



# **MEMORANDUM TO THE 6TH PAY COMMISSION**

**WEST BENGAL JUNIOR SOCIAL WELFARE SERVICE ASSOCIATION**

**141, S.P.BANERJEE ROAD, KOLKATA – 700 035**



**26<sup>TH</sup> MAY 2016**



# **CONTENT**

<b><u>SL</u></b>	<b><u>Name and Particulars of the Chapters</u></b>	<b><u>Page No</u></b>
1.	Chapter I – Introduction	01
2.	Chapter II – 1 <sup>st</sup> Part – Proposal for WBJSWS, Historical Background and formation of Service	03
3.	Chapter III – Job analysis of posts of WBJSW Service	06
4.	Chapter IV – Recruitment rule and scale of pay of Service over time	11
5.	Chapter V – Stagnation and relative Promotional Prospect of Service	14
6.	Chapter VI – Proposal for formation of West Bengal Social Welfare Service	17
7.	Chapter VII – 2 <sup>nd</sup> Part – Proposal for reorganisation of WCD and SW Dept. Felt need for reorganisation	19
8.	Chapter VIII – Proposal for Uniform One Line Administration	24
9.	Chapter IX – Implementation of reorganisation by upgrading the existing setup	30
10.	Chapter X – Proposal on other allowances and General Entitlement	35
11.	Annexure I to V	(i) to (xxiii)
12.	Annexure VI in wide	(xxiv) to (xxv)
12.	Synopsis to Memorandum	(a) to (j)



## **Introduction**

Journey of civilization started with the advent of individual property. This individual property in no times necessitated a control mechanism to keep peace among individuals. The state power very soon played the role of control mechanism to keep peace and balance among the individuals. The state power has also undergone several changes from monarchy to democracy. But, the state power always resorted to the welfare attitude to popularise their rule. But during autocracy this welfare attitude was limited to a few developmental work like digging of well, construction of road and shed for passengers etc. Later during democracy the state has become welfare state and welfare for the people has become the state policy.

1.02 With the rapid globalisation of economy, the old industrial outfits became non profit making and new industries demanded more and more use of computer aided machines and less no of labourers. With the advent of such new era of economics a large no of people in their working age group lost their job or had to live in an economic status not congenial to sustain in a healthy way, which causes wide spread malnutrition or under nutrition, raise of crime rate, fall of different health indicators. In summary the country is pushed to lower position of the human development indicator scale. Now, the welfare state had to undertake measure to cope with such undesirable situation. This resulted in adoption of different social safety net programmes.

1.03 Social Safety Net nowadays got multi dimension. Mere providing of some state aided home for orphans, old and infirm and disabled persons is not enough to meet the need of the hour. Welfare has now gone further to provide programme for different weaker sections namely disabled persons, women, children, backward classes, and such other section, which are in need of care and protection.

1.04 Welfare has got international dimension also. UNO has included different Welfare and development programme in their agenda. As a result of it Millennium Development Goal has been set up and as a signatory country, India has to undertake different programme for implementation of the goal. Apart from that on the issues of aging, on women, on child development a number of international conferences has been organised and India took active part in these conferences. A number of Social Legislation took place as a result of this international obligation of the State. Thus the journey of Department of Home (Social Welfare) to

Department of Women and Child Development and Social Welfare became a very complex yet more and more people oriented in nature and attitude.

1.05 In West Bengal Home (Social Welfare) Department was established in the year 1953. Later with the growth and change of attitude towards Welfare, it passed through the phases of Relief & Welfare (Welfare Branch), Social Welfare and WCD and Social Welfare. We should notice that with the change in nomenclature the department has also undergone basic change of policy in welfare activities and programme. But, we feel that the administrative set up and organisation could not keep pace with such change in attitude and policy.

1.06 **After 2011 new Government took charge and brought a sea change in the governance. We feel that Social Welfare has been brought in the priority area of the new government.** Prior to this government there was almost no state scheme in the field of Social welfare except Pension scheme. But new government in the very beginning initiated firm step towards empowerment of women and as a pioneer state adopted **State Policy for empowerment of Women** and formed State Resource Centre for Women and implemented State Mission for Empowerment of Women under national mission. Apart from all these adopted Kanyashree which is the dream project of Honourable Chief Minister. This is the flagship project of the State which has brought a revolution in the Society. This very scheme has made the Department nationally as well as internationally popular. This is the only project which has created a storm among the state and we from the CD and WD & SW Department are proud to be associated with Scheme. Many other new schemes like, Mukti Alo, Swaslamban Special out of the state Government own fund. The budget provision for existing State Scheme like Swawlamban also was increased manifold. The new Government has undertaken step to bifurcate the Department and split the only Directorate into three. All these steps within such a short span of time are unbelievable. Yet we expect the government will rightly take appropriate steps towards making the Department more oriented to people and make the department more efficient to deliver services to the people.

1.07 West Bengal Junior Social Welfare Service plays a major part in effective implementation of Welfare programme and monitoring of state welfare policies. Although this service has got very little role in determining state policy. In our memorandum we will discuss the problem and prospect of WBJSW Service and

the organisation set up of CD and WD & Social Welfare Department in subsequent parts.

## **Chapter II**

### **Proposal for Review of West Bengal Junior Social Welfare Service**

#### **Historical Background and formation of Junior Service**

West Bengal Junior Social Welfare Service was constituted in the year 1970<sup>1</sup> comprising a few posts like Managers, Superintendents, and Officer in Charge of Receiving Centre (OCRC), Chief Organiser – Eradication and Control of Juvenile Beggary (CO) and such other posts. Among these posts Managers, OCRC, CO posts were placed under Vagrancy Directorate which was headed by Controller of Vagrancy. Superintendents were placed under Directorate of Social Welfare.

2.02 In the '60s different Homes were either newly set up or transferred from other departments such as Refugee Relief and Rehabilitation, Home (Jail), Law (Judicial) Department. At that time the gazetted posts Superintendents or Managers were created and Government in the Home (Social Welfare) Department became the appointing authority of such posts. In this connection we may recall one such Government Order of Home (Social Welfare) Department bearing No – 1867-SW/1E-21/59 dated 15.06.1961 which created the post of Superintendent of SMM Home, Liluah, Howrah and Children Court and the House of Detention was transferred from the Law (Judicial) Department to the Home (Social Welfare) Department.

2.03 The posts of Managers of Vagrants' Homes, Officer in Charge of Receiving Centre are the statutory posts which were created under the statutory obligation of the Bengal Vagrancy Act 1943 read with Bengal Vagrancy Rules 1948 and the subsequent amendments on the said Act in the year 1968 and 1970.

2.04 The post of Chief Organiser, Eradication and Control of Juvenile Beggary & Vagrancy was created with the basic objectives of controlling child beggary. The job responsibilities of the post aims at achieving the above said goal with the power of DDO and Head of Office, yet the post remains neglected one till today.

2.05 The posts of Superintendents of different Welfare Homes were created either under statutory obligation of such as Suppression of Immoral Traffic in Women and Girls Act 1956 read with the West Bengal Suppression of Immoral Traffic in Women and Girls Rules 1959 and subsequent amendment of the said Act in 1978, The West Bengal Children Act 1959, Juvenile Justice Act 1986 read with Juvenile

---

<sup>1</sup> Vide Government Order No – 9736 – SW / IR dated 03.11.1970 of Relief and Welfare Department, Government of West Bengal



Justice (West Bengal) Rule 1988, or under different rule and / or schemes formulated / implemented by Government of West Bengal in accordance with directive principle of state policy.

2.06 At initial stage the above said three categories of posts were filled up either by Officers from West Bengal Junior Civil Service or through promotion from feeder posts. But, soon government felt that the nature of job performed by these posts are not mere administrative in nature, but they have to act in the direction of humanitarian attitude towards the inmates of the Home who are either neglected of the society or victim of the cruel face of the societal attitude and behaviour. By this time in the academic field also the application of Sociology, Social Work and such other Social Science are gaining ground over general education and it has been accepted that application of tools of such social science is useful in moulding one's attitude while in government custody. This very scientific upsurge pushed government to form West Bengal Junior Social Welfare Service in the year 1970 comprising these three categories of posts.

2.07 Later in the year 1975 Integrated Child Development Services Scheme was formulated by Government of India. The scheme is a centrally sponsored scheme. At first phase two projects one at Khidirpur, Kolkata and another at Manbazar, Purulia were created as Pilot Project. To implement these new Projects two posts of Child Development Project Officer (CDPO) were created. As per Government of India Guideline<sup>2</sup> the posts should be filled up by an Officer equivalent to that Block Development Officer of the respective state government and should have requisite qualification of Sociology / Social Work / Social Science or experienced in Social Service. At that time government of West Bengal felt that the Officers of WBJSW Service would be appropriate for the job and included the posts with in the service.

2.08 Later ICDS scheme experienced rapid expansion throughout the country and at present the scheme is the single largest scheme of the country and perhaps one of the largest within the world. Nowadays, ICDS has become universal and all the CD Blocks have been covered under this Scheme and all the Municipalities have

---

<sup>2</sup> Annexure – I A, I B & I C in page no (i) to (iii) for full text of Government of India Guideline over the issue may kindly be referred.

also been covered by this Scheme<sup>3</sup>. WBJSW Service has now been filled with almost 90% or more than that with the CDPOs and the initial posts of Superintendents / Managers have become minor in the service.

2.09 In the '80s District Level posts District Social Welfare Officer (DSWO) for monitoring of Social Welfare activities for all districts except Kolkata were created and the posts were also included in the WBJSW Service. Later as per Government of India guideline with the expansion of ICDS scheme initially DSWO cum District Programme Officer (ICDS) and later separate posts of District Programme Officer (ICDS) (DPO, ICDS) were created for all districts including Kolkata and these posts were also included in the WBJSW Service.

2.10 In the year 2009 as per Government of India directive out of total 416 ICDS Projects the bigger ICDS Projects having 300 or more anganwadi centres in an ICDS Project were split and thereby 160 new Additional ICDS Projects were sanctioned and creating 160 new posts of CDPOs. Later, no DDO power and authority of Head of Office has been attached to these CDPOs. At present a few ICDS Projects are implemented through NGOs also. Throughout the State total 18 Projects including 2 Additional Projects were implemented though NGOs out of which one Project is manned by Government CDPO of WBJSW Service. Thus total strength of West Bengal Junior Social Welfare Service in different posts is given below:-

Sl No.	Name of the Post	No sanctioned	Officers posted As on 01.01.2016
1.	CDPO at the Block level	401	189
2.	CDPO at the Additional Project	158	Nil
3.	DPO at the District level	19	15
4.	DSWO at the District level	18	15
5.	Superintendent of Home	24	23
6.	Manager of Vagrants' Home	08	06
7.	Chief Organiser	01	01
8.	OSD at the Commissioner (Disability)	01	01
9.	Project Manager at WBWDU	01	01

<sup>3</sup> Annexure II in page no – (iv) & (v) for history of growth of ICDS Projects during the years may kindly be referred

10.	Assistant Project Manager at WBWDU	01	01
11.	Research Officer cum Child Welfare Officer	01	01
<b>Total</b>		<b>633</b>	<b>253</b>

The age wise distribution of Officers presently posted in West Bengal Junior Social welfare service as on 1<sup>st</sup> January 2016 is given below:-

<b>Age Range</b>	<b>No of Officers</b>	<b>Service length</b>	<b>No of Officers</b>
Below 30 years	055	Below 8 years	088
30 to 40 years	067	8 to 16 years	039
40 to 50 years	070	16 to 25 years	094
50 to 60 years	061	Above 25 years	032
<b>Total</b>		<b>253</b>	<b>253</b>

2.11 The recent development of inclusion of such posts like CDPOs, DPOs, DSWOs in the WBJSW Service changed the direction of activities of the Officers of the service. Earlier the Officers of the Service were engaged in providing mostly institutional assistance to the neglected or victims, but now engaged in providing schematic assistance to people at their door step. Now, the officers started to serve the people for providing schematic assistance and implementation of social safety net and social legislation. This very change of attitude of Officers of WBJSW Service remained unnoticed to the authority and as a result of it the service had to suffer a lot of stagnation, unjustified pay scale and such other related humiliation to undertake due discharge of their duties.

2.12 Considering the fore-stated situation 5<sup>th</sup> Pay Commission recommended review of Cadre of WBJSW service which was not undertaken by administrative department nor the Finance department. We strongly feel that inclusion of new CDPO posts of additional ICDS Projects in the WBJSW Service will create further anomaly as these posts having same nomenclature with the Block level CDPOs do not have DDO power and authority of Head Of Office and it has not been stated the relation with the CDPO of the Parent Project from where the new Project has been created and administrative hierarchy and relation in case of maintenance of DDO and head of Office for two projects by one CDPO. As of now no Officer has been posted in these newly created posts and we suggest to make it clear before giving any posting of Officers in these posts.

### **Chapter III**

#### **Job Analysis of Posts of WBJSWS**

West Bengal Junior Social Welfare Service is the backbone of the two Departments, namely Child Development Department and Women Development & Social Welfare Department. The Officers of the service are the only Officers responsible for implementation of all the schemes and programmes of the Departments implemented through three Directorates, namely ICDS Directorate, Child Right & Trafficking Directorate and Social Welfare Directorate and Vagrancy sub Directorate and Commissioner of Disability. At present the Officers of the service function from Sub-Block level to District level and only a few, namely OSD at Commissioner (Disability), Project Manger at WB Women Development Undertaking, Research Officer cum Child Welfare Officer at Directorate of Social Welfare function throughout the state. The Officers promoted from the service are posted as Assistant Director / Deputy Director / Joint Director in the three Directorates and Assistant Commissioner (Disabilities). But no Officers at Secretariat level are filled up either directly or by promotion from this Service.

3.02 At Block level and sub-Block level Child development Project Officer (CDPO)<sup>4</sup> is filled up by the Officer from WBJSW Service. CDPO is the principal executive Officer for implementation of the Integrated Child Development Project Scheme. He is the Drawing and Disbursing Officer for the Project, declared Head of Office under West Bengal Service Rule. He is the controlling Officer for all the Group B, C and D staff of the Project. He is the appointing authority for all the voluntary workers of the Project. He is to keep liaison with other Block level Officials like MLA, Savapati of Panchayet Samity, BDO, BMOH and such other Officials. He is to act as Convenor of different committees which are headed by MLA and other Block level Officials are members. He is responsible for implementation of Kishori Shakti Yojana, actively involved in implementation of Sarba Sikhsa Mission, Health schemes, uninterrupted feeding 300 days per year at anganwadi centres, which is also a mandate issued by Hon'ble Supreme Court of India. He is to monitor the nutrition level of all the children below 6 years of age. He is also principal executive Officer for opening a new ICDS Project. SDO of the concerned subdivision has been declared Controlling Officer of the CDPOs under

---

<sup>4</sup> Annexure III A & III B in page no – (vi) to (xii) for details Job responsibilities of CDPOs may kindly be referred

his / her control. CDPO has been declared SPIO<sup>5</sup> in terms of Right to Information Act 2005 for the ICDS scheme in the CD Block.

3.03 At District level there are two posts namely, District Programme Officer (DPO) and District Social Welfare Officer (DSWO)<sup>6</sup>. DPO is primarily involved in monitoring ICDS scheme throughout the district. He is responsible for compilation of reports and returns of all the ICDS Projects of the district. DPOs are to monitor all the CDPOs of the district. He is to convene the district level Tender committee to finalise all the tenders of the district. He has been assigned the responsibility of DDO and Head of Office. He is primarily responsible for all omission and commission of all the ICDS Projects of the district. Department of WCD and SW make review of the programme through the DPOs. He works directly under District Magistrate of the concerned district. He is to keep liaison with other district level officials like CMOH, DPO (SSM), DPIO, SDOs and people representatives like MLAs, Karmadhyakshyas of Zilla Parishad. DPO has been declared SPIO in terms of Right to Information Act 2005 for the ICDS scheme in the district.

3.04 District Social Welfare Officer (DSWO) is primarily responsible for implementation of all the Social Welfare schemes except ICDS. All kind of pension schemes, namely Old Age Pension, Widow Pension, and Disability Pension are implemented through the DSWO. He has been designated as District Dowry Prohibition Officer under Dowry Prohibition Act 1961, Protection Officer under Protection of Women from domestic Violence Act 2005, Prohibition Officer under Prohibition of Child Marriage Act 2006, District Manager under WB Women Development Undertaking. He has been engaged in assisting District Magistrate for implementation of duties of Additional Commissioner of Disabilities and Chairman, Local Level Committee under National Trust Act 1999. He is also responsible for monitoring of all the activities of NGOs within the district. He is to work directly for implementation of different Social Legislation like, Women and Children Licensing act 1956, Juvenile Justice (Care and Protection) Act, and other international convention on aging, child right etc. He is to liaison with officials like Superintendent of Police, District Judge, CJM, SDOs,

---

<sup>5</sup> SPIO – State Public Information Officer

<sup>6</sup> Annexure III A & III B in page no – (xiii) to (xvi) for details Job responsibilities of DPO, DSWO may kindly be referred

CMOH, DWO (Backward classes welfare department), Chairperson, CWC, Juvenile Justice Board, WB Women Commission, and WB Human Rights Commission. He is also Member – Convenor of District Child Protection Society which is responsible for implementation of Integrated Child Protection Scheme (ICPS). He is to convene several committees where District Magistrate is chairman and other district level officials are members. He is to monitor BDOs in connection with the implementation of different Social Welfare schemes. DSWO has been declared SPIO in terms of Right to Information Act 2005 for the entire WCD and SW scheme except ICDS in the district. He is to coordinate work related with Director of Child Rights & Trafficking (CRT) and Director of Social Welfare.

