services in the Board shall be regulated in the following manners:—

**(1) Registrar:—**

- (a) Scale of Pay: PB-4B: Rs. 28,000-52,000/- + Grade Pay: Rs. 7,600/-.
- (b) Qualification: Masters Degree in any discipline with at least 55% marks or its equivalent grade in the point scale wherever a grade system is followed from a recognized University / Institution.
- (c) Experience : Minimum 8 years of Administrative experience in the scale of Pay Rs. 15,600-42,000/- out of which at least 5 years in the Grade Pay of Rs. 5,400/- and at least 3 years of experience in the Grade Pay of Rs 6,600/- in a Government./quasi Government or in an organization of repute.
- (d) Desirable: (i) Thorough knowledge of Government Rules, (ii) Familiarity with the use of computer in administration, (iii) Degree / Diploma in Management / Law.
- (e) Age: Not less than 35 years.

**(2) Controller of Examinations:—**

- (a) Scale of Pay: PB-4B: Rs. 28,000-52,000/- + Grade Pay: Rs. 7,600/-.
- (b) Qualification: Masters Degree in any discipline with at least 55% marks or its equivalent grade in the point scale wherever a grade system is followed from a recognized University / Institution.
- (c) **Experience:** Minimum 8 years of Administrative experience in the scale of Pay Rs. 15,600-42,000/- out of which at least 5 years in the Grade Pay of Rs. 5,400/- and at least 3 years of experience in the Grade Pay of Rs 6600/- in a Government/quasi Government or in an organization of repute.
- (d) **Desirable:** Working experience in programming language base environment in an Institute of Higher Learning or other academic bodies. Knowledge in networking, communication. Adequate examination related experience in an Autonomous College / Universities / Research Institution / Statutory Examination Conducting Body.
- (e) **Age:** Not less than thirty five (35) years.

**(3) Section Officer:—**

- (a) Scale of Pay: PB-4: Rs. 9,000-40,500/- + Grade Pay: Rs. 4,400/-.
- (b) Recruitment: By promotion from the post of eligible Head Assistant.

**(4) Head Assistant:—**

- (a) Scale of Pay: PB-3: Rs. 7,100-37,600/- + Grade Pay: Rs. 3,900  
 (b) Recruitment: By promotion from the posts of Upper Division Assistant / Store Keeper / Accountant / Cashier on the basis of Seniority and Performance Report (OPR).

**(5) Upper Division Assistant (UDA)/ Accountant/Cashier/Store keeper:—**

- (a) Scale of Pay: PB-3: Rs. 7,100-37,600/- + Grade Pay: Rs. 3,600/-.  
 (b) Recruitment: By promotion from the confirmed employees belonging to the category of posts of Lower Division Assistant (LDA) / Jr. Accountant / Assistant Store Keeper maintaining 50 Point Roster schedule.

**(6) Lower Division Assistant (LDA)/ Jr. Accountant/ Asstt. Store Keeper:—**

- (a) Scale of Pay: PB-2: Rs. 5,400-25,200/- + Grade Pay: Rs. 2,600/-  
 Recruitment: Appointment by the State Government on recommendation of the Service Commission.  
 Academic Qualifications and Age: Shall be determined by the Service Commission.

**(7) D.F.O. (Duplicating cum Franking Machine Operator)**

- (a) Scale of Pay: PB-2: Rs. 5,400-25,200/- + Grade Pay: Rs. 2,100/-.  
 (b) Recruitment: By promotion from the post of Helper.

**(8) Helper:—**

- (a) Scale of Pay: PB-2: Rs. 5,400-25,200/- + Grade Pay: Rs. 1,900/- .  
 (b) Recruitment: By promotion from the post of eligible Bearer.

**(9) Security Guard:—**

- (a) Recruitment: Recruitment through Private Agencies on a consolidated remuneration.

**(10) Bearer:—**

- (a) Scale of Pay: PB-1: Rs. 4,900-16,200/- + Grade Pay: Rs. 1,700/-.  
 (b) Recruitment: By the State Government in recommendation of the Group-D Recruitment Board.  
 (c) Academic Qualifications and Age: Shall be determined by the State Government in consultation with the West Bengal Group-D Recruitment Board.

**(11) Karmabandhu:—**

Recruitment: Recruitment through Private Agencies on a consolidated remuneration.

