



GOVERNMENT OF WEST BENGAL

**Child Development Department and Women Development & Social Welfare Department
Bikash Bhavan, North Block, 10th Floor, Salt Lake City, Kolkata - 700 091.**

No. 103/CD&WDSW/17

Date: 8th March, 2017

**From: Smt. Roshni Sen, I.A.S.,
Secretary to the Govt. of West Bengal.**

To: (1-~~79~~) District Magistrate | Alipurduar/Bankura/ Birbhum/ Burdwan/Coochbehar/Dakshin
Dinajpur/Darjeeling/Hooghly/Howrah/Jalpaiguri/Malda/Murshidabad/Nadia/
North 24 Parganas/ Paschim Medinipur/ Purba Medinipur/ Purulia/ South 24
Parganas/Uttar Dinajpur.

Sub: Annual Performance Report and other related issues of Acting CDPOs

Sir / Madam,

This is to bring to your notice that due to some exigencies, we were compelled to order almost 85 (eighty five) Assistant CDPOs to act as CDPO, although they were not appointed in the West Bengal Junior Social Welfare Service. Recently, in compliance to the order of Hon'ble Court, they were allowed the salary of CDPOs while holding such charge of the ICDS Project and such salary is treated as Officiating pay of the incumbent without affecting their substantive posting and pay. In view of above, the following guideline regarding Acting CDPOs is given below:-

- iv) The Assistant CDPOs, who were ordered to act as CDPO, are to be treated as Group B Officers as their substantive post has not been changed.
- v) Their Annual Performance Report should be in the prescribed format of OPR and in no cases, Confidential Annual Report should be sent for them. OPR of such Officers are to be initiated by the SDO concerned (as Reporting Officer), to be countersigned by DM concerned (as Counter signing Officer) and to be sent to the Director of ICDS for acceptance.
- vi) Such Officers have not been appointed in the West Bengal Junior Social Welfare Service; hence their service should not be mentioned as WBJSWS. They at present do not belong to any constituted service and their service should be mentioned accordingly in all government correspondence including IFMS and HRMS. Concerned Treasuries may also be instructed accordingly.

Yours faithfully,


**(Roshni Sen)
Secretary**

No. 103/1(5)/CD&WDSW/17

Date: 8th March, 2017

Copy forwarded for information and necessary action to:

1. The Director of Treasuries and Accounts, 4, Lyons Range, 2nd & 3rd Floor, Kolkata – 1 (dta@wb.gov.in)
2. The Director of ICDS, Shaishali Complex, 1st & 2nd Floor, salt Lake City, Kolkata – 64
3. The Joint secretary (ICDS), Bikash Bhavan, 10th Floor, Salt Lake City, Kolkata – 91, with a direction to complete promotion process against vacant posts of CDPOs early.
4. The Joint Secretary (Administration), Bikash Bhavan, 10th Floor, Salt Lake City, Kolkata – 91, with a direction to ensure that ID card of group A Officers are not issued in favour of Acting CDPOs.
5. P.S to HMOS.