3.05 At the Social welfare Homes as well as CRT<sup>7</sup> Homes the posts of Superintendents are filled up by the Officers from this service. Similarly, at vagrants Homes the posts of Managers are also filled up by the Officers from this service. The job responsibilities of these two posts are mostly similar, yet one major difference is that in case of Social Welfare Homes the inmates are mostly neglected or children in need of care and protection and some are under trial; but in case of Vagrants' Homes the inmates are all convicted and booked under Bengal Vagrancy Act 1943. In all these Homes<sup>8</sup> apart from function of DDO, Head of Office and controlling Officer of Group B, C, D categories employees of the establishment, they have to keep liaison with WB Human Rights Commission, National Human Rights Commission, Child Welfare Committee, Juvenile Justice Board and such other statutory bodies. Besides, the Manager posted at Vagrancy Head Quarter has to function as DDO for Vagrancy Directorate, Principal Executive Officer for establishment matters of all the employees of Vagrancy Directorate. He is to keep liaison with all the Managers of the Vagrancy Directorate. As there is no DSWO for Kolkata and Controller of Vagrancy is responsible for disbursement of all categories of Pension scheme under WCD and SW Department with in Kolkata, Manager Head Quarter has to function as DDO for all such Pension which is at present 12000 in number.

---

<sup>7</sup> Directorate of Child Right & Trafficking

<sup>8</sup> Annexure IV in page no – (xvii) to (xxii) for details Job responsibilities of Superintendents / Managers may kindly be referred

3.06 The Chief Organiser for Eradication and Control of Juvenile Beggary (CO) function through three units situated at different places of Kolkata and Howrah, Hooghly. He also functions as DDO, Head of Office and Controlling Officer for the Group B, C, and D category staff of the establishment. He has to undertake different training cu production centres with the candidates who may become beggar if not provided with any facilities of earning for their livelihood. Now, the scheme for street children is also being monitored by CO. For this purpose he has to monitor all the NGOs throughout the state. Although this post has immense potential for providing assistance to the people of low income group, yet the post remains most neglected at present.

3.07 The post of Project Manager is filled up by the Officers from WBJSWS. He is to monitor all the schemes of WB WDU and keep liaison with the District level Officials like DPO, DSWO and state level Officials like Director of Social Welfare, Secretary, WCD and Social Welfare. We feel that at present WB WDU is not functioning in proper direction and the post of Project Manager is also not properly been utilised although this has got immense potential. The post of OSD at Commissioner (Disabilities) assists Commissioner (Disabilities) in due discharge of his statutory function. He has to monitor NGOs in connection with registration with Commission under Persons with Disabilities Act.

3.08 At present all the above mentioned posts under this service belong to same scale no 14. But, as per convention the senior Officers after obtaining affirmative option from them are posted at District Level Posts and some other similar posts. We may take quick look at the distribution of different categories of posts within the Service.

<b><u>Name of the Post</u></b>	<b><u>No of Post</u></b>
CDPO	559
DPO	19
DSWO	18
Manager	08
Superintendent	24
CO / OSD / PM / APM	04
RO cum CWO	<u>01</u>
	<b>633</b>

3.09 From the above analysis it is evident that the constitution of the Service has totally been changed from the initial situation of constitution of service. Now, almost 95% of the posts are involved in people oriented work and working for the people, with the people, keeping close liaison with the people representatives also, whereas initially all the posts carried responsibilities of Institutional assistance to the distressed people within the four walls of Homes. Now, at Block level ICDS network has attained the biggest government network which is spread down to the village level and all the villages irrespective of population size has an anganwadi centre. Thereby CDPO is leading a team which has no matching network in the block, even total no of Panchayet Members is not comparable to the figure. Except BDO no other administrative Officer in the Block has to handle such huge task of administration as well as Programme Monitoring. Even in comparative study with BDO, we may find that as a single Officer CDPO has to undertake both the responsibilities of BDO as well as Joint BDO. Except the duties and responsibilities of BDOs as Deputy Magistrate and Election related duties the job responsibilities of CDPOs are comparable with the BDO & Jt BDO taken together. If we consider the Block level Offices such as Agricultural Development Officer, Block Medical Officer of Health, Block Live Stock Development Officer, we will find that no other Officers<sup>9</sup> have to undertake such huge responsibilities of Programme management as well as fund management and administration.

3.10 At the District level DPO (ICDS) and DSWO have to undertake very crucial and sensitive responsibilities. No other district level Officers has such comparable job responsibilities as DPO or DSWO. If we concentrate our observation on Backward Classes Welfare department, at district level it has got District Welfare Officer which is filled up by Officers from WBCS (Exe), but DWO does not work in so much varied field as DSWO or DPO. Similarly, in case of DICO, DMEEEO<sup>10</sup>, we can easily compare the job responsibilities with that of DSWO or DPO.

---

<sup>9</sup> Annexure VI in page no (xxiii) to (xxiv) for comparative analysis of job may kindly be referred

<sup>10</sup> DICO – District Information and Culture Officer, DMEEEO – District Mass Education Extension Officer.



## Chapter – IV

### **Recruitment Rule and Scale of Pay of the Service over time**

The service was constituted in the year 1970. Prior to constitution of service the posts were initially scattered in the different departments like Home (Jail), Law (Judicial) department. Later in the year 1953 after formation of Home (Social Welfare) Department the posts gradually were brought under the department and later a new service comprising such posts were created. Now, during those days the posts were mostly of Superintendents / Managers to provide institutional service to the distressed people.

4.02 Initially the posts of Superintendents / Managers were filled up by Officers from Best Bengal Junior Civil Service. Then as there was no constituted service the different posts were recruited differently. After constitution of service, initially direct recruitment was done by West Bengal Public Service Commission. At that time in case of direct recruitment the graduates of any discipline with five years experience in Social Work was treated as eligibility criteria. For selection only oral interview was taken in the year 1979-80.

4.03 Later after inclusion of CDPO posts in this service, need to modify the recruitment rule came into the fore. As per Government of India guideline<sup>11</sup> the post CDPO should be filled by the Officer having degree in Social Work or related discipline. In the same guideline Government of India also prescribed that the post of CDPO to be born in an appropriate state cadre in pay scale equal to BDO. This may kindly taken note of that ICDS being a centrally sponsored scheme, all administrative cost including pay and allowances of all staff under ICDS were borne by Government of India (from the year 2015-16 like most of the other Centrally Sponsored schemes the sharing of fund for administrative cost of ICDS between Centre and State has been revised to 60:40). Besides ICDS, the biggest child development Project requires technicalities in assessing growth and development of children in their preschool age and the technicalities for community participation for making the project a people's own project at their door step. With this view in mind Government of West Bengal revised the recruitment rule and Degree in Social Work / Social Science and experience in

---

<sup>11</sup> Annexure I /A, I/B, I/C from page no (i) to (iii) for details Government of India guideline for ICDS may kindly be referred

Social Work has been made mandatory for the service. Basing on this rule WB Public Service Commission conducted separate recruitment test comprising both written and oral examination in the year 1983-84.

4.04 Later due to regular expansion<sup>12</sup> of ICDS Project and creation as well as inclusion of new CDPO posts in the WBJSW Service, it became necessary to conduct regular recruitment examination for WBJSW Service. Now, WB PSC being overburdened with existing examination schedule expressed their inability to conduct such separate special examination. Basing on this department revised recruitment rule and on the basis of scale of pay, the recruitment to the service was included in the WBCS (Exe) Group – C examination in the year 1985-86. Since then the process of same recruitment is going on for direct recruitment.

4.05 The rule for promotion recruitment to the service was initially 40% of posts were reserved for promotion recruitment later it was raised to 50% level. Instead of fixing any posts, the rule earmarked all the posts in the scale of pay no 9, 10, 11 as feeder to the junior service. The fourth Pay Commission rightly mentioned the vagueness of the promotion policy to the WBJSW Service. However, Department also initiated the process of revision of recruitment rule and all the associations and unions were requested to submit their proposal, but the process has not yet been finalised for revision of the rule.

4.06 Unfortunately promotion recruitment to the posts of WBJSW Service was not regular. As a result of it a huge vacancy due to promotion is due to be filled immediately. Very recently West Bengal Public Service Commission has shown their unwillingness to undertake such huge promotion recruitment through oral interview only. But present recruitment rule does not have provision of such written test in case of promotion recruitment. So there is a felt need to review the recruitment rule for WBJSW Service. We propose a separate examination for WBJSW Service which may help to recruit specialised technical professional for the posts. It will not be out of place to mention here that regarding promotion recruitment a no of Court Cases are pending at Supreme Court as well as High Court at Calcutta, although no ad interim stay order is there over the issue.

4.07 Initially the posts of Superintendent / Managers were manned by Officers of WB Junior Civil Service (WBJCS) Officers and the scale of pay was at par with scale

---

<sup>12</sup> Annexure II from page no – (iv) & (v) for Expansion of ICDS Project and inclusion of posts in the service may kindly be referred

of WB JCS. At present the scale of pay of the service is scale no 14 as per ROPA '98. This scale of pay has been recommended by the Pay Anomaly Committee constituted after the Third Pay Commission w.e.f. 01.01.1986 and subsequently the Fourth and Fifth Pay Commissions also recommended the scale of Pay.

4.08 In ROPA '81 the pay scale of the service was fixed at Rs 470/- to Rs. 1230/- which was recognised as scale no 13 as per ROPA '81. Subsequently in ROPA'90 the scale was revised to the corresponding scale which was recognised as Scale no 12 or Rs. 1500/- to Rs 3410/- as per ROPA'90. Subsequently by Pay Anomaly Committee it was observed that the Service should be awarded scale no 14 instead of scale no 12. Before ROPA'81 the scale of pay was Rs. 400/- to Rs. 750/-. From our available information it is being observed that prior to 1970 the pay scale of Superintendent or Manager was Rs. 250/- - 15 – 550/- (E.B. at 8<sup>th</sup> and 16<sup>th</sup> stage).

## Chapter – V

### Stagnation and Relative Promotional Prospect of Service

At present there are more than 633 posts in West Bengal Junior Social Welfare Service. But unfortunately for all these posts there are only 35 available posts for promotion which is given below:-

<u>Name of the post</u>	<u>No of post</u>	<u>Scale of pay</u>
Superintendent, Ananda Ashram	01 (one)	Scale no – 15 (ROPA'98)
Assistant Director	20 (twenty)	Scale no – 16 (ROPA'98)
Administrative Officer (WDU)	01 (one)	Scale no – 16 (ROPA'98)
Asst. Director (TG Board)	01 (one)	Scale no – 16 (ROPA'98)
Assistant Commissioner	01 (one)	Scale no – 16 (ROPA'98)
Deputy Director	08 (eight)	Scale no – 16 (ROPA'98)
Dy Director (TG Board)	01 (one)	Scale no – 16 (ROPA'98)
Joint Director	02 (two)	Scale no – 18 (ROPA'98)

**Total 35 (thirty five)**

From the above table it is evident that there is total 35 (thirty five) available promotion post to the WBJSW Service. Scale wise distribution of posts is as detailed below: -

Scale no – 15 (ROPA'98)	-	01 (one) post
Scale no – 16 (ROPA'98)	-	32 (thirty two) posts
Scale no – 18 (ROPA'98)	-	02 (two) posts
<b>Total</b>	<b>-</b>	<b>35 (thirty five) posts</b>

Now, among these posts the Post of Superintendent, Ananda Ashram bearing scale no – 15 (ROPA'98) is not being filled for long due to reason best known to the department and two posts of West Bengal Transgender development Board also has not yet been filled as separate Budget head and provision of fund has not been allotted to the Board and will be done within this year. So for large number of 633 Officers of Junior service these 35 promotion posts are really very few which raise the ratio to 18.62:01. As a result of it no Officer of junior Service gets promotion to any of these posts before 25 years of service. Thus, through MCAS every officer has already moved to the scale no – 17 (ROPA'98) after third movement of scale due to completion of 25 years of service before getting any promotion to scale no – 16 (ROPA'98). So, for every Officer the virtual promotion is only two

posts of Joint Director in the Scale no – 18 which till now only four officers have been able to attend that too just before retirement.

5.02 From the above discussion it is evident that any candidate while entering WBJSW Service in the scale no 14, he / she is elevated to the third higher scale (No – 17) after 25 (twenty five) years of service and most of them has got no scope for elevation to any further higher scale of pay. Only a very few will have a scope to advancement to scale no – 18. So, to ours CAS is the only remedy of promotion, no other promotion prospect is available there. The stagnation is more fatal in case of Officers recruited by promotion from feeder posts. As they have got promotion to the post which is higher than second higher stage of their initial post, they have no option of movement except if they are allowed third CAS elevation after 25 years of total service considering their initial recruitment at other than Group - A post. So the Officers recruited by promotion will have no other way to move beyond scale no 15, if they do not get any functional promotion to a very few available promotion posts. As a matter of fact a considerable number of Officers promoted to the service are still continuing at scale no 14 for more than twenty long years without any scale advancement or any functional promotion.

5.03 We know that promotion policy of Government of West Bengal is such that if any employee is not getting any functional promotion, he will be awarded with at least scope of scale advancement through CAS. But, in our case the stagnation is such acute that every year a considerable number of candidates are not either opting for the job or even after joining the job leaving the service. We feel that our service is the only service which has got highest number of officers who are opting out of the service regularly just for stagnation at the service. Even in case of promotion, a large number of staff in feeder post does not opt for promotion considering the stagnation and huge job responsibilities to shoulder with this pay packet.

5.04 We may take a quick look to other services which are recruited through the same recruitment examination (WBCS Group – C). We may find that almost all the Services have a clear defined promotion avenue up to the posts with scale of pay no 18 / 19. Almost all of them have access to any of the corresponding state service of scale no – 16 which enable them to reach to scale no – 21 / 19 which is available at least to a few officers also. But, in our case we are now able to reach

even scale no – 18 for a very few officers during long service life. Please see the statement given below:-

<b><u>Name of the Service / post</u></b>	<b><u>Promotion Avenue Up to</u></b>	<b><u>Scale of pay attainable</u></b>
WB Junior SW Service (Scale no – 14)	Joint Director	Scale no – 18
Joint B.D.O. (Scale no – 14)	W.B.C.S. (Exe)	Scale no – 21
Assistant Canal Revenue Officer (Scale no – 14)	Do	Scale no – 21
WB Sub Ordinate LR Service, Grade I (Scale no – 14)	Do	Scale no – 19
Assistant Commercial Tax Officer (Scale no – 14)	C.T.O.	Scale no – 21
Chief Controller of Correctional Service (Scale no – 12)	Addl I.G. Prison	Scale no – 19
Deputy Assistant Director in Consumer Affairs & FBP Department (Scale no – 14)	Joint Director	Scale no – 18

5.05 From the fore stated Para it is evident that the Service has got least available promotion avenue in comparison to other services recruited through the same recruitment process. This very statement of fact compels the otherwise eligible candidates to leave the service. In a state like West Bengal where unemployment problem has crossed all limits and highly qualified candidates are loitering for low paid jobs, the phenomena of candidates selected through PSC for appointment in government jobs are either unwilling to join the post or even after joining the post leaving the job, is although unbelievable but in our case it is the fact. This very fact also strengthens another fact that the service is not at all lucrative to the candidates with enough ability and dynamism. We should think of revision of prospect of the service to attract more and more professionally skilled persons in the service for better implementation of the WCD and Social Welfare services to the people.

5.06 Very recently Government of West Bengal has hiked scale of pay for some services and posts which has directly or indirectly relation with WBJSW Service. The posts of S.I. of Schools in the WB Sub Ordinate Education Service have been hiked to Scale no 14 with higher initial start. This is for kind consideration that the

area of operation of the S.I.s is limited to the sub block level. Their job responsibilities do not match with our block level officers like CDPO of ICDS Projects.

5.07 West Bengal Sub Ordinate Land Revenue Service Grade I has also been elevated to the scale no – 14, while they also work in the sub block level and do not perform as Head of Office, nor DDO, Controlling Officer or appointing Authority.

5.08 The Post of Assistant Commercial Tax Officer has also been upgraded to that of Scale no 14 (ROPA'98) from scale no – 12.

5.09 Above two examples suggest that Government of West Bengal has placed Sub Ordinate Service and Junior Service in the same scale no – 14, which hampers the inter service parity. We feel that in the changed scenario the pay scale attached to the West Bengal Junior Social Service is very much anomalous in comparison to other similar services in question.

5.10 Although the Junior service has got only one Scale of pay i.e. Scale no – 14 (ROPA'98) but there is four level of Officers with the same scale of pay which creates anomaly among the Officers and creating administrative impasse within the Department.

Sl No	level of post	Name of the Posts	No of post
1.	Sub Block level	CDPO of Addl. Projects	158
2.	Block level	CDPO of Projects	401
		Manager & Superintendent	032
3.	District level	DPO & DSWO	037
4.	State level	Project manager / Asst	005
		Manager / Chief Organiser	
		Research Officer cum CWO	

**Total 633**

At present the Department is following the principle of posting of Senior Officers in the District and State level posts. Moreover a Government Order has been issued so that posting of officers at the District level and Homes have been made mandatory for consideration of promotion of the Junior Service Officers to the Directorate level. This indicates that the Officers are not at all interested to get the District level posting with the same scale of pay. This creates problem in monitoring. This un-willingness of Officers of Junior Service is creating administrative problem also in following proper transfer and posting of Officers following the proper seniority and experience.