**6. Draw of pay and allowances:—**

- (1) An employee shall begin to draw pay and allowances attached to a post to which he has been appointed with effect from the date he assumes the duties of that post and shall cease to draw such pay and allowances when he ceases to discharge these duties.  
 (2) On first appointment to a post the pay of an employee shall be fixed at the entry pay in the revised pay structure applicable to those posts.  
 (3) An annual increment on completion of one calendar year and w.e.f 1st July of every succeeding year shall ordinarily be drawn as per Government norms, unless withdrawn as a measure of punishment.

Like all State Government employees there shall be a uniform date of annual increment and such date of annual increment shall be the 1st day of July of every year. The rate of increment shall be 3% p.a. of the sum of the pay in the pay band and grade pay applicable and the respecting amount shall be rounded off to the next multiple of 10. The date of increment may be deferred due to extra-ordinary leave and increment may be withheld in terms of Rule 45 of W.B.S.R., Part-I.

- (4) Save as otherwise provided in these rules, pay of the employees shall in no case; be lower than the minimum pay prescribed in respect of such employees.
- (5) When an employee joins the Board after obtaining formal release from another Government or Government-aided autonomous organizations or institutions, the salary of such employee shall be fixed in such a manner so as not to be less than what he was receiving in his previous service, immediately preceding the date of his joining, subject to the approval of the Finance Department, Government of West Bengal, otherwise his pay shall be fixed at the entry pay applicable.
- (6) In calculating the period of service of an employee in any post for any purpose, service shall be counted from the date of joining in the particular post. Total service period of an employee will be counted from the date of joining in the office of the Board to the date of superannuation / retirement / termination.
- (7) Unauthorized absence, in continuation of an unauthorized leave of absence and not regularized by granting leave of any kind shall be treated as break in service.

**7. Determination of Seniority of promotees:-**

- (1) Seniority of persons appointed on promotion to any post, cadre or grade shall be determined from the date of joining at such post, cadre or grade.
- (2) When there will be appointment of more than one person at a time through a single process of selection, the relative seniority of the persons so appointed shall be determined by the order of merit in which they are selected for such promotion.
- (3) Persons appointed on the result of an earlier selection shall be senior to those appointed on the results of a subsequent selection.
- (4) Where promotions to a post, cadre or grade are made from more than one post, cadre or grade, the relative seniority of the promotees from different posts, cadres or grades shall be according to the order of merit determined by the selecting authority.

Notes (a) A list of candidates for the purpose of selection for promotion shall be prepared in all cases by the selecting authority when appointments are made on promotion in a single process of selection of more than one person.

- (b) Where the inter-se-seniority amongst several persons has not been determined prior to the coming into force of these rules, such seniority shall, on the coming into force of these rules, be determined on the basis of date of joining. When the date of joining of such persons is the same seniority in the promotional post, cadre or grade shall follow the seniority in the lower feeder post, cadre or grade. Even in case the date of joining in the lower feeder post is same, the seniority shall be determined by age/ date of birth of the incumbent.

**8. Relative seniority of direct recruits and promotees:-**

- (a) The relative seniority between promote and a direct recruit shall be determined by the year of appointment or promotion of each in the post, cadre or grade irrespective of the date of joining.
- (b) The promotees shall be enbloc senior to the direct recruits of the same year.

**9. Publication of seniority list:-**

The seniority list in respect of each cadre or a combined cadre when promotion is made on the basis of this combined cadre, the seniority shall be published once in every three years. Before finalization of the list a draft shall be circulated with a scope for representation to be made within a period of 30 days from the date of issuance of draft. The representation shall be looked into, and if necessary be heard in person and then the same shall be finalized by the appointing authority within a period of 30 days counting from the date of the last date of filing of the representation. The list so published shall be final. Principles for determination of seniority shall be followed by the West Bengal Service (Determination of Seniority) Rules, 1981.

**CHAPTER - IV****General conditions of Service****10. Terms and conditions of service of the Chairman:-**

- (1) The Chairman shall be the whole time employee of the Board and shall be appointed in accordance with the provisions of the Act.
- (2) For all administrative matters the State Government shall be the appointing authority and Chairman of the Board shall act as controlling authority.
- (3) The Chairman shall be entitled for such leave as are available to other employees of the State Government.
- (4) The leave sanctioning authority for the Chairman shall be the State Government.
- (5) The Disciplinary authority for the Chairman shall be the State Government.