5.11 We find that at the entry level the newly selected candidates are getting disappointed in joining the WBJSW service or continuing it. The selected candidates are leaving this service due to huge work load in comparison to the pay package even to join the service / post of lower scale of pay. The list of number of officers leaving the service during last 5 batches of WBCS (Exe) examination is given below: -

WBCS Batch	Year of joining	No of candidates recommended by WB PSC	No of candidates joined Service	No of candidates left Service as on date
2007	2009	06	5	4
2008	2010	29	18	12
2009	2011	21	7	2
2010	2012	12	5	2
2012	2014-15	103	62	22
	<b>Total</b>	<b>171</b>	<b>97</b>	<b>42</b>

As a result of it a large number of posts of Junior Service are lying vacant which creates the monitoring of gigantic Project like ICDS or other people related schemes like Kanyashree, Pension Schemes, and other social safety schemes next to impossible. Administrative Department has created a set of new anomalies by giving Assistant CDPOs charge of CDPOs which has drawn State Government to the arena of Honourable Supreme Court also. 5<sup>th</sup> pay Commission also has recommended discontinuing the practice of Acting CDPO immediately. Similarly 5<sup>th</sup> Pay Commission recommended scale no – 15 in favour of DPO / DSWO and Cadre review. But Administrative Department initiated proposal to create a State Service consisting of State level posts, District level posts and proposed Sub-Divisional posts and abolish present Junior Service which is pending at the Finance Department.

5.12 Considering the impact and reach of gigantic Project like ICDS WBJSW Service need special attention of the Pay Commission as well as Government which we failed to draw time and again. The matter was placed before the Commission as well as Government Time and again but we are sorry to notice that even Commission also treated the case of WBJSW Service like any other service and did not give special attention which it deserved. We are sorry to notice that time and again Pay Commission submitted the recommendation as stated below: -

5<sup>th</sup> Pay Commission

- Scale no 15 to DPO / DSWO

Review of Cadre, Higher initial start at 5<sup>th</sup> Stage



for Deputy Directors, rejected creation of sub-Divisional Posts and District level Assistant Director and proposal of one line administration was ignored.

4<sup>th</sup> Pay Commission

- Scale no 15 to DPO / DSWO

Scale no – 17 for Deputy Directors

Promotion recruitment rule for WBJSW Service is vague, it should be Reviewed

In reality even such recommendation was not implemented by the Government and as a result of it ICDS Project has suffered a lot and in reality large number of beneficiaries in the age group of 0 – 6 years of children and Pregnant and Lactating mothers are suffering. Moreover during the time the human resource and the huge network of ICDS is being used by almost all the Department like Health & Family Welfare, Election, Census, Panchayet & Rural Development etc.

5.13 In case of monitoring of Kanyashree, the dream flagship Project of Honourable Chief Minister Administrative Department has been compelled to include Other District level Officers for dearth of departmental Officers.

## Chapter – VI

### **Proposal for Review of West Bengal Junior Social Welfare Service**

There is no doubt that the posts included in the present West Bengal Junior Social Welfare Service certainly demand up gradation of scale of pay as well as the very nature of the responsibilities attached to the posts demands use of special technicalities of Social work as well as other behavioural science and use of demographic tools for execution as well as to study the reports and returns. The Officers of the Service at present are provided with Special Job Training on Child Development and Social Work from National Institute of Public Cooperation and Child Development (NIPCCD) and time to time refresher over the subject from the Institute. Apart from that the Officers are to undertake training on Criminology from National Institute of Criminology, New Delhi. They are also provided with special in-service training on new born care, nutrition to children up to 6 years of age from Calcutta Medical College & Hospital, National Institute of Hygiene and Public Health; training on disabilities is imparted by National Institute of Orthopaedically Handicap. Time to time training on Social Legislation and gender issues including Juvenile Justice System and psychology of children including children in need of care and protection are also imparted by different Institutes like Administrative training Institute, Salt Lake City, Kolkata, J.P. Institute of Social Change etc. Training of Early Childhood Care and Education is also provided by the NIPCCD also. All these suggest that the job undertaken by the Officers of the service is highly technical in nature and require specialised training on issues.

6.02 From the fore-stated discussion it is evident that Officers of the WBJSW Service has to undertake highly specialised job armed with the technicalities of Social Work, Child Development, Nutrition, and Sociology. In view of above following the recommendation of 4<sup>th</sup> and 5<sup>th</sup> Pay Commissions we strongly feel that the WBJSW Service Cadre may be reviewed. The nomenclature, recruitment rule and constitution of the Service may be reviewed as detailed in the following paragraph.

6.03 In the past this necessity has also been felt by Government of West Bengal and Finance Department agreed in principal to form one Integrated State Service named “**West Bengal Social Welfare Service**” and asked Administrative department to work out the posts to be included in the proposed service. However,

then WCD & Social Welfare was not able to materialise the said decision of Finance Department. At present the administrative department has submitted a proposal for formation of West Bengal Social Welfare Service and abolition of West Bengal Junior Social Welfare Service to Finance department which is under active consideration of the Finance department. The constitution of proposed State service as submitted by the administrative department to Finance Department is given below:-

Sl no	Name of Post	No of posts	Proposed Tier with Scale of pay
1.	Joint Director (*newly created)	2	State Tier (Pay Band 4B Gr. Pay 7600/-)
2.	Deputy Director (*including newly created 4 posts)	8	
3.	Assistant Director (8 posts of existing Assistant Director of Social Welfare + renamed 6 existing post of the status of Assistant Director of Social Welfare e.g. Logistic Officer, Special Officer (ICDS), chief inspector & EO Assistant Director of Social Welfare ,Research Officer (SDPU), Administrative Officer, Women Dev. Undertaking, Assistant Commissioner (Handicapped) + 2 (*Converted posts of Special Officer II & Research Officer cum Child Welfare Officer of Directorate of Social Welfare) + 1 post of Superintendent Ananda Ashram to be converted) + newly created 6 posts	24	
	<b>Tier Total</b>	<b>33</b>	
1.	Manager (HQ), Office of Controller of Vagrancy	1	Middle Tier (Pay Band 4A Gr. Pay 6600/-)
2.	Chief Organiser Prevention of Child Beggary	1	
3.	Project Manager West Bengal Women Development Undertaking	1	
4.	Asst Project Manager WB Women Development Undertaking	1	
5.	District Programme Officer(ICDS)	19	
6.	District Social Welfare Officer	18	
7.	District Child Rights Officers (Proposed to be created)	20	
8.	OSD ( Handicapped Commission)	1	
	<b>Tier Total</b>	<b>62</b>	
1.	Sub Divisional Social Welfare Officer (Proposed to be created)	68	Initial Tier (Pay Band 4A Gr. Pay 5400/-)
2.	Superintendent / Manager of Government Homes	22	
	<b>Tier Total</b>	<b>90</b>	
	<b>Grand Total</b>	<b>185</b>	

\* **Conversion / Up gradation of 2 ( two) posts namely** Special Officer II & Research Officer cum Child Welfare Officer of Directorate of Social Welfare ) as Assistant Director have already been approved by the Cabinet in its meeting on 07.11.14 along with creation of 2 new posts of Joint Director, 4 new post of Deputy Director and 6 new posts of Assistant Director.

6.04 We strongly demand that the name of the only Constituted Service of the Department may be renamed as **West Bengal Social Welfare Service** and all the

Posts of Departmental Officers from CDPOs to that of Joint Director may be included in the Service.

6.05 We demand that in the revised West Bengal Social Welfare Service the scale of pay of different level posts may be as stated below:-

Sl No	level of post	Name of the Posts	No of post	Scale of Pay
1.	Sub Block level	CDPO of Addl. Projects	158	Scale no – 14
2.	Block level	CDPO of Projects	401	Scale no – 16
		Manager & Superintendent	034	Scale no – 16
		Suptd. Ananda Ashram	001	Scale no – 16
3.	District level	DPO & DSWO	037	Scale no – 17
4.	State level	Project manager / Asst Manager / Chief Organiser Research Officer cum CWO	004	Scale no – 17
5.	State Level	Asst Director / Comm	023	Scale no – 18
		Deputy Director	009	Scale no – 18 (With higher initial at 5 <sup>th</sup> stage)
		Joint Director	002	Scale no – 19

6.06 We strongly feel that posts of Special Officer – I, Additional Director, Programme Officer & Ex-Officio Joint Secretary, and Controller of Vagrancy, Secretary WB WDU, Secretary, WB Social Welfare Board, Project Manager SARA<sup>13</sup>, Program Manager SCPS<sup>14</sup>, should also be included within the reviewed WBSW Service. All these posts are meant for different schemes or programme implementation which will be better managed by the Officers who are really working in field level for years together and are being provided with the specialised training based on the job requirement. The vast knowledge and field experience will certainly enrich them to better manage the posts mentioned above. At present Officers from WBCS (Exe) are posted in some of these posts and others are either vacant or may be posted on deputation.

<sup>13</sup> SARA – State Adoption Resource Authority – a Body under ICPS Scheme, Centrally sponsored scheme

<sup>14</sup> SCPS – State Child Protection Society – a Society under ICPS Scheme

6.07 We may sum up the constitution of revised WBSW Service as detailed below: -

Sl No	level of post	Name of the Posts	No of post	Scale of Pay
1.	Sub Block level	CDPO of Addl. Projects	158	Scale no – 14
		CDPO of NGO Addl Proj <sup>15</sup>	002	Scale no – 14
2.	Block level	CDPO of Projects	401	Scale no – 16
		CDPO of NGO Projects	016	Scale no – 16
		Manager & Superintendent	034	Scale no – 16
		Suptd. Ananda Ashram	001	Scale no – 16
3.	District level	DPO & DSWO	037	Scale no – 17
4.	State level	Project Manager / Asst Manager / Chief Organiser Research Officer cum CWO	004	Scale no – 17
5.	State Level	Asst Director / Comm	023	Scale no – 18
		Deputy Director	009	Scale no – 18 (With higher initial at 5 <sup>th</sup> stage)
		Joint Director	002	Scale no – 18
		Secretary, WB WDU	001	Scale no – 18
		SPM, Kanyashree	001	Scale no – 18
		Secretary, WB SW Board	001	Scale no – 18
		PM, SARA & PM, SCPS	002	Scale no – 18
		SO I & Jt Director	001	Scale no – 19
		Additional Director	003	Scale no – 21
		SPO & Joint Secretary	001	Scale no – 21

6.08 Regarding recruitment rule of the reviewed **West Bengal Social Welfare Service** we propose that 50% of posts at the initial level are to be filled up by direct recruitment by conducting special examination for the purpose. Only the candidates having post graduate degree in Social Work / Sociology / Population Studies / Child Development / Nutrition or graduate having experience in Social Work field for more than five years will be eligible for the posts of the West Bengal Social Welfare Service. West Bengal Public Service Commission may be

<sup>15</sup> It is proposed that CDPO posts of NGO run Projects and Additional Projects be manned by Govt. Officers

requested to conduct special examination for the purpose. The rest 50% posts may also be recruited through promotion from the Officers with graduate degree and posted as ACDPOs / Supervisors of ICDS / Block welfare Officers for more than eight years through written examination followed by viva-voce.

6.09 Now we may consider feasibility of the reviewed West Bengal Social Welfare Service. Different aspects are stated below: -

- a) There is no proposal of creation of new post.
- b) Only 7 (seven) posts have been proposed to be included within this reviewed Service which are presently held by WBCS (Exe) Officers and three of them are lying vacant for last one year.
- c) Enhancement of Scale has been proposed for 435 posts from Scale no 14 to Scale no – 16, that too will require least involvement of cost as all of them already will move to the scale no – 15 / 16 before getting promotion to the post and 60% of cost involved, if any, will be met from Government of India under ICDS Budget. Moreover from the job analysis of CDPOs given in paragraph no - II, it justifies the elevation of scale of pay.
- d) Enhancement of scale has been proposed for 41 posts from Scale no – 14 to scale no – 17, that too will require least involvement of cost as all of them already will move to the scale no – 16 / 17 before getting promotion to the post and 60% of cost involved, if any, for 19 posts will be met from Government of India under ICDS Budget. Time and again the Pay Commission and Finance department agreed these posts carry higher responsibilities than other posts included in the Junior Service.
- e) Enhancement of scale has been proposed for 32 posts from Scale no – 16 to scale no – 18 that too will require least involvement of cost as all of them already will move to the scale no – 17 before getting promotion to the post and 60% of cost involved, if any, for 18 posts will be met from Government of India under ICDS Budget.
- f) The proposal is aimed at providing uniform hierarchy in ICDS administration and ensures posting of Officers with technical knowledge filled field experience up to Directorate and Departmental level.
- g) The proposal aims at providing CDPOs at the Project level filled with field experience and technical knowledge earned during their stay at Additional Project level where he / she will have to handle higher responsibility of

DDO, Head of Office, coordination with other Block level Officers and people representatives.

- h) If the reviewed Service named WBSW Service is accepted, we may propose to include one post each at Sub-division as has been proposed by the Department to the Finance Department into this Service. We may fill the same with the Block level Officers from WBSW Service. Thus 68 (sixty eight) more posts may be included in the Service.
- i) In the reviewed Service named WBSW Service, we may propose to include the District level post of District Programme Manager under Kanyashree Scheme into this Service. Presently the post is either lying vacant and it may be filled either by Deputation or by Contractual Service. We may fill the same with the District level Officers from WBSW Service. In most of the Districts the post is being managed additionally by DSWOs. This arrangement will add more spirit in the dream Project of Honourable Chief Minister. Thus 20 (twenty) more posts may be included in the Service. Similarly we may add Deputy Project manager at State level and State Project Manager of State Project Management Unit of Kanyashree also in the WBSW Service.
- j) In the reviewed Service named WBSW Service, we may propose to include the District level post of District Child Protection Officer and Project Manager, SARA and Program manager, SCPS under ICPS into this Service. Presently the District level post is filled by Officers on contractual Service and PM, SARA and PM, SCPS are lying vacant and charge is additionally maintained by one assistant Director. We may fill the same with the District level and state level Officers from WBSW Service and the post is also funded by GOI on 60:40 cost sharing basis. Thus 22 (twenty two) more posts may be included in the Service.
- k) In the reviewed Service named WBSW Service, we may propose to include the 6 (six) Block level posts of superintendents of Child Care Institutions running by NGOs having more than 100 inmates under J.J. Act and ICPS. Presently these posts are also filled by Officers on contractual service.
- l) In the reviewed Service named WBSW Service, we may propose to include the District level post of Protection Officer under PW DV Act

2005 into this Service. Presently the post is filled by Officers on contractual Service. We may fill the same with the District level Officers from WBSW Service. Thus 24 (twenty four) more posts may be included in the Service.

6.10 Considering the proposal of creation of new post the proposed WBSW Service may be structured as given below:-

**Details of Posts in three Categories to be included in WBSW Service**

<b>Level / category of post</b>	<b>No Of Post</b>	<b>Proposed Scale of post</b>	<b>Present Scale of post</b>
<b>1. Category – A Senior level</b>			
SPO & Joint Secretary	001	Scale no – 21	Scale no – 21
Additional Director	003	Scale no – 21	Scale no – 21
SO I & Jt Director	001	Scale no – 19	Scale no – 19
Secretary, WB WDU	001	Scale no – 18	Scale no – 18
SPM, Kanyashree	001	Scale no – 18	Contractual / Deputation
Joint Director	002	Scale no – 18	Scale no – 18
Deputy Director	009	Scale no – 18	Scale no – 16
(With higher initial at 5 <sup>th</sup> stage)			
Asst Director / Commissioner	023	Scale no – 18	Scale no – 16
Secretary, WB SW Board	001	Scale no – 18	Scale no – 16
PM, SARA & PM, SCPS	002	Scale no – 18	Consolidated pay
Project Manager / Asst Proj Manager / Chief Organiser	004	Scale no – 17	Scale no – 14
Research Officer cum CWO			
DyPM, Kanyashree, SPMU	001	Scale no – 17	Contractual / Deputation
<b>Category – B, Middle level</b>			
DPO / DSWO	037	Scale no – 17	Scale no – 14
Dist Child Right Officer	020	Scale no – 17	Proposed post <sup>16</sup>
DPM, Kanyashree, DPMU	020	Scale no – 17	Contractual / Deputation
DCPO	020	Scale no – 17	Consolidated pay
Protection Officer, DVA	024	Scale no – 17	Consolidated pay
<b>2. Category – C, Initial level</b>			

<sup>16</sup> The creation of posts has been initiated by Administrative Department and under active consideration of Finance Department. Please see para 6.03.



Suptd. Ananda Ashram	001	Scale no – 16	Scale no – 15
Sub Divn. SW Officer	068	Scale no – 16	Proposed post <sup>17</sup>
CDPO of Projects	401	Scale no – 16	Scale no – 14
CDPO of NGO Projects	016	Scale no – 16	NGO Staff, Scale no – 14
Manager & Superintendent	034	Scale no – 16	Scale no – 14
CDPO of Addl. Projects	158	Scale no – 14	Scale no – 14
CDPO of NGO Addl Project	002	Scale no – 14	NGO Staff, Scale no – 14

---

<sup>17</sup> Please see above.