**11. Terms and conditions of service of the Vice-chairman:-**

- (1) The Vice-Chairman shall be the whole time employee of the Board and shall be appointed in accordance with the provisions of the Act.
- (2) The Vice-Chairman shall be entitled for such leave as are available to other employees of the State Government.
- (3) The leave sanctioning authority for the Vice-Chairman shall be the Chairman of the Board.
- (4) The Disciplinary authority for the Vice-Chairman shall be the State Government.

**12. Terms and conditions of service of the Registrar:-**

- (1) Registrar shall be appointed by the State Government.
- (2) Registrar shall be a whole-time employee of the Board.
- (3) Registrar shall be entitled for such leave as are available to other employees of the State Government.
- (4) The leave sanctioning authority for the Registrar shall be the Chairman of the Board, in his absence Vice-chairman shall have the authority provided administrative powers are vested on him.
- (5) Other terms and conditions of service of the Registrar shall be such as are applicable to other State Government employees.
- (6) The persons having similar qualification and experience may be appointed/ posted as Registrar of the Board on deputation.
- (7) The Disciplinary authority for the Registrar shall be the State Government.

**13. Terms and conditions of service of the Controller of Examinations:-**

- (1) Controller of Examinations shall be appointed by the State Government.
- (2) Controller of Examinations shall be a whole-time employee of the Board.
- (3) Controller of Examinations shall be entitled for such leave as are available to other employees of the State Government.
- (4) The leave sanctioning authority for the Controller of Examinations shall be the Chairman of the Board, in his absence Vice-chairman shall have the authority.
- (5) Other terms and conditions of service of the Controller of Examinations shall be such as are applicable to other State Government employees.
- (6) The persons having similar qualification and experience may be appointed/ posted as Controller of Examinations of the Board on deputation.
- (7) The Disciplinary authority for the Controller of Examinations shall be the State Government.

**14. Terms and conditions of appointment of temporary Chairman:—**

- (1) In absence of a full-time Chairman, a person having minimum twelve years teaching experience in the University system of which five years shall be as Professor or having administrative experience of twelve years in a Government or Government Undertakings not below the rank of a Joint Secretary, may be appointed as the temporary Chairman of the Board on contract basis.
- (2) The temporary Chairman shall be entitled for such remuneration as may be determined by the State Government by order in consultation with the Finance Department.
- (3) During engagement, the temporary Chairman shall be entitled for such leave as may be determined by the State Government from time to time.
- (4) The State Government shall be the leave sanctioning authority for the temporary Chairman.
- (5) During engagement, a temporary Chairman shall have power to exercise all powers and shall have to perform all functions as are assigned to a regular full-time Chairman.
- (6) A temporary Chairman shall also be subjected to such disciplinary proceedings and liable to such penalties as are set forth for a regular Chairman.

**15. Terms and conditions of appointment of temporary Vice-Chairman:—**

- (1) In absence of a full-time Vice-Chairman, a person having minimum ten years teaching experience in the University system of which three years shall be as professor or having administrative experience of ten years in a Government or Government undertakings not below the rank of a Deputy Secretary may be appointed as the temporary Vice-Chairman on renewable contract basis, of the Board.
- (2) The temporary Vice-Chairman shall be entitled for such remuneration as may be determined by the State Government by order in consultation with the Finance Department.
- (3) During engagement, the temporary Vice-Chairman shall be entitled for such leave as may be determined by the State Government from time to time.
- (4) The Chairman or a temporary Chairman shall be the leave sanctioning authority for the temporary Vice-Chairman.
- (5) During engagement, a temporary Vice-Chairman shall have power to exercise all powers and shall have to perform all functions as are assigned to a regular full-time Vice-Chairman.
- (6) A temporary Vice-Chairman shall also be subjected to such disciplinary proceedings and liable to such penalties as are set forth for a regular Vice-Chairman.

**16. Terms and conditions of service of the employees of the Board:—**

- (1) All other employees of the Board shall henceforth be appointed by the State Government on recommendation of the Standing Committee, as may be constituted by the State Government, from time to time, and on successful completion of Police verification and declared medically fit by the competent Medical Board.
- (2) The duties and responsibilities of different categories of employees shall be such as provided in the provisions of these rules.
- (3) Category of an employee of the Board shall not be changed by eventual movement to higher scale through operation of modified Career Advancement Scheme or such other non-functional promotional scheme.
- (4) All employees shall carry a suitable scale of pay as prescribed.
- (5) All appointment in the Board shall initially be on temporary basis and all such employees shall be deemed to be on probation for a period of three years from the date of his joining.
- (6) If at any time during the period of probation, the probationer's work is not considered satisfactory, the probationer may be discharged by the State Government upon giving him one month notice or one month salary in lieu of notice.

- (7) On satisfactory completion of probation period, the employee concerned may be confirmed with effect from the date of his joining in the concerned post in terms of WBS (APC) Rules, 1979.
- (8) During the period of probation the employees concerned shall be eligible for pay and all other allowance admissible to a regular employee of the Board.
- (9) The Disciplinary authority shall be Chairman of the Board.

**17. General Conditions of service:—**

- (1) Except as otherwise provided by rule, the age for direct recruitment for appointment to any post of the Board shall be such as may be prescribed by the State Government by Order, from time to time:  
Provided that the upper age limit shall be relaxed for the candidates belonging to Scheduled Castes, Scheduled Tribes, and Other Backward Classes, include the persons with Disabilities as per State Government rules.
- (2) Every candidate selected for appointment shall along with his joining report, submit to the appointing authority a declaration stating the date, month and year of birth along with proof of evidence in support of his declaration.
- (3) The date of birth so declared shall be recorded in his service book in words as per English Calendar and once recorded shall not be altered under any circumstance later on. The declaration of age at the time of joining the post is final.
- (4) Except in case of temporary appointment for a period not exceeding six months, no person shall be substantively appointed to the service of the Board without production of police verification report and medical examination certificate issued by a competent authority in the prescribed form. Candidate having past bad record as per Police Verification Report or candidate is unfit as per medical examination certificate will not be allowed to continue in the service of the Board. The verification of antecedents and medical examination is mandatory prior to the appointment in the concerned post.
- (5) An employee may resign from his service by giving three months advance notice in writing to his appointing authority and when such resignation is accepted by the appointing authority such member of the staff shall be deemed to have vacated his office with effect from the date of submitting the resignation:  
Provided that if an employee withdraws his resignation before its acceptance, such employee may be permitted to continue to his service in the Board at the discretion of the Chairman of the Board.
- (6) The service of temporary employee may be terminated after serving one month notice or after paying one month's salary in lieu of notice, as the case may be.
- (7) Except as otherwise provided in these rules, every employee of the Board shall superannuate from his service on attaining his 60th year of age (or whatever may be applicable by the existing State Government rules).
- (8) In no case the re-appointment of such employee shall be made after he is released by the appointing authority. However, as a very special case, if the State Government so desires, he may be re-appointed afresh without the continuity of his past service.
- (9) If any issue arises on Pay Protection of any permanent employee of the Board, that may be considered and decided by the Board in consultation with the Government.
- (10) Counting of past service - is also applicable for such employee who joins the Board after taking release from other Govt. / other Department of this Govt. / any autonomous body in order to get pensionary benefits subject to the approval of the State Government.
- (11) Both in case of functional and non-functional promotion, the appointing authority would collect Open Performance Report / Annual Confidential Report as the case may be from the eligible employees in respect of attendance, performance, integrity and efficiency.
- (12) All employees must submit House Rent Declaration as per Appendix 20 of W.B.S.R., Part II twice in a year - 1st in the month of January and 2nd in the month of July every year before the D.D.O.



- (13) Period of probation in the promotion post is one year but promotion may be given provisionally on officiating basis before completion of one year followed by F.D.'s Order No. 919F dated 02.02.2006.
- (14) The controlling authority must follow Purchase Rule No. 47 of West Bengal Financial Rules along with its amendments made time to time to enter into contract or agreement.
- (15) No fees and remuneration can be accepted without written sanction of controlling authority.

**18. Lien:—**

- (1) An employee appointed substantively in a permanent post in the Board may acquire a lien on such post for a period up to two years.
- (2) Lien of an employee may be extended for a further period of one year in exceptional cases.
- (3) The lien of an employee in a permanent post which he holds permanently shall be suspended if he is appointed substantively to a permanent post outside the Board.
- (4) If an employee's lien is suspended under sub-rule (3) and subsequent vacancy arises, the post may be filled up by regular appointment / promotion and the employee appointed to hold such post substantively shall acquire a lien on it.