## **Chapter VII**

### **Proposal for Reorganisation of CD and WD & Social Welfare Department**

#### **Felt Need for Reorganisation**

In the year 1953 the Home (Social Welfare) department was formed. Before formation of the separate department, the activities were part of different departments namely, Home (Jail), Law (Judicial), Refugee Relief and Rehabilitation Department. Later it was felt that the activities should be clubbed together for better coordination as well as better service to the people. At that time the approach was mostly institutional one. In almost all cases an institutional solution was provided to the beneficiaries. Later Relief and Welfare department was formed and then the Social Welfare was a branch named as Welfare Branch under this department. Then the policy was coterminous with Relief. In the 90s separate Social Welfare Department was formed and afterwards the department was renamed as WCD and Social Welfare Department. Finally the new people's Government formed in the year 2011 resolved to form two Departments, namely Child Development Department and Women Development & Social Welfare Department. The very bifurcation of the Department was followed by the formation of two new Directorates, namely Directorate of Child Rights & Trafficking and Directorate of ICDS. Kanyashree, Dream Project of Honourable Chief Minister was launched in the year 2013 under this Department only and for implementation of the scheme new set up namely, State Project management unit and District Project management Unit was formed. The journey since independence reveals that attitude of the Department has changed from incentive oriented to the more object oriented to bring a change in the societal behaviour in a desired path.

7.02 At Government of India level there are two departments namely, Ministry of Women and Child Development, and Ministry of Social Justice and Empowerment to look after welfare of weaker section of the society. But at Government of West Bengal level there are other departments like Backward Classes Welfare and Mass Education Extension which also implement some schemes and programmes of Social Justice and Empowerment department of GOI, yet ours two Departments are the nodal agency of Government of West Bengal for these two departments of GOI. Child Welfare, Child Development, Welfare of Women, Welfare of the Elderly Persons, Gender Budgeting, Child Budgeting, and

Welfare of Persons with Disabilities and implementation of Social Legislations are the broad framework of activities of CD, WD and Social Welfare Departments of Government of West Bengal.

7.03 UN organisations have become more and more concerned about the welfare of the weaker section of the Society. Social Welfare has come to the main agenda for discussion at the International level also. Conventions and Conferences on Elderly Persons, Women, Child Development and Child Right are held on regular basis. UNDP is regularly monitoring the status Human Development by publishing annually the HDR<sup>18</sup> and setting Millennium Development Goal (MDG) every ten years which has now been changed to Sustainable Development Goal (SDG). International Committee on Social Development for study of Social Determinant of Child Health and Development has been set up. International Conference on Population and Development is held regularly every ten years. India as a progressive developing country is a signatory of all these conventions and declarations. Different Acts and regulation has been passed as a result of such International agreement and understanding, a short list is given below:-

- a) Maintenance and Welfare of Parents and Senior Citizens Act 2007,
- b) Protection of Women from Domestic Violence Act 2005,
- c) Prohibition of Child Marriage Act 2005,
- d) Juvenile Justice (Care and Protection of Children) Act,
- e) The Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995,
- f) The Protection of Women against Sexual Harassment at work Place Bill 2007,
- g) The Commissions for Protection of Child Rights Act, 2005
- h) Indecent Representation of Women (Prohibition) Act 1986,
- i) Dowry Prohibition Act,
- j) Infant Milk Substitute, Feeding Bottles and Infant Foods (Regulation of Production, Supply and Distribution) Act 1992
- k) Suppression of Immoral Traffics Act substituted by ITP Act and such other Acts and declarations which need to reach the general people as well as the whole government machineries need to be trained or oriented over the issues raised by the above mentioned Acts and Regulations. In some cases the Acts

---

<sup>18</sup> HDR – Human Development Report on the basis of Human Development Indicator (HDI)

have provisions to create statutory posts for enforcement of those Acts or Rules. Government of India has in almost all cases the matter has been left to the concerned State Governments for effective implementation. In our case WCD and Social Welfare Department has been left with the responsibilities for implementation of such Social Legislations.

7.04 In West Bengal the activities of CD, WD and Social Welfare Department is run through four directorates, namely, Directorate of ICDS, Directorate of CRT, Directorate of Social Welfare and Directorate of Vagrancy. Vagrancy Directorate was set up under statutory obligation of Bengal Vagrancy Act 1943 and this directorate mostly works with the Homes meant for Vagrants and Eradication and Control of Juvenile Beggary. As there is no DSWO post for Kolkata district, Old Age, Widow and disabilities pension scheme for Kolkata district and Street Children Scheme are also implemented by this Directorate. This Directorate has no branch at district level and they are to take help of DSWO for any enquiry or other information for any scheme. In this sense this can not be stated as full fledged directorate, as it has to implement the scheme of Directorate of Social Welfare for Kolkata district.

Whereas Directorate of Social Welfare has recently been split into three Directorates, namely Directorate of ICDS, Directorate of CRT and Directorate of SW. Directorate of ICDS have to implement gigantic flagship program of ICDS. Directorate of CRT has to implement ICPS Scheme and implementation of Juvenile Justice Act and prevention from trafficking, whereas Directorate of Social Welfare has to implement all other Schemes except ICDS and ICPS and activities presently undertaken by other two Directorates and monitor Homes meant for women and older persons. For this purpose this three directorates has two Officers at District Level, namely DSWO and DPO (ICDS). DSWO is monitoring all the schemes of the Department except ICDS, whereas DPO (ICDS) is monitoring ICDS and related schemes including KSY etc. At Block level there is separate establishment of CDPO to monitor ICDS Project and BWO (Block Welfare Officer) is posted at BDO's Office to monitor other Social Welfare Schemes. Within the Department there is West Bengal Women Development Undertaking for monitoring schemes meant for empowerment of Women, Commissioner for Disabilities, West Bengal Social Welfare Board, and West Bengal Commission for Women. But all these Commission / Undertaking / Board

has got no infrastructure at the district level. They all rely on DSWO set up at district level and BWO at the block level for the implementation of their policies and programmes. At District level DSWO has got a set up of a 3 (three) staff for his office activities within the establishment of District Magistrate, but at block BWO has got no other assistants or set up for his work. Rather BWOs as a member of BDO establishment are more involved in other works, namely, election, NREGA, and other administrative or schematic work.

Recently under ICPS at the District level a District Child Protection Society (DCPS) has been formed consisting of 14 (fourteen) contractual posts placed within administrative control of District Magistrate under the immediate control of DSWO at the District level and Director of CRT at the State level. Similarly at the State level State Child Protection Society (SCPS) has been formed consisting of 13 (thirteen) Contractual posts. There is one State Adoption Resource Authority (SARA) with 4 four contractual posts at State level under Directorate of CRT. But there is no further network at the Block or village. For any such requirement they will have to rely on CDPO at the Block level.

7.05 From the fore stated narration it is crystal clear that both CD and WD & Social Welfare Department has no clear defined network to reach the people in an effective way for implementation of its schemes and safety nets except ICDS Project network. In case of ICDS there is one Project which at present coterminous with geographical jurisdiction of each CD Block. Where in case of bigger blocks the Project has been bifurcated to form Additional Projects which are not coterminous with the CD Block. At Project level there is one Project establishment headed by CDPO<sup>19</sup> who belong to West Bengal Junior Social Welfare Service. Under CDPO there is one ACDPO, two or more ministerial staff and no of Supervisors depending upon the size of the project to monitor the Anganwadi Workers and Helpers who are the field level honorary personnel. There is one Supervisor for every 25 anganwadi centres. At the village level there is one Angawadi Centre for every 700 to 1000 population and in cases of minority population, and scattered villages the centre has been opened for population ranging from 150 or more. At anganwadi centre level there is two voluntary workers, namely Anganwadi Workers and Helpers. Above the Project level there

---

<sup>19</sup> CDPO – Child Development Project Officer

is one District ICDS Cell placed within the establishment of District Magistrate with one District Programme Officer (DPO) at the head and three ministerial staff and one Group D staff. Thus ICDS has one clear defined network from village level to District level although the no of staff is not sufficient at Project level as well as District level. Government of India provides the cost of ICDS administration as well as running SNP, training and other expenses at the ratio of 60:40. Similarly under ICPS also Government of India provides cost at the ratio of 60:40.

7.06 Apart from ICDS scheme among all other social safety net programme the disbursement of three types of pension for Widows, Disabled Persons and Older Persons is the regular programme which SW setup of the district as well as Block has to undertake and there is one Supreme Court ruling to disburse such pension within 7<sup>th</sup> of the following month. For disbursement of such pension in the municipal areas we have got no set up. The establishment of SDO is being used for such disbursement. Apart from disbursement the selection of beneficiaries for such is also being done through the block as well as district SW set up. Now, as a part of government welfare policies every year huge number of new pension quota is being sanctioned in segregated ways some for general people, some for minority communities etc which causes complexities to be undertaken by such a skeleton structure. Besides, the regular disbursement of scholarship to disabled student and financial assistance to orphans in terms of Non Institutional Care scheme are two others regular monthly schemes. From the selection of students to disbursement of money are done through the SW set up of block to district set up. Monitoring of activities of NGOs is the other main agenda of this set up. Now, the Social Legislation has become another major agenda. For this purpose WD and Social Welfare Department has washed her hand by mere notifying the DSWOs as Protection Officer (Under PWDVA<sup>20</sup>), Prohibition Officer (Under Prohibition of Child Marriage Act 2006), Prohibition Officer (Under Dowry Prohibition Act). All these indicate that the benefits of such social legislation can not reach the down trodden people for whom the legislation is intended. At this situation department is trying to address the problem with extreme ad hoc ways by providing some people on contract basis in those statutory posts, in some cases

---

<sup>20</sup> PWDVA – Protection of Women from Domestic Violence Act 2005

NGOs are encouraged to provide services. We feel that instead of such as hoc solution Government should consider reorganisation of the department to streamline the activities for better, effective and more and more people oriented administration.

7.07 Besides all these schemes and Programs now Social Welfare has become popularly known nationally as well as internationally for the Scheme Kanyashree, the Dream Project of Honourable Chief Minister. Kanyashree, the flagship programme of State Government own fund is a prestigious scheme to showcase West Bengal. It has got national as well as international recognition also. Recently through online international voting the Scheme has been voted as most popular scheme across the Globe and our Department has been honoured at Geneva for this unique scheme. For this scheme already Project Management unit has been set up at District and State level. Yet we feel that uniform structure with leadership of Departmental Officer under overall control of District magistrate is very much necessary for keeping the success of the Dream Project intact.

## **Chapter VIII**

### **Proposal for Uniform One Line Welfare Administration**

From the fore stated chapters it is clear that a one line administrative set up is urgently needed for Block as well as Municipal areas for delivery of services under different social safety net and other Social Welfare programmes. At present we have got no coordination between ICDS and other Social Welfare activities at block as well as district level set up. Rather both are running in parallel ways to merge at Department level only. The vagrancy set up is more inadequate to be restrained within them and takes help of DSWO set up at times of need. Same is the situation of WB Women Development Undertaking which has declared DSWO as the District Manager for their activities; and other Commissions and Board. Same is for Kanyashree also. At the District level in most cases DSWOs are assigned the additional job of kanyashree and few efficient CDPOs are also inducted into this programme.

8.02 Recently at State level the three Directorates have been provided clear defined structure of human resource and also assigned job for each directorate. We feel that the structure is at present sufficient to meet the need of the hour. But we propose that all the Officers at the Directorate up to the level of Additional Director are to be filled from the Departmental Officers under the able leadership of Director. We further expect the new government will arrange filling up of posts of all level at an early date so that full fledged functioning may start. Besides we propose to supplement all the Directorate with proper ICT and customised database and website to keep close watch on such a vast field of operation regularly. Similarly total computerisation with customised software has to be installed for better performance and keep the reference and information at the fingertip. For this purpose we propose that in case of such computerisation an external agency may be engaged for data entry of all the old references at least for last 15 years. This will make the computerisation actually work worthy.

8.03 At district level including Kolkata district we should have equally well defined cells to undertake and monitor all the activities of CD and WD & Social Welfare Departmental activities through three officers under three directorates. At present there are two posts of DPO and DSWO, hence for creation of one District level post we will have to create one new post, namely District Child Rights Officer.



Then these three posts should be filled up from WB SW Service with grade pay. Already the administrative department has proposed to the Finance Department accordingly.

8.04 At present there is one post of DPO (ICDS) and district ICDS cell to look after ICDS matters for Kolkata District, but unfortunately there is no post or cell for Social Welfare section. Only the pension schemes are being implemented by the Controller of Vagrancy, West Bengal. So it is crystal clear that other part of the WCD and SW except ICDS and Pension schemes are not at all streamlined and monitored for large area of Kolkata district. For this reason we demand that a new set up for Social Welfare is to be set up for Kolkata district under DSWO, Kolkata. At present there is separate DCPS for Kolkata also to monitor the program under DCRT but no District level post is there to monitor the same. We propose one District Child Rights Officer for Kolkata also.

8.05 At Sub-Divisional level there will be one Sub-Divisional Social Welfare Officer who will be responsible for all the departmental activities of the Sub-Division. He will be Head of the Office and DDO for the sub-divisional establishment. The sub-divisional set up is to be newly created as at present there is no such set up. For this purpose a cell consisting of one LDA / UDA and Peon may be created along with one Sub-divisional Social Welfare Officer.

8.06 At Block level at present we have one CDPO of CD and WD & SW Departments with defined structure up to village level. We may integrate all the posts available within the CD Block under the CD and WD & SW Departments with the office of the CDPO. He will be Head of Office and DDO for the block level establishment. He will coordinate with Panchayet representatives as well as Block level Officials, namely, BDO, BMOH and other line department Officers for due discharge of the function. He will be made member of Sthayee Samity of Panchayet Samity for effective coordination with Panchayet representatives. Existing Block Welfare Officer (BWO), CDPO of Additional Project, if any, and his establishment, TCPC and its staff, FCC<sup>21</sup> will be placed under CDPO. He will be declared Protection Officer under PWDV Act, Prohibition Officer under Prohibition of Child Marriage Act, and Dowry Prohibition Officer under Dowry Prohibition Act. As his area of operation will be restricted to Development Block area only and he may use the

---

<sup>21</sup> FCC – Family Counseling Centre under WB Social Welfare Board

village level network of ICDS, it will be useful for him to undertake such activities much effectively and the people will also be benefited for having government assistance at his doorstep. The existing CDPO post may be upgraded and may be placed in the WBSW Service with pay in scale no 16. In that case the existing Block Welfare Officer may be placed under CDPO and he will monitor all the schemes except child welfare and one ministerial staff may be provided to assist him. In case of Child Welfare schemes the CDPO will monitor with the assistance from ACDPOs and Supervisors and Anganwadi Workers and Helpers.

8.07 For effective use of the ICDS network up to village level we propose that the anganwadi workers may be imparted with training and orientation of different WCD and SW schemes as well as paramedical activities. They will help in providing information necessary for different enquiry related to sanction of SW schemes or Domestic Violence related incidences, disability related information and maintenance of ECCR of health, registration of birth and death. Thereby the anganwadi centres will become extension of government machineries at the village level. The anganwadis will maintain one comprehensive register for details of beneficiaries of different schemes of CD and WD & SW Department; this will prevent duplication and help effective distribution. For this purpose the anganwadi workers may be provided with additional Honorarium in the form of 100% of basic honorarium sanctioned by GOI and this may increase if GOWB declares any dearness allowance. This amount of honorarium will justify their additional work so assigned. In government part by way of this minor reorganisation and reorientation, better reach to the people is possible. Besides, if proper training on collection and submission of data is made, government will save a huge amount of fund which they are to spend by way of different schematic survey and sample surveys. This process will also help government to provide live report of population every month more accurately than any other sample survey etc.

8.08 At present after creation of new 160 Additional ICDS Projects by way of splitting of ICDS Projects having more than 300 angawadi centres two sets of CDPOs have been created. At present ICDS being a Project working with close liaison with Block level Officials like BDO, BMOH and People representatives like Sabhapati, Panchayet Samity, MLAs whereas new additional Projects have become sub block level and the block level monitoring system will be missing. In this context we propose that the CDPOs of the Projects will be able to play the role of block level

monitoring and liaison with other block level Officials and People representatives. For this purpose already GOWB has decided to retain DDO and head of Office to the CDPO of the Project and the CDPO of Additional Project has not been vested with such power.

## Chapter – IX

### Proposal on Other allowances and General Entitlements

Government of West Bengal has started so many schemes and activities which are beneficial to the employees. In some cases GOWB is pioneer among all the states of India. But, in some cases still now we are lagging behind GOI employees in respect of pay scales, different allowances and entitlements available to them.

**9.01 Leave related Proposals: - Commuted Leave** - On this backdrop we propose for some amendment in existing leave rules. At present the Commuted Leave under Rule 173 under WBSR Part I, one can avail conversion of leave from half pay to full pay only when he joins after expiry of such leave (Rule 173 Para 4). We feel that by way of this regulation one employee can not avail the benefit when he requires it most e.g. at time of retrenchment / retirement from service. We propose that such regulation should be waived and the conversion should always be made available. Because, the employee is utilising leave hard earned by way of his service and he may not be denied of his salary even when he has leave at his credit.

**9.02 Leave encashment & Maximum Ceiling of Leave accumulation:-** At present leave encashment is available only for earned leave due at his credit at the time of his retirement and that is also up to maximum 300 days. We propose that in case of calculation of leave for leave salary the accumulation of Commuted Leave should also be taken into account keeping the maximum amount of leave constant. By way of this, one employee who has less number of earned leave than maximum ceiling will be benefited. Generally one has to utilise leave for health or family matters, thereby this will help a lot to the employees who are either themselves ailing or their family. We propose to enhance the ceiling of leave encashment to that of 365 (three hundred and sixty five) days. Besides that we propose that there should be no upper limit of accumulation of earned leave like commuted leave.