**CHAPTER-V**

**Leave and attendance**

**19. Leave:—**

- (1) Notwithstanding anything contained in these rules, leave and holidays shall be guided by the order of the State Government issued from time to time.
- (2) Leave cannot be claimed as a matter of right. When the exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
- (3) In case of leave of any kind for private purpose (i.e. leave other than on medical certificate), an application should be submitted well in advance before the date of commencement of the leave.
- (4) The Board shall maintain proper leave account for all employees in a prescribed manner.
- (5) Unauthorized absence from duty shall be treated as break in service and the employee concerned shall also be liable for disciplinary proceedings as per provisions contained in these rules.
- (6) Every application of leave shall be made in writing addressed to the authority concerned competent to grant leave through the immediate superior of such employee.
- (7) Leave of absence shall ordinarily begin on the day on which the transfer of charge is effected and ends of the day preceding that day on which duty is resumed. Leave may either be affixed or prefixed to holidays, but cannot be both prefixed and affixed to holidays.
- (8) No permanent employee can be granted leave of any kind for a continuous period exceeding five years.
- (9) Except permanent employees no employee can be granted extraordinary leave for a period more than three months in one spell:

Provided that the leave sanctioning authority may grant extraordinary leave for a period more than three months in exceptional circumstances as per Rule 175 of WBSR, Part-I.

- (10) Period of absence not covered by grant of leave of any kind shall have to be treated as *dies non* for all purposes, following the State Government procedure.
- (11) No employee who has been granted leave on medical ground shall resume his duty without producing a certificate of fitness issued by a competent medical practitioner.

- (12) The authority competent to grant leave may, for reasons to be recorded, permit overstay of an employee for period not exceeding fourteen days upon satisfaction of the fact that such overstay is beyond the control of the employee concerned.
- (13) No employee shall take employment during the period of leave in any Government organization substantially owned or controlled by the Government or under any private employer.
- (14) Special kinds of Leave like special Disability leave, Maternity Leave, Child Care Leave etc. may be admissible to all permanent employees.
- (15) All permanent employees may avail of 'Leave not Due' in terms of Rule 174 of WBSR, Part-I subject to the discretion of the Head of Office.
- (16) Employees either on superannuation or die in service are eligible to get cash equivalent of leave salary in respect of earned leave lying at his credit as per Government Order.
- (17) If an employee resigns from service, he may be granted Cash equivalent of leave salary in respect of Earned Leave at his credit to the extent of half of such leave at his credit subject to a maximum of 150 days or an order prescribed by the Government.
- (18) All kinds of leave except Casual Leave & Half Pay Leave may be granted in combination with any other kind of leave.

**20. Attendance and duties at Office of employees:—**

- (1) Unless otherwise provided by the Board, the normal office hours shall be from 10.00 a.m. to 5.30 p.m. with recess of a half-an-hour from 1.30 p.m. to 2.00 p.m. on week days. The grace period for signing the Attendance Register shall be 15 minutes after the scheduled time and an employee/officer coming after this grace period shall be marked "Late".
- (2) Staff/officer will be allowed to sign the Attendance Register and record attendance within 45 minutes of the scheduled time of attendance. Anybody coming thereafter will be marked 'Absent' and will not be allowed to join duty on that day, unless he has been granted 'half-day' casual leave for the first half of the day.
- (3) Each employee except the Chairman and the Vice-Chairman shall on arrival at office, sign a register to be kept for this purpose. Attendance Register should be kept with designated officer(s) and such register shall be countersigned regularly.
- (4) Three days late attendance in a month shall constitute forfeiture of one day casual leave/ compensatory casual leave.
- (5) No employee should leave the office during the office hours without permission and except for official purposes. Habitual absence or absence without proper permission shall attract disciplinary proceedings.
- (6) The competent authority may initiate disciplinary action against a staff/officer for persistent late attendance or persistent early departure from office without permission under the West Bengal Services (Classification, Control and Appeal) Rules, 1971.
- (7) The format of the Leave Account shall be maintained as per the prescribed Form of Leave account (vide Annexure-II).