**9.03 Leave Travel Concession:-** We propose that the benefit should be made available to all employees at least once in every four years. Recently the concession has been revised to accommodate even foreign tour also. But we propose that the LTC may be allowed to the government employees at least once in every four years which may start from after first 10 years of service.

**9.04 Career Advanced Scheme:-** At present this scheme is available thrice to all the employees. Besides, we find that among the Group A Officers all are not also treated equally. We find that WBCS (Exe) and 18 others constituted service Officers get benefit of Career Advancement in separate way which is more lucrative than general career advancement scheme. Whereas other Group A Officers of other constituted services like WBJSW Service do not have any special benefit like above noted 19 services. We propose that employees should get career advancement for every five years of service without any scale advancement with the restriction that one may move up to fifth higher scale with respect to his initial scale of pay. This process only can save one government employee from deep frustration.

**9.05 Allowance for reimbursement of Tuition Fees:-** Government of India offers Children Education Allowance Scheme and reimbursement of tuition fees available for 2 (two) children. We propose that such scheme of reimbursement of tuition fees for two children with maximum ceiling of Rs. 24,000.00 (twenty four thousand) per child per annum may be introduced. West Bengal Government being an ideal employer should introduce such scheme to keep the State Government Employees at par with the GOI employees.

**9.06 Special Allowance for Disabled Children and Reimbursement of Tuition Fees for Disabled Children and Special Transport Allowance to Disabled Employees:** - Recently GOI has introduced Special Allowance for Child Care for Women with Disabilities and Education Allowance for Disabled Children. At present one Government Employee with Disabilities is paid allowance up to Rs. 400/- (four hundred) only. This problem is getting doubled when the disabled employee is a women and going to give birth of baby and she has to undertake extra expenses for child rearing at initial stage. We propose that Special Allowance for Disabled Women for Child Care up to two year of the child for two children only @ Rs. 3000/- (three thousand) per month may be introduced. Similarly, reimbursement of tuition fees for disabled children may be raised up to double of the normal children and the ceiling may be fixed at Rs. 48,000/- (forty eight thousand) only per disabled child per annum. The existing conveyance for disabled employees may be modified as Special Transport allowance for Disabled Employees and the amount may be raised to Rs. 3000/- (three thousand) per month flat for all categories of employees. Because often an employee with

disabilities has to hire some special type of transport system to reach his duty point in time to avoid rush at office hours. We feel that government as an ideal employer should compensate such extra expenses he has to undertake.

**9.07 Transport Allowance:-** Perhaps Indian Railways first introduced Transport Allowances for their employees, although they enjoy the free travel facilities in railways. Later GOI has also introduced the Transport Allowance to all employees. We feel that for GOWB employees introduction of Transport allowances is very much necessary. The present transport system has been so designed that the fast and better transport facilities are costlier also and at the time Office hours the cheaper options are not possible to make one reach his duty station in time. So the employee has to spend extra money or become late at his duty station. In view of above we propose that four tier Transport Allowance may be introduced for State Government Employees as follows:- For Group D employees at the rate of Rs. 1000.00 (One thousand) only per month, Group C employees at the rate of Rs. 2000.00 (two thousand) only, Group B employees at the rate of Rs. 3000.00 (three thousand) only and for Group A employees at the rate of Rs. 4000.00 (four thousand) only. After introduction of such allowance government may withdraw the facilities to pick up Officers from their residence and thereby a large amount of fund will be saved. Differential treatment for different Group of Officers has been proposed because, group D employees usually do not get transferred from his duty point and make own arrangement independently. Group B and C employees get transfer but that is also not on regular basis. They may use the special semi public transport system e.g. auto rickshaw, rickshaw, express buses etc to reach the duty point in time. The Group A Officers often use government vehicle or hired vehicle for their convenience and thereby government money is spent in other ways.

**9.08 House Rent Allowance:-** We feel that the House Rent Allowance at the flat rate 15% of Basic Pay is justified and it should be retained. In this connection there should be no upper limit or ceiling for such house rent allowance. By introducing ceiling or upper limit the Officers of upper echelon get deprived who require it most, because he has to hire or maintain the house at par with his status and designation which requires more money than relatively lower level employees. Similarly for Official reason many Officers have to stay at the government quarters or bungalows and they are deprived of the HRA admissible to him. But,

considering the actual situation prevailing one has to keep separate establishment for proper upbringing of his children at his place of residence, because too much change of school etc hamper the schooling of the children. Thereby he has to keep separate establishment for which no allowance is admissible to him. We propose that for the Officers who are to stay at government quarters for public interest should be paid HRA at the rate of 8% of his basic pay just to compensate his expenses he has to incur to serve the government.

**9.09 Hill Compensatory Allowance & Sundarban Allowance:-** At present the employees who are posted at Offices at Darjeeling District except Siliguri Subdivision and at Sundarban riverine areas they are paid allowance at the rate of 15% of basic pay without any ceiling. We further propose to reassess the areas for which the allowance is admissible.

**9.10 Winter Allowance for Hill Areas:-** At present winter allowance at the rate of Rs. 1500/- (three thousand) only per year is admissible to the employees posted at the Offices in the Darjeeling District except Siliguri Subdivision. Considering the price escalation we propose to enhance the rate to that of Rs. 8000/- (eight thousand) per year. Further we propose that this allowance may be made available to employees posted at the Offices of four districts of North Bengal, namely, Jalpaiguri, Coochbehar, Siliguri Subdivision of Darjeeling and Uttar Dinajpur, but at the reduced rate of Rs. 5000/- (five thousand) per year.

**9.11 Travelling Allowance:- Modification of General Principal:-** At present we have got two type of Daily Allowance rates, one for general areas and other for Kolkata and Darjeeling except Siliguri Subdivision areas. We propose that Siliguri, Durgapur, Asansole, all the District Head quarter and greater Kolkata areas should also be included within the special rate area. Where the Daily Allowance is not admissible the employee who undertakes tour may be allowed to reimburse the travelling expenses. At present this is admissible from general contingency fund which often causes hardship to all other employees except Group D categories for the want of fund. This is very acute for employees posted at urban agglomeration areas. We propose that all the employees may be allowed to reimburse the travel expenses if not daily allowance is admissible even for tour with in 8 (eight) k.m. distance also from TE head.

We further propose to modify the Travelling Expenses rate and revise the daily allowance rate into three head namely boarding, lodging and transport expenses. If approved the rate may be fixed for different category of employees.

**9.12 Extra Duty or Hazardous Duty Allowance for Superintendent / Managers and other staff of Social Welfare / Vagrancy Homes:-** At present all the staff including Superintendents / Managers are to work round the clock and stay with in the Home premises at call for the service of the Home. But, they are not paid any extra remuneration for such extra and hazardous duty they are to undertake. At time of death of any inmates they have to rush at odd hours and pass long hours for liaison with Police, WB Human Rights Commission, National Human Rights Commission and General Administration. But, for similar type of service at Jail and Police the employees are paid one month extra pay during a year. We propose that Extra Hazardous Duty Allowance is to be paid to the Staff including Superintendent / Manager of SW / Vagrancy Homes at the rate of 10% of Basic Pay per month.

**9.13 Travel Concession:-** At present the employees who are posted at a distance more than 400 KM from Kolkata are paid travel concession in the form of fare charges for one time to and fro journey from residence to the place of residence. We feel that this concession should not be restricted to the employees residing within Kolkata areas only. Any employee whose place of residence is more than 200 (two hundred) KM from his duty station should be paid such travel concession and this concession should be made available once in every two months.



## **ANNEXURE – I / A**

### **GUIDELINES AND INSTRUCTIONS ON PAY SCALE OF AND QUALIFICATION FOR CDPO POST**

**Government of India (Ministry of Social Welfare)**

**Letter No. 6-II/75-CD dated 1 August, 1975**

**SUBJECT: Integrated Child Development Services Scheme**

The Government of India has decided to introduce the Scheme of Integrated Child Development Service on an Experimental basis. The project will be a community development block for a rural project, the tribal development block for a tribal project and a ward or slum or group of slums (having a slum population of about 1 lakh) for an urban project.

4. The State Governments are requested to take urgent action on the following points. :

- a) Selection of project areas :
- b) Selection of functionaries :
  - i) The names, designations and telephone numbers of the officers in charge of the ICDS scheme at the State Secretariat level and the Department level may be communicated to this Ministry if not already communicated.
  - ii) One Child Development project Officer should be selected for each project. The CDPO should preferably be a graduate in child development or social work or home science or nutrition or an allied field. It is suggested that a good officer, having the indicated qualifications, may be selected from any one of the existing State cadres. The name and designation of the officer selected for each project may be communicated to the Ministry. If no suitable from any existing cadre of the state government, urgent steps should be taken to select an officer with above mentioned qualification. **The Officer will have to be borne on some appropriate State cadre. His pay scale shall be the same as that of the Block Development Officer in the States.**

10. The ICDS scheme is a centrally sponsored scheme. Except the nutrition component, the expenditure on other components of the scheme will be reimbursed by the Government of India. The State Government may therefore, make immediate arrangements to complete the budgetary formalities for providing funds at the State level and releasing these funds to

the concerned State officials so that no delay is experienced in the implementation of project on account of difficulties in the financial sanctions.

### **ANNEXURE – I / B**

#### **GUIDELINE AND INSTRUCTIONS ON PAY SCALE OF AND QUALIFICATION FOR CDPO POST**

**Government of India (Ministry of Social Welfare)  
Letter No. 11-32/78-CD dt. 21.11.1979**

**Subject: General guidelines in integrated Child Development  
Services Scheme**

For some time past, this Ministry has been receiving requests/references for information relating to the qualification experience etc of CDPO and Mukhyasevikas under ICDS programme. This are indicted below for information guidance of all concerned:

**Post: Child Development Project Officer**

#### **Qualifications Essential:**

- i) Degree in any one of the social Science subject viz, Sociology, Social Work, Economics, Anthropology etc. Home Science/Nutrition or any allied field of a recognized University or equivalent.
- ii) One year's experience in Child Welfare Programme, Social Work, preferably in Social Welfare Institution recognized by Government.

#### **Desirable:**

- i) Post Graduate Diploma/Degree in Social Work.
- ii) Knowledge of local language (s) dialects.

#### **Pay-scale:**

**Equivalent to that of Block Development Officer in the State.**

## **ANNEXURE – I / C**

### **INSTRUCTION TO FRAME RECRUITMENT RULES WITH PROPER QUALIFICATION FOR CDPO POST AND TO LEAVE ADHOCISM**

**(Extract from the D.O. letter NO. 1-1/84-CD dated 9<sup>th</sup> Feb., 84 from Secretary, Ministry of Social Welfare, Govt. of India to Chief Secretary of all States/Union Territories)**

The Integrated Child Development Service Programme seeks to deliver a package of basic nutritional educational and health services to children below six years of age as well as the pregnant women and nursing mothers. The focal point of the programme is the village anganwadi worker who is supervised by a Mukhyasevika under the overall charge of the Child Development Project Officer.

I have visited several ICDS projects in various States and Union Territories of the country. I find that the effectiveness with which services of nutrition, health and education are made available to children and mothers depends a great deal upon the type of persons selected for the post of CDPO in the initial stages of the programme posts were filled on an ad hoc basis by taking officers from other departments. Many of them did not have the type of qualifications or the experience which would enable them to develop the programme effectively. While this was unavoidable in the earlier years of the scheme, now that it has become an integral part of the Child Development programme of the country, it is necessary to frame proper qualification and recruitment rules for filling the posts of CDPOs as well as of supervisors.

We would suggest that recruitment of CDPOs may be done by direct recruitment as well as by promotion. In order to ensure that people with the right qualification and background are available, we would suggest that 66% of the posts may be filled by direct recruitment of persons preferably with Postgraduate Degrees in Child Development, Nutrition and Social Work. Since the programme deals with women and children CDPOs should generally be women. The remaining 33% of the posts may be filled by promotion. I would also suggest that the majority of the Mukhyasevikas should be recruited directly and should be graduates in subjects like Child Development, Nutrition and Social Work. Mukhyasevikas should invariably be a woman.

Apart CDPOs and Mukhyasevikas, there are higher level posts in the ICDS Programme at the district level where districts cells have been set up and at the State Headquarters. It would be useful to provide CDPOs an opportunity for advancement into some of these posts depending upon the nature of duties assigned to them. This will have to be taken into account while setting up the care structure of these officials.

By the end of the Sixth Plan, 1000 ICDS projects will be functioning and during the Seventh Plan it is proposed to step up the rate of expansion of this programme very substantially. These would therefore be a growing number of supervisors, CDPOs and higher-level posts dealing with ICDS programme. I would strongly recommend that steps may be initiated immediately to evolve arrangements for manning all these posts on regular basis so that good people of the right type are available for filling posts and the State Government does not have to depend upon ad hoc selections of persons who may be available from other departments as they may not always fulfill the requirements of the job.

## **ANNEXURE – II**

### GROWTH IN NUMBER OF ICDS PROJECTS IN WEST BENGAL

Sl.No.	Year	Number of new ICDS Projects sanctioned	Cumulative total of all sanctioned ICDS projects in state	
	1.	1975-76	2	2
	2.	1976-77	0	2
	3.	1977-78	0	2
	4.	1978-79	4	6
	5.	1979-80	4	10
	6.	1980-81	9	19
	7.	1981-82	8	27
	8.	1982-83	25	52
	9.	1983-84	8	60
	10.	1984-85	21	81
	11.	1985-86	29	110
	12.	1986-87	19	129
	13.	1987-88	0	129
	14.	1988-89	13	142
	15.	1989-90	37	179
	16.	1990-91	10	189
	17.	1991-92	13	202
	18.	1992-93	27*	229
	19.	1993-94	45**	274
		<hr/> <b><u>1975-1994</u></b>	<hr/> <b><u>274***</u></b>	<hr/> <b><u>274</u></b>

\* includes two projects for NGOs

\*\* includes 5 projects for NGOs

\*\*\*excludes 2 urban projects for NGOs

## **Annexure II (Continued)**

### **GROWTH IN NUMBER OF ICDS PROJECTS IN WEST BENGAL**

<b>Sl.No.</b>	<b>Year</b>	<b>Number of new ICDS Projects sanctioned</b>	<b>Cumulative total of all sanctioned ICDS projects in state</b>
20.	1994-95	--	274
21.	1995-96	--	274
22.	1996-97	--	274
23.	1997-98	01	275
24.	1998-99	77	342
25.	1999-00	--	342
26.	2000-01	16	358
27.	2001-02	--	358
28.	2002-03	--	358
29.	2003-04	--	358
30.	2004-05	--	358
31.	2005-06	--	358
32.	2006-07	58	416
33.	2007-08	--	416
34.	2008-09	--	416
35.	2009-10	160 (Additional Projects)	576

Note:-Post of DPO for the district of Purba Medinipur and that of DSWO for the district of Darjeeling was created during the financial year of 2007-08 (May 2007) and 2005-06 (Feb. 2006) respectively.

## **ANNEXURE – III / A**

### **JOB ANALYSIS of CHILD DEVELOPMENT PROJECT OFFICERS**

To have a more clear understanding of the responsibilities assigned to CDPOs, an analysis of job responsibilities based on actual routine activities was made which are summarized as below :-

#### **ADMINISTRATIVE RESPONSIBILITIES**

##### **1.01 Head of the Office:-**

Being Head of the Office he is Administrative-in-Charge of an ICDS project and to perform all duties as assigned to him as per provision of W B S R part-I (Chap-D Rule-5)

##### **1.02 Principal Executive Officer :-**

Being Principal Executive Officer of a project he is responsible for proper implementation of the scheme as well as responsible for all affairs of the project.

##### **1.03 Controlling Officer:-**

Acts as Controlling Officer of all officers, staff and field workers of an ICDS project.

##### **1.04 Appointing Authority:-**

Being Appointing Authority for a project, he is solely responsible for proper selection, timely training, recruitment, posting and transfer (where necessary) for all field workers of an ICDS Project.

##### **1.05 Leave Sanctioning Authority :-**

He is the leave sanctioning authority, of all casual leaves, Earned leaves, etc. for all officers, staffs and field workers (numbering 300 in average ICDS project) of an ICDS Project. The responsibilities of maintenance of all leave accounts of aforesaid employees' rests on him.

##### **1.06 Coordinating Officer :-**

- i) He is responsible for all intra project co-ordination among officers, staffs and field workers.
- ii) He is also responsible for maintaining proper co-ordinations amongst ICDS personnel and Health Workers Working in the same project area.

- iii) He is responsible for maintaining effective Co-ordination with BDO, BMOH and Sabhapati, Panchayat Samity as well as Prodhan of Gram Panchayats, MLAs elected from the area and NGOs working in the same area.

### **1.07 Training :-**

He is responsible for arranging regular training of all field functionaries under project.

### **1.08 Logistic Maintenance :-**

He is responsible for timely procurement of all inputs (foods, Stores etc.) for the project and their dispatch to point of consumption like Anganwadi Centre in a smooth way. Now, as per order of Hon'ble Supreme Court of India he is responsible to provide uninterrupted 300 days' feeding in year for the Project.

### **1.09 Reporting :-**

He is responsible for timely dispatch of all reports to various Govt. (and non Govt.) agencies including monthly direct reporting about the project to state Department of WCD and Social Welfare, Ministry of WCD, Govt. of India etc.

### **1.10 Convener of Various Committees :-**

CDPO being Convener of various committees like Selection committee Tender committee, Project Level Monitoring and Coordination Committee etc. (in which BDO, BMOH, Sabhapati, Panchayat Samity, MLAs etc. are members), responsible for timely arrangement of the meeting and all secretarial activities related to such meeting and also execution of resolutions adopted in the said meetings.

### **1.11 Arranging Accommodation for service center :-**

He is responsible for arrangement of accommodation for all service center against a token service charge (rent for AWC).

### **1.12 Custodian of Properties:-**

He is the custodian of all properties of a project which may include immovable properties in the shape of land and buildings scattered over various places in a project area which may go up to 300 in number. He is also responsible for protecting such huge number of lands against encroachment, misuse, forced occupation etc. and he is required to maintain property register for such lands.

## **B. TECHNICAL RESPONSIBILITIES :-**

Child Development Project Officers are required to perform a number of crucial technical responsibilities for which each of Child Development Project officers are required to undergo a specialized Job training organized by National Institute of Public Co-operation and Child Development, the paramount National Institute in respect of Child Development and Public Co-operation. The technical jobs of CDPOs are summarized as below:-

- 1) Assessment of nutritional status of all children under age of six years and gradation of the children in accordance with severity of malnutrition in each month as per specially designed Growth Card in comparison to NCHS data. Approximate number of such children in a project of average size (300 Anganwadi Centres) is 34,500.
- 2) Prescribing ration size for all children in accordance with grade of malnutrition and prevailing rate of food grains.
- 3) Advising other immediate therapeutic measures for curative aspect of malnutrition.
- 4) He is responsible for immunization of all children and pregnant mothers under the project area. The progress of immunization is to be monthly monitored through specially designed reporting tools. He is also responsible for periodic health check up of all children (below six years) and pregnant and nursing mothers and arranging referral services wherever necessary.
- 5) He is responsible for motivating community people for implementation of the programme which depends considerably on community Contribution and community Participation.
- 6) He is responsible for conducting survey & census of the total population of entire project area in each month and maintains the updated records on details of demographic profile for each month.

### **C. FINANCIAL RESPONSIBILITIES:-**

- 1) Being Head of the Office, CDPO enjoys a financial power under Delegation of Financial Power Rule, equal to that of SDO of a Sub Division and responsible for all financial expenses incurred by the project.
- 2) Being DDO of the project he is responsibilities for –
  - i) Timely payment of salaries, TA etc. to all officers, staff etc. of a project.
  - ii) Timely payment of Honorarium, Fuel and Condiment, Egg and vegetables cost etc. to all workers of a project. (Number of such workers in a project of average size is 300)



- iii) Timely payment of establishment expenditure and payment against all supplies of the project to run SNP and other programmes uninterruptedly.

The average recurring monthly expenditure of an average ICDS Project is given below:

- i) Salary – Rs. 55,80,000/-, Honorarium etc. Rs. 2,64,60,000.00 per year.
- ii) Purchase towards SNP Rs. 2,49,34,000/- per year
- iii) Other consumables stores and establishment cost Rs. 42,50,000.00 per year.
- iv) He is responsible to Principal Accountant General, West Bengal for audit of all accounts and answering queries arising out of such audit of accounts
- v) He is responsible for preparation of Budget for the project each year, and submission of the same to the Department of Social Welfare, Govt. of West Bengal directly.
- vi) He is primarily involved with preparation of Annual Programme Implementation Plan (APIP), Block Health Plan and Gender Budgeting of the respective Block areas.

#### 4. RESPONSIBILITIES OTHER THAN ICDS SCHEME ASSIGNED TO CDPOs.

**NATIONAL SCHEME FOR IMPROVED SMOKELESS CHULLAS** – The responsibility of promotion of smokeless and improved chulla has been assigned to CDPOs.

**ADOLESCENT GIRLS SCHEME NOW Renamed as KISHORI Shakti Yojana / SABLA** – The implementation of KISHORI Shakti Yojana (adolescent girls' scheme) has been assigned to CDPOs.

**ISSUE OF IDENTITY CARDS TO PERSONS WITH DISABILITIES** – The responsibility of issuing identity cards to persons with disabilities and their timely renewal as well as maintenance of records and accounts thereof has been assigned to CDPOs.

**Indira Gandhi Matritya Sahayog Yojana (IGMSY)** – The responsibility of IGMSY has been assigned to CDPOs.

PROMOTION OF BREAST FEEDING – CDPOs have been assigned responsibility for promotion of breast feeding and keep a vigil on marketing of infant foods and milk substitute. CDPOs are statutory authorities to lodge complain in respect of Infant Milk substitutes, Feeding bottles and Infant Foods (Regulation of Production, Supply and distribution ) Act 1992 (41 of 1992).

### **ANNEXURE – III / B**

#### **QUANTIFICATION OF FINANCIAL RESPONSIBILITIES OF CHILD DEVELOPMENT PROJECT OFFICERS**

The volume of financial involvement of an ICDS project varies greatly in accordance with the category and size of the project.

i) **Size of ICDS Projects –**

Again size of ICDS projects which depends on the number of Anganwadi Centres of the project, varies to large extent, from 51 to 850.

For a broad view of size of all of the ICDS projects in West Bengal a frequency distribution table prepared showing number of Anganwadi Centres per project and frequency (Number of such projects), as followed in next page :-

#### **FREQUENCY DISTRIBUTION TABLE CONTAINING NUMBER OF ANGANWADI CENTRES PER PROJECT AND FREQUENCY OF SUCH PROJECTS**

<b>No. of A.W.Centre</b>	<b>No. of Projects</b>	<b>No. of A.W.Centre</b>	<b>No. of Projects</b>
Below 50	0	276 - 300	30
51-75	25	301 – 325	14
76 – 100	22	326 - 350	20
101 – 125	25	351 – 375	11
126 – 150	38	376 - 400	8
151 – 175	46	<b>401 – 500</b>	10
176 - 200	53	<b>501 - 600</b>	5
201 – 225	32	<b>601 – 700</b>	2
226 - 250	38	<b>701 - 800</b>	2

251 – 275	34	801 and above	1
<b>Total No of Projects</b>	<b>313</b>	<b>Total No of Projects</b>	<b>103</b>

**Total No. of Projects = 416**

**(This includes 66 urban Projects and 16 Projects run by NGOs)**

However, after following the Government of India norm all the ICDS Projects having 300 or more AWCs have been bifurcated or trifurcated in some cases to sanction new 160 Additional Projects. Thus at present almost 300 AWCs are there in most of the ICDS Projects.

### **Quantification of financial involvement:**

Generally there are three types of financial expenditures incurred by an ICDS project.

- i) Non-recurring one Time Non Recurring expenditure – The expenditures which are occurred one time (Only at the time of inception of a project) such as, cost of furniture's, cost of Anganwadi equipments, Cost of utensils etc.)
- ii) Periodic and/or Casual Expenditures – The expenditures which are occurred after long interval such as cost for replacement of Anganwadi equipments and Utensils etc. and expenditure on repair of Anganwadi centres, construction of Anganwadi Centres etc., annual payment of bonus exgratia etc.
- iii) Recurring expenditures incurred in each month in a project. (Expenditure on administrative head and expenditure in different programme heads). Here for a conservative estimate of minimum expenditures we ignore the first two funds of expenditures and concentrate only on Administrative cost component and supplementary Nutrition Programme Cost component of monthly (recurring) expenditure of an average ICDS project as below :-

#### **A. Administrative Cost component**

- i) Salary Rs. 4,65,500.00 per month

**Per year cost of salary Rs. 55,80,000.00**

(For estimation of cost, salary of all personnel calculated at the 10<sup>th</sup> stage at 2<sup>nd</sup> higher GP to their corresponding pay scales along with Basic Pay, Grade Pay and DA @ 75% and HRA @ 15%, Medical Allowance @300/- pm)

a)	CPDO (GP 4800/-)	1	37,500.00
b)	Supervisor (GP 3900/-)	12	3,24,000.00
c)	UD/Staff Asst.( GP 3600/-)	1	27,000.00
d)	LD/Cashier/Typist (GP 2900/-)	1	25,000.00
e)	Driver (GP 2900/-)	1	25,000.00
f)	Gr. "D" (GP 1800/-)	1	18,000.00

<b>Per month cost for salary</b>	<b><u>17</u></b>	<b><u>4,65,500.00</u></b>
----------------------------------	------------------	---------------------------

ii)	<b>Honorarium</b>		<b>Rs.2,64,60,000/-</b>
a)	For A W W 4400/- x 300	13,20,000.00	
b)	For Helper 2950/- x 300	<u>8,85,000.00</u>	
	Per Month cost of Honorarium	<b>22,05,000.00</b>	
iii)	Flexi fund @1000/- per AWC		Rs. 3,00,000.00
iv)	Pre-School Kit @3000/- per AWC		Rs. 9,00,000.00
v)	Medicine Kit @1000/- per AWC		Rs. 3,00,000.00
vi)	Uniform @300/- x2 per AWW/AWH		Rs. 3,60,000.00
vii)	Monitoring & Evaluation @500/- per AWC		Rs. 1,50,000.00
viii)	Project rent @10,000/- per Project		Rs. 1,20,000.00
ix)	AWC rent @750/- per month per AWC for 60% AWC		Rs.16,20,000.00
x)	AWC repair @2,000/- per AWC for 40% own building		Rs. 1,40,000.00
xi)	POL		Rs. 1,20,000.00
xii)	Project Office Contingency		Rs. 30,000.00
xiii)	AW level Contingency @600/- per AWC		Rs. 1,80,000.00
xiv)	Cost of Stores for food stuff for A.W.Cs for SNP		Rs. 30,000.00
	<b>Total for SI No iii to xiv</b>		<b>Rs.42,50,000.00</b>

## **B) Supplementary Nutrition Programme cost**

(Cost estimates has been made at minimum level considering Supplementary Nutrition programme only)

a)	Cost of food per year (Considering only for 1 (one) moderate severely Malnourished children, 8 pregnant and nursing Mothers and 32 normal children contrary to the Practical situation of more beneficiaries for Estimation of minimum expenditure for 300 days a year) @ Rs. 6/- per day per head for 32 normal child, @ Rs. 9/- per day per head for 01 severely malnourished @ Rs. 7/- per day per head for 08 Pregnant & Nursing mothers	Rs. 2,31,30,000/-
b)	Cost of Fuel and Condiments per year: (@Rs. 17/- per day for 300 days a year for 300 AWCs)	Rs. 15,30,,000/-
c)	Transport & Storage per year 400 qtl @ 50/- per qtl per centre for one month	Rs. 2,70,000.00

<b>Total SNP cost per year</b>	<b><u>Rs.2,49,30,000.00</u></b>
--------------------------------	---------------------------------

<b><u>Grand Total for Project Cost per year</u></b>	<b><u>Rs.6,12,20,000/-</u></b>
---	--------------------------------

## **ANNEXURE – IV A**

### **JOB RESPONSIBILITIES OF DISTRICT PROGRAMME OFFICER (DPO)**

1. Help the Department as well as the Directorate in ensuring effective implementation of ICDS Scheme in the District.
2. Ensure Co-ordination of the ICDS functionaries with the functionaries of Health Department at all levels in the District so that various components of the programme are provided smoothly and continuously.
3. Ensure that selection of Anganwadi workers is made as per guidelines issued by the Government expeditiously.
4. Monitor the ICDS, KSY, SABLA & IGMSY programme at the District level.
5. Review and analyze the Monthly Progress Report submitted by CDPOs and ensuring that deficiencies are identified and removed as far as practicable at the District level. Timely submission of monthly and quarterly reports from the Projects to the Directorate and the Government should be followed up.
6. Compile statistical review and evaluate the projects in the Districts.
7. Liaison with Voluntary organizations, Block Headquarters, Panchayat and Municipals bodies to elicit participation.
8. Visit the ICDS Projects in the Districts as frequently as possible to ensure that package of services are effectively regarded to the target groups. Solution to problems which evolve policy decision should immediately be brought to the notice of the Additional Director of Social welfare in charge of ICDS Scheme and the Department.
9. Hold monthly meeting with the ICDS functionaries and personal of Health Department to ensure effective co-ordination at the District, Block and Village levels. He will act as the Convener / Secretary of the District levels co-ordination Committee for ICDS and will arrange for its periodical meetings.
10. Supervise the working of the CDPOs in the district, inspect their offices, provides necessary guidance to CDPOs for speedy installation and proper functioning of the project.
11. Undertake field visits to the Anganwadi centers; check whether the supervisors and Anganwadi Workers are performing their job responsibilities as indicated in the Government circulars satisfactorily. The District Programme Officer will also inspect all the registers and records at the Anganwadi level to ensure that those are updated and maintained correctly.

12. Keep the District Magistrate apprised of the progress of the ICDS Projects from time to time and seek his instruction on implementation of the Projects.
13. Carry out such other duties as may be assigned to him by District Magistrate/Deputy Commissioner at the District Level or Superior authorities at the Directorate and Government.
14. To make liaison with Zilla Parishad, Sarba Siksha Mission, Public Works Department, Land Acquisition Department etc. in the district Hqr. along with general administration for effective programme implementation and also for administrative purposes, as well.
15. To coordinate with the Directorate of ICDS for smooth flow of fund for all items of expenditure for ICDS Projects both for administrative costs and also for those in connexion with the programme.
16. To coordinate and liaison with Food Corporation of India and West Bengal Essential Commodities Supply Corporation Ltd. And such other Government Corporations / Federations for timely supply of appropriate quantity and quality of foodstuff for distribution of Supplementary Nutrition in all AWCs for targeted 300 days in a year.
17. To act as the intermediary agency for all sorts of information / reporting in MIS of ICDS right from the Government even to an AWC.
18. To act as Head of Office and also as DDO in respect of the concerned District ICDS Cell.
19. To act as State Public Information Officer in respect of Right to Information Act, 2005 for the ICDS Projects within the particular district.
20. Besides implementation of ICDS, DPO is also responsible for coordination and monitoring of Kishori Shakti Yojana in all blocks and SABLA, IGMSY etc.

## **ANNEXURE – IV B**

### **JOB RESPONSIBILITIES OF DISTRICT SOCIAL WELFARE OFFICER (DSWO)**

1. He is responsible for all the WD and SW schemes at the district except ICDS. For this purpose he is to monitor all the schemes functioning within the District.
2. He is responsible for sanction, allotment and monitoring of all the Pension schemes, namely Old Age Pension, Widow Pension and Disabilities Pension. For this pension schemes all the BDOs are DDO at the Block level and SDOs are DDO for municipalities. DSWOs are to arrange sub allotment of fund, distribution of quota, sanction of individual cases of pension and regular monitoring thereof.
3. He is primarily responsible for welfare of disabled persons. The issue of identity cards to the disabled persons is vested with DSWOs. He is to monitor all the activities in this regard within the district. Now, the issue of cards has been decentralized and CDPOs have been empowered to issue the cards for the purpose. DSWO has to monitor the same. In some districts he has to issue cards for Sadar block or subdivision.
4. He is to act as Convener for Local Level Committee formed under National trust Act 1999 for Mentally Retarded, Cerebral Palsy, Autism and Multiple Disabled persons of which District Magistrate is the Chairman.
5. He is to monitor issue of legal guardianship under National Trust Act '99. He is to undertake enquiry, and mid terms enquiry of the legal guardians issued under the act.
6. He is to assist District Magistrate in his function as Additional Commissioner of Disabilities under PWD Act. He is to arrange to organize Mobile Court formed under the Act.
7. He is to sanction, allot and distribute quota for Non Institutional Care of Children as well as Scholarship to Disabled Children. BDOs are DDO for the scheme.
8. He is to monitor ADIP scheme for distribution of Prosthetic Aids to the Disabled persons.
9. He is to act as DDO under instruction of District Magistrate for the entire grant in aid for the NGOs working in the district.
10. He is to act as District Manager under WB Women Development Undertaking and coordinate for all the schemes implemented by the WBWDU.

11. He is to coordinate and monitor as well publicity of loans granted from National Handicapped Finance Development Corporation.
12. He is to act as Dowry Prohibition Officer under Dowry Prohibition Act. All the orientation programme and activities under this act is monitored by the DSWO.
13. He is to act as Prohibition Officer under Prohibition of Child Marriage Act 2006. All the orientation programme and activities under this act is monitored by the DSWO.
14. He is to act as Protection Officer under Protection of Women from Domestic Violence Act 2005. Under this act he is to keep liaison with Police, Judiciary and WB Women Commission and National Women Commission. He is to organize orientation and monitor Protection Officer recruited for the purpose of the PWDV Act 2005 and his / her activities under this act.
15. He is to monitor all the welfare activities for elderly persons. He is monitor and initiates all the schemes meant for elderly persons. For this purpose he is to keep liaison with Director of Social Welfare and Department of WD and SW for the purpose.
16. He is to monitor all the welfare activities for women. He initiates enquiry of all the application for license under Women and Children Licensing Act. He is to monitor the entire short stay home and other homes meant for women.
17. He is to monitor the entire activities for stopping trafficking of women and children. He is to monitor the state government as well as GOI schemes such as Ujjwala for the purpose.
18. He is to liaison with Legal Aid Services authority for providing legal aid to the vulnerable section of the society. He is also member of District Legal Service Authority Committee.
19. He is to monitor the activities of Child Line in the District. He is to act as Convener for Child Line Advisory Board of which District Magistrate is the Chairperson.
20. He is to act as Convener for the Task Force constituted for the purpose of monitoring activities related with anti trafficking programme of which District Magistrate is the Chair Person, SP, CMOH, Member of Women Commission and representative of Judicial Department are the members.
21. He is to coordinate activities of Medical Board constituted for the purpose of screening of disabled persons and report about the development to the Commissioner of Disabilities for the purpose.