**21. Leave sanctioning authorities:—** The Board is competent to sanction leave and leave salary to any employee of the Board subject to delegations as noted below:

Name and extent of leave	Sanctioning authority
All kinds of leave	<ol style="list-style-type: none"> <li>(i) The Chairman in the case of Group— 'A' employees (excluding Section Officer or its equivalent / below graded officer)</li> <li>(ii) The Registrar in the case of all other Employees (including Section Officer or its equivalent / below graded officer).</li> </ol>

In absence of Chairman, the Vice-Chairman shall have the authority to sanction leave, provided administrative powers are vested on him. In absence of Registrar, the Chairman may authorize a suitable officer to sanction leave.

**22. Overtime and Holiday Work:—**

- (1) Every employee of the Board should try to finish his allotted duty within office hours and no one shall be allowed to work beyond office hours or during holidays except under special circumstances when the head of the office concerned thinks that the accumulation of work is such that it cannot be managed within the working hours of the office.
- (2) Whenever there is necessity for doing overtime or holiday work, the head of the office / department concerned shall assess the number of persons required for working extra hours and also the number of hours for which such persons should be asked to work beyond office hours or to attend office during holidays. He will then make a requisition to the Chairman of the Board through proper channel explaining the circumstances with proper justification why the overtime / holiday work could not be avoided and obtain his prior approval before undertaking such holiday or overtime work. No employee shall ordinarily be allowed to overtime / holiday allowance for more than 240 hours in a year. The amount of overtime allowance will be finalized by the Board in consultation with the Government. Person holding Group 'A' service shall not be entitled to any overtime allowance for working beyond office hours or attending office during holidays.

**CHAPTER VI**

**Duties, Rights and Obligations of the Employees**

23. In regards to the duties, rights, obligations and such other related matters of the Employees of the Board, the West Bengal Services (Duties, Rights and Obligations of the Government Employee) Rules, 1980 and the West Bengal Services (Classification, Control and Appeal) Rules, 1971, as may be amended from time to time, shall be applicable to the employees of the Board, *mutatis mutandis*.

**CHAPTER VII**

**Interpretation of rules**

**24. Interpretation of rules:—**

- (1) In case of omission or lacuna in these rules, the State Government has power to give such direction as deems appropriate to remove such lacuna.
- (2) The powers of interpretation of these rules shall be reserved to the State Government.

**CHAPTER VIII**

**Terms and conditions of existing employees**

**25. Terms and conditions of existing employees:—**

- (1) With effect from the date of coming into effect of these rules, the terms and conditions of service and other provisions mentioned under these rules shall also apply to all the existing regular employees of the Board.
- (2) Save as otherwise provided in these rules, salaries and other allowances of the existing regular employees shall in no case; be lower than the minimum salaries prescribed in the rules in respect of such employees with effect from the date of coming into effect of these rules.
- (3) Service book and other accounts of service including the leave account of all the existing employees of the Board shall be updated in terms of the provisions of these rules.
- (4) Any disputes and discrepancy in terms of the services of any existing employees of the Board shall be referred to the State Government for clarification whose decision shall be final.

CHAPTER - IX

Relaxation of rules

26. Relaxation of rules: – Where the Governor is satisfied that the operation of any of the provisions of these rules causes hardship in any particular case or class of cases, he may, by order dispense with or relax the requirement of any of these rules to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.

By order of the Governor,

SHRI B. R. SANTRA

Deputy Secretary to the Government of West Bengal

CHAPTER VI

Rights and Obligations of the Employees

22. In regard to the duties, rights, obligations and such other related matters of the employees of the Government of West Bengal, the Board of Services (General Services) (Government Employees) Rules, 1971, as may be amended from time to time, shall apply to the employees of the Board, subject to the following provisions:—

CHAPTER VII

Interpretation of rules

23. Interpretation of rules:— (1) In case of relaxation of any of these rules, the State Government and Government of West Bengal shall be deemed to have agreed to the same. (2) The power of interpretation of these rules shall be reserved to the State Government.

CHAPTER VIII

Terms and conditions of existing employees

24. Terms and conditions of existing employees:— (1) With effect from the date of coming into effect of these rules, the terms and conditions of service of existing employees shall be governed by the provisions mentioned in these rules and shall also apply to all the existing employees of the Government of West Bengal. (2) Save as otherwise provided in these rules, salaries and other allowances of the employees of the Government of West Bengal shall in no case be lower than the minimum salaries prescribed in the rules in respect of the corresponding posts. (3) Service notice and other conditions of service including the terms and conditions of retirement shall be subject to the provisions of these rules.