22. He is to coordinate the activities of Training Cum Production Centre running under Block establishment.
23. He is to act as Member – convener of the District Child Protection Society formed under ICPS Scheme. He is to keep liaison with Director of Child Rights and Trafficking in connection with activities of DCPS and all the bodies formed under ICPS such as, CWC and JJB, SAA, CCIs.
24. He is to coordinate with Directorate of Social Welfare for reconciliation of fund allotted to the BDOs for WD and SW departmental activities.
25. He has been declared as State Public Information Officer under RTI Act 2005.

**Annexure – V**  
**DUTIES AND RESPONSIBILITIES OF**  
**MANAGERS/SUPERINTENDENTS OF VAGRANTS HOME**  
**SOCIAL WELFARE HOMES**

(Vide Go 25/35(2)-SW dated 27<sup>th</sup> September 1983 and others added subsequently)

**General**

The Manager/Superintendent will be responsible for the welfare of the residents and for maintenance of peace, order and discipline in the Home. He/She should thoroughly study the Act and the Rules or the orders of the govt. under which the Home has been established. The basic objectives of the Home should inform his/her administration of the Home and conduct towards the residents. It must be borne in mind that whereas the maintenance of discipline in the Home is of primary importance a Home is distinct from a jail and its aim is not punitive but welfare and rehabilitation of the residents. Subject to this over riding consideration and in pursuance thereof, the duties of the Manager/Superintendent will include the following.

- ii) He/She will attend to emergent duties whenever reported to him/her by the person on duty inside the Home at any time during day and night.
- iii) He/She will go on normal rounds inside the Home twice a day and surprise rounds as frequently as needed to ensure proper and effective discharge of duties by Helpers and maintenance of peace and tranquility at the Home.
- iv) He/She will have to ensure discipline among the staff in the light of the West Bengal Service (Rights, Duties and Obligation) Rules 1980 and take action according to the provisions laid therein and report to the Controller of Vagrancy West Bengal/Director of Social Welfare, West Bengal any breach of the provisions of the said rules.
- v) He/She should arrange, as far as possible a meeting with the staff once a month and take steps to solve their genuine problems. He/She should bring to the notice of the Controller of Vagrancy West Bengal/ Director of Social Welfare, West Bengal any problem, which cannot be dealt with by him/her under delegated powers.

- vi) He/She must ensure that unauthorized outsiders are not allowed entry in the Home.
- vii) He/She will have to make utmost efforts in getting the meeting of the Board of visitors to the Home held regularly. He/She should take appropriate action in the light of the observations made by the Board of visitors and report to the Controller of Vagrancy, West Bengal / Director of Social Welfare, West Bengal.
- viii) He/She will ensure supply of bedding clothing and seasonal garments to the inmates in time as per prescribed scale.
- ix) He/She will also arrange classification of children in consultation with the Children's Aid Bureau (This applies to the Children Homes under the Director of Social Welfare).
- x) He/ She will draw up duty roster of Supervisory Staff with the assistance of the Assistant Manager and ensure that duties assigned are discharged properly.
- xi) He/She will distribute work among Assistant Manager / Assistant Superintendents where there is more than one Assistant Manager, Assistant Superintendents and will get it approved by the Head of Directorate. He/She will ensure coordination among different Asst. Managers / Assistant Superintendent.
- xii) He/She will arrange to serve notice of retirement of the staff working under him/her in time.
- xiii) He/She will submit the prescribed fortnightly and monthly reports in time in triplicate.
- xiv) He/She will undertake physical verification of (1) dietary and miscellaneous stores monthly and (2) of stock of furniture, bedding, clothing, equipments, utensils etc. every six month and submit a report to the Directorate.

### Food, Hygiene & Sanitation

- i) He/She will personally ensure that cooking in the Home is done hygienically and is of the desired quality.
- ii) Supply of all the dietary and non-dietary articles should be checked and action taken in advance to ensure adequate supply of articles of requisite quality and standard.
- iii) He/She will take proper care in the matter of supply of sick diet.
- iv) He/she should supervise as frequently as possible, distribution of food among the inmates.

- v) He/She should check the cleanliness of the dormitories at least once a day.

## Health and Medical

- i) He/She should sit once a day with the medical Officer to sort out the problems of the Medical Section, if there be any, take appropriate remedial measure. He/She will also visit the Hospital along with the Medical Officer once a day.
- ii) He/She should arrange prompt hospitalization of inmates suffering from infectious diseases such as tuberculosis or leprosy with the assistance of the Medical Officer and others.
- iii) He/She should maintain regular supply of medicines and appliances to the Hospitals on the basis of requisitions placed by the Medical Officer.
- iv) He/She will arrange Medical treatment of inmates by local doctors whenever Medical Officers are not available.

## Security

- i) He/She should ensure safety and security of the building and properties of the home.
- ii) He/She will also ensure proper arrangement in the home for fire fighting and First Aid.

## Education/Training & Recreation

- i) He/She will see that the inmates are gainfully occupied in the different vocational schemes. Any difficulty in the matter of running the schemes should be reported to the Controller of Vagrancy, West Bengal/Director of social Welfare, West Bengal along with his/her suggestions. The schemes of inside Wages Schemes should be availed of as far as possible.
- ii) He/She should see that trees are planted in the home premises and are watered regularly. The inmates should be encouraged to take up gardening and raise vegetables. Particular attention should be given to see that those inmates who cannot take up vocational trades are engaged in kitchen gardening and floriculture.
- iii) He/She will arrange exhibition of films periodically. Govt. Organizations may be invited to stage plays in the homes. For this purpose he/she may contact the District Publicity Officer and District Social Welfare Officer.

- iv) He/She will arrange exhibition of films periodically. Govt. Organizations may be invited to stage plays in the Homes. For this purpose he / she may contact the District Publicity Officer and District Social Welfare Officer.

## Rehabilitation

- i) He/She will have to see that immediately on arrival of new inmates; their History Tickets are properly written. Letter should be written to the relatives of the inmates who can disclose their identity & address with a view to sending them back to their family if they are willing to return home. Controller of vagrancy should be approached immediately for ordering of release in case the inmates can be restored to their family. In case of homes under Social Welfare Directorate action should be taken in accordance with the provision of the relevant act Rules and orders of the Govt.
- ii) He/She should ensure that inmates who have been reformed and made fit for rehabilitation are released with the permission of the Controller of Vagrancy, West Bengal. The screening of inmates for release has to be done regularly.
- iii) He/She will have to ensure that rehabilitation avenues are opened for the inmates who have been trained in different trades. This rehabilitation may, be either by employment in established institutions or by making arrangement for self-employment through Banks and other institutions.

## Public Relations

- i) He/She will have to take adequate care in allowing interview to the parents or relatives of Male/Female and children inmates.
- ii) He/She will have to render fullest co-operation to visitors to the Home who have been allowed to visit the Home by the WCD and Social Welfare Department, Govt. of West Bengal or the Controller of Vagrancy, West Bengal or Director of Social Welfare, West Bengal.
- iii) **Press**

He/She should not disclose the activities of the Home to persons other than accredited representatives of the press. He/She will not give publicity to their personal opinions or desist from criticism of Govt. activities and policies.

## Financial

Manager/Superintendent will act as the Chief Financial Officer of the concerned Home and also the Drawing and Disbursing Officer. His/Her financial and other allied responsibilities the following:

- i) To arrange drawl and payment of pay and other allowances to the staff regularly in time.
- ii) To arrange timely and regularly payment to parties supplying articles to the Homes.
- iii) To arrange timely meeting of the Tender Committee for the selection of the dietary and miscellaneous articles.
- iv) To ensure supply of commodities strictly according to the approved tendered rates and standard.
- v) To Prepare and submit B- statement regularly.
- vi) To prepare and submit revised Budget estimate net grant statements and surrender or Savings statements etc. in time.
- vii) To scrupulously adhere to the rules regarding closure of financial year.
- viii) To check Cash Book to undertake physical verification of cash maintained by the Assistant Managers Every day.
- ix) To Verify regularly the Stock Book, Indent Register, Property Register, Acquaintance Register, Bill Register, Contingencies Register and other papers under proper attestations.
- x) To ensure proper maintenance of Service Book, Leave Account, G.P.F. Account, Group Insurance Accounts and supply of G.P.F. Account to the Group 'D' Employees in time.
- xi) To submit proposal for creation of new posts if so required with facts and figures justifying creation of the posts. Proposal for surrender of any existing post, if any, has to be submitted to the Controller of Vagrancy. West Bengal/Director of Social Welfare, West Bengal with justification.
- xii) To submit proposal for sanction of allotment in addition to the allotment sanctioned by the Controller of Vagrancy, West Bengal/Director of Social Welfare , West Bengal in time showing expenditure and the balance of funds available and the justification for the proposal.

- xiii) To arrange purchase of non-dietary articles according to the circular issued by the C.S.S. memo no. 3180(42)-F dated 30.3.82.

A formal approval may be obtained from the Controller of Vagrancy, West Bengal/Director of Social Welfare, West Bengal before such purchases.

- xiv) To submit proposal for retentions of temporary posts in time.
- xv) To submit proposal in time for supply of liveries to the eligible staff with measurement.

The Managers/Superintendent remain in overall control of the administrations of the Home except the medical treatment of the sick and the charge of the sanitary administration of the Home. He/She shall be under the general control of the Controller of Vagrancy, West Bengal/Director of Social Welfare, West Bengal.

## **Annexure - VI**

### **A COMPARATIVE STUDY OF NATURE OF WORK, JOB RESPONSIBILITIES AND PAY-SCALES OF DIFFERENT OFFICERS**

Field of comparison	DESIGNATION OF OFFICERS WITH SCALE OF PAY						
	A.D.O. Scale :16	A.D.S.R. Scale :16	B.L.D.O. Scale :16	Employment Officer Scale :16	C.D.P.O. Scale :14	A.R.C.S. Scale :16	R.O. Scale :14
As DDO	Does not arise.	1. Salary and other claims of Staff. 2. Contingency.	1.Salary and other claims of Staff 2.Contingency 3.Misc.	1. Salary and other claims of Staff. 2. Contingency.	1. Salary and other claims of Staff. 2. Hon., Addl. Hon. and other claims of vol. workers. 3. Reimbursement Bills of cost of Fuel & Condiments of vol. workers. 4. Cost of food (approx. amount ten million rupees per annum). 5. Transportation and Storage charges. 6. Contingency for office. 7. Contingency for AWC. 8. Other Govt. Schemes like PMGY, KSY, Syamsiddha, Positive Deviance, etc.		Does not arise.
As Head of Office & Controlling Officer	Head of the Office. Controlling Officer of Office Staff and KPS.	Head of the Office. Controlling Officer of Office Staff.	Head of the Office. Controlling Officer of Office Staff.	Head of the Office. Controlling Officer of Office Staff.	Head of the Office. Controlling Officer of Office Staff and huge no. of Female vol. workers.		Does not arise.
Service Takers	Only farmers, basically who have land.	State Government.	Domestic Animals and Poultry Birds	Unemployed youths.	Children(6months-6years), Pregnant & Nursing Mothers, Adolescent Girls, and as a	Cooperatives.	State Government & People having land property.



Responsibilities	To guide the farmers for proper use of fertilizers and pesticides, necessity of irrigation, selection of corps, etc.	Registration of land & property (mainly) and revenue collection and other quasi-judicial works.	and their owners.	Wholistic development of Dom. Animals & Pol. Birds, by means of Immunization, proper guidance for nutritional needs, breeding and introducing new breeds.	Record maintenance of unemployed youths connecting them to job providers. The importance has reduces recently as now a days it is mandatory for job providers to publish advertisements in news papers.	whole, the society.		Registration of Land, Revenue and collection, to address disputes regarding ownership of land and other hazardous & quasi-judicial works.
Work Loads	Reasonable, as responsibilities are fixed & pin-pointed.	Reasonable, as responsibilities are fixed & pin-pointed.	Reasonable, as responsibilities are fixed & pin-pointed.	Reasonable, as responsibilities are fixed & pin-pointed.	Reasonable, as responsibilities are fixed & pin-pointed.	Excessive as nature of work covers a wide jurisdiction and at grass root level they have to reach every door.		Reasonable, as responsibilities are fixed & pin-pointed.
Impact on society	Only on farmers.	Apparently no impact as most of the common people do not care for civil registration until complications arises.	Mainly on them who earn livelihood depending on dom. Animals and Pol. Birds.	Mainly on Unemployed youths. However, the impact has reduces much recently.	Mainly on Pregnant & Lactating Mothers and children below the age of 6 years, and particularly the poor.			Mainly on land owners.
Social Involvements	Nominal	Nominal	Nominal	Nominal	Nominal	Remarkable	Nominal	Nominal

## Executive Summary of the Memorandum to the 6<sup>th</sup> Pay Commission

### Introduction

1.01 Journey of civilization started with the advent of individual property.

1.02 Social Safety Net nowadays got multi dimension. Mere providing of some state aided home for orphans, old and infirm and disabled persons is not enough to meet the need of the hour. Welfare has now gone further to provide programme for different weaker sections, which are in need of care and protection.

1.03 A number of Social Legislation took place as a result of this international obligation of the State.

Thus the journey of Department of Home (Social Welfare) to Department of Women and Child Development and Social Welfare became a very complex yet more and more people oriented in nature and attitude.

**1.04 After 2011 new Government took charge and brought a sea change in the governance. We feel that Social Welfare has been brought in the priority area of the new government.** But new government in the very beginning initiated firm step towards empowerment of women and as a pioneer state adopted **State Policy for empowerment of Women**. Apart from all these adopted **Kanyashree** which is the dream project of Honourable Chief Minister. This very scheme has made the Department nationally as well as internationally popular. We from the CD and WD & SW Department are proud to be associated with Scheme. The new Government has undertaken step to bifurcate the Department and split the only Directorate into three. All these steps within such a short span of time are unbelievable. Yet we expect the government will rightly take appropriate steps towards making the Department more oriented to people and make the department more efficient to deliver services to the people.

1.05 Officers of the West Bengal Junior Social Welfare Service plays a major part in effective implementation of Welfare programme and monitoring of state welfare policies. In our memorandum we will discuss the problem and prospect of WBJSW Service and the organisation set up of CD and WD & Social Welfare Department in subsequent parts.

### Chapter II

#### Proposal for Review of West Bengal Junior Social Welfare Service

##### Historical Background and formation of Junior Service

2.01 West Bengal Junior Social Welfare Service was constituted in the year 1970<sup>1</sup> comprising a few posts like Managers, Superintendents, and Officer in Charge of Receiving Centre (OCRC), Chief Organiser – Eradication and Control of Juvenile Beggary (CO) and such other posts. Among these posts Managers, OCRC, CO posts were placed under Vagrancy Directorate which was headed by Controller of Vagrancy. Superintendents were placed under Directorate of Social Welfare.

2.02 The posts of Managers of Vagrants' Homes, Officer in Charge of Receiving Centre are the statutory posts which were created under the statutory obligation of the Bengal Vagrancy Act 1943 read with

Bengal Vagrancy Rules 1948 and the subsequent amendments on the said Act in the year 1968 and 1970.

2.03 The post of Chief Organiser, Eradication and Control of Juvenile Beggary & Vagrancy was created with the basic objectives of controlling child beggary. The job responsibilities of the post aims at achieving the above said goal with the power of DDO and Head of Office, yet the post remains neglected one till today.

2.04 The posts of Superintendents of different Welfare Homes were created either under statutory legal obligations and under different rule and / or schemes formulated / implemented by Government of West Bengal in accordance with directive principle of state policy.

2.05 At initial stage the above said three categories of posts were filled up either by Officers from West Bengal Junior Civil Service or through promotion from feeder posts. Later in the year 1975 Integrated Child Development Services Scheme was formulated by Government of India. The scheme is a centrally sponsored scheme. As per Government of India Guideline the posts should be filled up by an Officer equivalent to that Block Development Officer. Later ICDS scheme experienced rapid expansion throughout the country and at present the scheme is the single largest scheme of the country and perhaps one of the largest within the world. Nowadays, ICDS has become universal and all the CD Blocks have been covered under this Scheme and all the Municipalities have also been covered by this Scheme. WBJSW Service has now been filled with almost 90% or more than that with the CDPOs and the initial posts of Superintendents / Managers have become minor in the service.

2.06 In the '80s District Level posts District Social Welfare Officer (DSWO) for monitoring of Social Welfare activities for all districts except Kolkata were created and the posts were also included in the WBJSW Service. In the year 2009 as per Government of India directive out of total 416 ICDS Projects the bigger ICDS Projects having 300 or more anganwadi centres in an ICDS Project were split and thereby 160 new Additional ICDS Projects were sanctioned and creating 160 new posts of CDPOs.

2.07 Considering the fore-stated situation 5<sup>th</sup> Pay Commission recommended review of Cadre of WBJSW service which was not undertaken by administrative department nor the Finance department. West Bengal Junior Social Welfare Service is the backbone of the two Departments, namely Child Development Department and Women Development & Social Welfare Department. At Block level and sub-Block level Child development Project Officer (CDPO) is filled up by the Officer from WBJSW Service. CDPO is the principal executive Officer for implementation of the Integrated Child Development Project Scheme. He is the Drawing and Disbursing Officer for the Project, declared Head of Office under West Bengal Service Rule. He is the controlling Officer for all the Group B, C and D staff of the Project. He is the appointing authority for all the voluntary workers of the Project.

- 2.08 At District level there are two posts namely, District Programme Officer (DPO) and District Social Welfare Officer (DSWO). DPO is primarily involved in monitoring ICDS scheme throughout the District. Social Welfare Officer (DSWO) is primarily responsible for implementation of all the Social Welfare schemes except ICDS.
- 2.09 At the Social welfare Homes as well as CRT Homes the posts of Superintendents are filled up by the Officers from this service. Similarly, at vagrants Homes the posts of Managers are also filled up by the Officers from this service.
- 2.10 The Chief Organiser for Eradication and Control of Juvenile Beggary (CO) function through three units situated at different places of Kolkata and Howrah, Hooghly. He also functions as DDO, Head of Office and Controlling Officer for the Group B, C, and D category staff of the establishment.
- 2.11 The post of Project Manager is filled up by the Officers from WBJSWs. He is to monitor all the schemes of WB WDU and keep liaison with the District level Officials like DPO, DSWO and state level Officials like Director of Social Welfare, Secretary, WCD and Social Welfare.
- 2.12 At present all the above mentioned posts under this service belong to same scale no 14. But, as per convention the senior Officers after obtaining affirmative option from them are posted at District Level Posts and some other similar posts. From the above analysis it is evident that the constitution of the Service has totally been changed from the initial situation of constitution of service. At the District level DPO (ICDS) and DSWO have to undertake very crucial and sensitive responsibilities. No other district level Officers has such comparable job responsibilities as DPO or DSWO.

### **Chapter III**

#### **Job Analysis of Posts of WBJSWs**

- 3.01 West Bengal Junior Social Welfare Service is the backbone of the two Departments, namely Child Development Department and Women Development & Social Welfare Department. The Officers of the service are the only Officers responsible for implementation of all the schemes and programmes of the Departments implemented through three Directorates, namely ICDS Directorate, Child Right & Trafficking Directorate and Social Welfare Directorate and Vagrancy sub Directorate and Commissioner of Disability.
- 3.02 At Block level and sub-Block level Child development Project Officer (CDPO)<sup>2</sup> is filled up by the Officer from WBJSW Service.
- 3.03 At District level there are two posts namely, District Programme Officer (DPO) and District Social Welfare Officer (DSWO)
- 3.04 District Social Welfare Officer (DSWO) is primarily responsible for implementation of all the Social Welfare schemes except ICDS.
- 3.05 At the Social welfare Homes as well as CRT<sup>3</sup> Homes the posts of Superintendents are filled up by the Officers from this service.

- 3.06 The Chief Organiser for Eradication and Control of Juvenile Beggary (CO) function through three units situated at different places of Kolkata and Howrah, Hooghly.
- 3.07 The post of Project Manager is filled up by the Officers from WBJSWS. He is to monitor all the schemes of WB WDU and keep liaison with the District level Officials like DPO, DSWO and state level Officials like Director of Social Welfare, Secretary, WCD and Social Welfare.
- 3.08 At present all the above mentioned posts under this service belong to same scale no 14.

<b><u>Name of the Post</u></b>	<b><u>No of Post</u></b>
CDPO	559
DPO	19
DSWO	18
Manager	08
Superintendent	24
CO / OSD / PM / APM	04
RO cum CWO	<u>01</u>
	<b>633</b>

- 3.09 From the above analysis it is evident that the constitution of the Service has totally been changed from the initial situation of constitution of service. Now, almost 95% of the posts are involved in people oriented work
- 3.10 At the District level DPO (ICDS) and DSWO have to undertake very crucial and sensitive responsibilities. No other district level Officers has such comparable job responsibilities as DPO or DSWO.

## **Chapter – IV**

### **Recruitment Rule and Scale of Pay of the Service over time**

- 4.01 The service was constituted in the year 1970. Initially the posts of Superintendents / Managers were filled up by Officers from Best Bengal Junior Civil Service. Then as there was no constituted service the different posts were recruited differently.
- 4.02 Later after inclusion of CDPO posts in this service, need to modify the recruitment rule came into the fore. As per Government of India guideline the post CDPO should be filled by the Officer having degree in Social Work or related discipline. In the same guideline Government of India also prescribed that the post of CDPO to be born in an appropriate state cadre in pay scale equal to BDO. This may kindly taken note of that ICDS being a centrally sponsored scheme, all administrative cost including pay and allowances of all staff under ICDS were borne by Government of India.
- 4.03 Later due to regular expansion of ICDS Project and creation as well as inclusion of new CDPO posts in the WBJSW Service, it became necessary to conduct regular recruitment examination for WBJSW Service.
- 4.04 Basing on this department revised recruitment rule and on the basis of scale of pay, the recruitment to the service was included in the WBCS (Exe) Group – C examination in the year 1985-86.

- 4.05 Unfortunately promotion recruitment to the posts of WBJSW Service was not regular. As a result of it a huge vacancy due to promotion is due to be filled immediately.
- 4.06 Initially the posts of Superintendent / Managers were manned by Officers of WB Junior Civil Service (WBJCS) Officers and the scale of pay was at par with scale of WB JCS. At present the scale of pay of the service is scale no 14 as per ROPA '98. This scale of pay has been recommended by the Pay Anomaly Committee constituted after the Third Pay Commission w.e.f. 01.01.1986 and subsequently the Fourth and Fifth Pay Commissions also recommended the scale of Pay.
- 4.07 In ROPA '81 the pay scale of the service was fixed at Rs 470/- to Rs. 1230/- which was recognised as scale no 13 as per ROPA '81. Subsequently in ROPA'90 the scale was revised to the corresponding scale which was recognised as Scale no 12 or Rs. 1500/- to Rs 3410/- as per ROPA'90. Subsequently by Pay Anomaly Committee it was observed that the Service should be awarded scale no 14 instead of scale no 12. Before ROPA'81 the scale of pay was Rs. 400/- to Rs. 750/-. From our available information it is being observed that prior to 1970 the pay scale of Superintendent or Manager was Rs. 250/- - 15 – 550/- (E.B. at 8<sup>th</sup> and 16<sup>th</sup> stage).

## **Chapter – V**

### **Stagnation and Relative Promotional Prospect of Service**

- 5.01 At present there are more than 633 posts in West Bengal Junior Social Welfare Service. But unfortunately for all these posts there are only 35 available posts for promotion. It is evident that there is total 35 (thirty five) available promotion post to the WBJSW Service.
- 5.02 So any candidate while entering WBJSW Service in the scale no 14, he / she is elevated to the third higher scale (No – 17) after 25 (twenty five) years of service and most of them has got no scope for elevation to any further higher scale of pay. Only a very few will have a scope to advancement to scale no – 18. So, to ours CAS is the only remedy of promotion, no other promotion prospect is available there. The stagnation is more fatal in case of Officers recruited by promotion from feeder posts. We know that promotion policy of Government of West Bengal is such that if any employee is not getting any functional promotion, he will be awarded with at least scope of scale advancement through CAS. But, in our case the stagnation is such acute that every year a considerable number of candidates are not either opting for the job or even after joining the job leaving the service. We feel that our service is the only service which has got highest number of officers who are opting out of the service regularly just for stagnation at the service.
- 5.03 Very recently Government of West Bengal has hiked scale of pay for some services and posts which has directly or indirectly relation with WBJSW Service. The posts of S.I. of Schools in the WB Sub Ordinate Education Service have been hiked to Scale no 14 with higher initial start.
- 5.04 West Bengal Sub Ordinate Land Revenue Service Grade I has also been elevated to the scale no – 14.
- 5.05 The Post of Assistant Commercial Tax Officer has also been upgraded to that of Scale no 14 (ROPA'98) from scale no – 12.

- 5.06 Above two examples suggest that Government of West Bengal has placed Sub Ordinate Service and Junior Service in the same scale no – 14, which hampers the inter service parity.
- 5.07 At present the Department is following the principle of posting of Senior Officers in the District and State level posts. Moreover a Government Order has been issued so that posting of officers at the District level and Homes have been made mandatory for consideration of promotion of the Junior Service Officers to the Directorate level.
- 5.08 We find that at the entry level the newly selected candidates are getting disappointed in joining the WBJSW service or continuing it. The selected candidates are leaving this service due to huge work load in comparison to the pay package even to join the service / post of lower scale of pay.
- 5.09 Considering the impact and reach of gigantic Project like ICDS WBJSW Service need special attention of the Pay Commission as well as Government which we failed to draw time and again.

## **Chapter – VI**

### **Proposal for Review of West Bengal Junior Social Welfare Service**

- 6.01 There is no doubt that the posts included in the present West Bengal Junior Social Welfare Service certainly demand up gradation of scale of pay as well as the very nature of the posts demands special technicalities of Social work and other behavioural science and use of demographic tools to study the reports and returns. The Officers of the Service at present are provided with Special Job Training on Child Development and Social Work from National Institute of Public Cooperation and Child Development (NIPCCD) and time to time refresher over the subject from the Institute. So it is evident that Officers of the WBJSW Service has to undertake highly specialised job armed with the technicalities of Social Work, Child Development, Nutrition, and Sociology.
- 6.02 In the past this necessity has also been felt by Government of West Bengal and Finance Department agreed in principal to form one State Service named “**West Bengal Social Welfare Service**” and asked Administrative department to work out the posts to be included in the proposed service. We strongly demand that the name of the only Constituted Service of the Department may be renamed as **West Bengal Social Welfare Service** and all the Posts of Departmental Officers from CDPOs to that of Joint Director may be included in the Service.
- 6.03 We demand that in the revised West Bengal Social Welfare Service the scale of pay different level posts may be as stated below:-

Sl No	level of post	Name of the Posts	No of post	Scale of Pay
1.	Sub Block level	CDPO of Addl. Projects	158	Scale no – 14
2.	Block level	CDPO of Projects	401	Scale no – 16
		Manager & Superintendent	034	Scale no – 16
		Suptd. Ananda Ashram	001	Scale no – 16
3.	District level	DPO & DSWO	037	Scale no – 17
4.	State level	Project manager / Asst	004	Scale no – 17
		Manager / Chief Organiser		
		Research Officer cum CWO		

5. State Level	Asst Director / Comm	023	Scale no – 18
	Deputy Director	009	Scale no – 18
		(With higher initial at 5 <sup>th</sup> stage)	
	Joint Director	002	Scale no – 19

6.04 We strongly feel that posts of Special Officer – I, Additional Director of Social Welfare, Programme Officer & Ex-Officio Joint Secretary, and Controller of Vagrancy, Secretary WB WDU, Secretary, WB Social Welfare Board, Project Manager SARA<sup>4</sup>, Program Manager SCPS<sup>5</sup>, should also be included within the reviewed WBSW Service. All these posts are meant for different schemes or programme implementation which will be better managed by the Officers who are really working in field level for years together and are being provided with the specialised training based on the job requirement.

6.05 We may sum up the constitution of revised WBSW Service as detailed below: -

Sl No	level of post	Name of the Posts	No of post	Scale of Pay
1.	Sub Block level	CDPO of Addl. Projects	158	Scale no – 14
		CDPO of NGO Addl Proj	002	Scale no – 14
2.	Block level	CDPO of Projects	401	Scale no – 16
		CDPO of NGO Projects	016	Scale no – 16
		Manager & Superintendent	034	Scale no – 16
		Suptd. Ananda Ashram	001	Scale no – 16
3.	District level	DPO & DSWO	037	Scale no – 17
4.	State level	Project Manager / Asst	004	Scale no – 17
		Manager / Chief Organiser		
		Research Officer cum CWO		
5.	State Level	Asst Director / Comm	023	Scale no – 18
		Deputy Director	009	Scale no – 18
		(With higher initial at 5 <sup>th</sup> stage)		
		Joint Director	002	Scale no – 18
		Secretary, WB WDU	001	Scale no – 18
		SPM, Kanyashree	001	Scale no – 18
		Secretary, WB SW Board	001	Scale no – 18
		PM, SARA & PM, SCPS	002	Scale no – 18
		SO I & Jt Director	001	Scale no – 19
		Additional Director	003	Scale no – 21
		SPO & Joint Secretary	001	Scale no – 21



6.06 Regarding recruitment rule of the reviewed **West Bengal Social Welfare Service** we propose that 50% of posts at the initial level are to be filled up by direct recruitment by conducting special examination for the purpose. Only the candidates having post graduate degree in Social Work / Sociology / Population Studies / Child Development / Nutrition or having experience in Social Work field for more than five years will be eligible for the posts of the West Bengal Social Welfare Service. West Bengal Public Service Commission may be requested to conduct special examination for the purpose. The rest 50% posts may also be recruited through promotion from the Officers with graduate degree and posted as ACDPOs / Supervisors of ICDS / Block welfare Officers for more than eight years through written examination followed by viva-voce.

## **Chapter - VII**

### **Proposal for Reorganisation of CD and WD & Social Welfare Department**

#### **Felt Need for Reorganisation**

In the year 1953 the Home (Social Welfare) department was formed. Before formation of the separate department, the activities were part of different departments namely, Home (Jail), Law (Judicial), Refugee Relief and Rehabilitation Department. Later it was felt that the activities should be clubbed together for better coordination as well as better service to the people. At that time the approach was mostly institutional one. In almost all cases an institutional solution was provided to the beneficiaries. Later Relief and Welfare department was formed and then the Social Welfare was a branch named as Welfare Branch under this department. In the 90s separate Social Welfare Department was formed and afterwards the department was renamed as WCD and Social Welfare Department. Finally the new people's Government formed in the year 2011 resolved to form two Departments, namely Child Development Department and Women Development & Social Welfare Department. Kanyashree, Dream Project of Honourable Chief Minister was launched in the year 2013 under this Department only and for implementation of the scheme new set up namely, State Project management unit and District Project management Unit was formed.

## **Chapter VIII**

### **Proposal for Uniform One Line Welfare Administration**

From the fore stated chapters it is clear that a one line administrative set up is urgently needed for Block as well as Municipal areas for delivery of services under different social safety net and other Social Welfare programmes. At present we have got no coordination between ICDS and other Social Welfare activities at block as well as district level set up. Rather both are running in parallel ways to merge at Department level only. Same is for Kanyashree also. At the District level in most cases DSWOs are assigned the additional job of kanyashree and few efficient CDPOs are also inducted into this programme.

## **Chapter – IX**

### **Proposal on Other allowances and General Entitlements**

Government of West Bengal has started so many schemes and activities which are beneficial to the employees. In some cases GOWB is pioneer among all the states of India. But, in some cases still

now we are lagging behind GOI employees in respect of pay scales, different allowances and entitlements available to them.

**Leave related Proposals:- Commuted Leave** At present the Commuted Leave under Rule 173 under WBSR Part I, one can avail conversion of leave from half pay to full pay only when he joins after expiry of such leave. We propose that such regulation should be waived and the conversion should always be made available.

**Leave encashment & Maximum Ceiling of Leave accumulation:-** At present leave encashment is available only for earned leave due at his credit at the time of his retirement. We propose that in case of calculation of leave for leave salary the accumulation of Commuted Leave should also be taken into account keeping the maximum amount of leave constant.

**Leave Travel Concession:-** We propose that the benefit should be made available to all employees at least once in every four years.

**Career Advanced Scheme:-** At present this scheme is available thrice to all the employees. We propose that employees should get career advancement for every five years of service without any scale advancement with the restriction that one may move up to fifth higher scale with respect to his initial scale of pay.

**Allowance for reimbursement of Tuition Fees:-** Government of India offers Children Education Allowance Scheme and reimbursement of tuition fees available for 2 (two) children. We propose that such scheme of reimbursement of tuition fees for two children with maximum ceiling of Rs. 24,000.00 (twenty four thousand) per child per annum may be introduced.

**Special Allowance for Disabled Children and Reimbursement of Tuition Fees for Disabled Children and Special Transport Allowance to Disabled Employees:-** We propose that Special Allowance for Disabled Women for Child Care up to two year of the child for two children only @ Rs. 3000/- (three thousand) per month may be introduced. Similarly, reimbursement of tuition fees for disabled children may be raised up to double of the normal children and the ceiling may be fixed at Rs. 48,000/- (forty eight thousand) only per disabled child per annum.

**Transport Allowance:-** we propose that four tier Transport Allowance may be introduced for State Government Employees as follows:- For Group D employees at the rate of Rs. 1000.00 (One thousand) only per month, Group C employees at the rate of Rs. 2000.00 (two thousand) only, Group B employees at the rate of Rs. 3000.00 (three thousand) only and for Group A employees at the rate of Rs. 4000.00 (four thousand) only.

**House Rent Allowance:-** We feel that the House Rent Allowance at the flat rate 15% of Basic Pay is justified and it should be retained. In this connection there should be no upper limit or ceiling for such house rent allowance. We propose that for the Officers who are to stay at government quarters for public interest should be paid HRA at the rate of 8% of his basic pay just to compensate his expenses he has to incur to serve the government.

**Hill Compensatory Allowance & Sundarban Allowance:-** We propose to reassess the areas for which the allowance is admissible.

**Travelling Allowance:- Modification of General Principal:-** We propose that Siliguri, Durgapur, Asansole, all the District Head quarter and greater Kolkata areas should also be included within the special rate area. Where the Daily Allowance is not admissible the employee who undertakes tour may be allowed to reimburse the travelling expenses.

**Extra Duty or Hazardous Duty Allowance for Superintendent / Managers and other staff of Social Welfare / Vagrancy Homes:-** We propose that Extra Hazardous Duty Allowance is to be paid to the Staff including Superintendent / Manager of SW / Vagrancy Homes at the rate of 10% of Basic Pay per month.

**Travel Concession:-** Any employee whose place of residence is more than 200 (two hundred) KM from his duty station should be paid such travel concession and this concession should be made available once in every two months.