

I/134220/2021

Government of West Bengal  
Self Help Group & Self Employment Department  
1<sup>st</sup> Floor, Kreta Suraksha Bhawan  
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Mail id : shgsewb@gmail.com

No. 601-SHGSE-11025/2/2020  
2021

Dated 25 th May

The undersigned is directed to state that, in pursuance of the Personnel & Administrative Reforms Department (e-Governance Cell) Notification No. 192-IT/06/2020/P&AR-e-Gov. dated 16.10.2020, the following 8 (Eight) Data Entry Operators posted at the District HQs on contractual basis engaged through the Webel Technology Ltd. are brought under the direct control of the Department :-

Sl.	Name	Designation	Monthly Contractual Wage prior to 1.11.20 [Rs.]	Posted at District HQ
1	Dipanjan Chatterjee	Data Entry Operator	11500	Purulia
2	Gopal Haldar	Data Entry Operator	11500	Murshidabad
3	Sukarna Hazra	Data Entry Operator	11500	Paschim Bardhaman
4	Koushik Pramanick	Data Entry Operator	11500	DYO, Kolkata
5	Rajkumar Goswami	Data Entry Operator	11500	Jhargram
6	Tusher Sanyal	Data Entry Operator	11500	Jalpaiguri
7	Sreenjan Chakraborty	Data Entry Operator	11000	South 24 Pgs
8	Sumona Paul	Data Entry Operator	11500	Howrah

2. The said Data Entry Operators would also be entitled to the following benefits, as envisaged in the said Notification of the P&AR Department

**a) Security of tenure** - These contractually engaged Data Entry Operators would be given security of engagement up to the age of 60 years. They would not be terminated except on the grounds as prescribed in No. 9008-F(P) dated 16.09.2011, i.e., because of involvement in criminal case / misconduct / delinquency / incapacitation etc. or if the concerned worker intends to opt out of the engagement on his / her own.

**b) Leave** -

- (i) 30 days leave in a calendar year,
- (ii) 10 days leave on medical ground,
- (iii) Maternity leave (in case of female employee) 180 days and 42 days in case

of

abortion/ miscarriage.

**c) Terminal benefits** on attaining the age of 60 years- Rs. 3.00 Lakhs.

**d) Medical Benefit**- they will come under "Swasthya Sathi Scheme", if he/she is not covered under WBHS being a spouse of an employee of State Government.

3. The Contractual Data Entry Operators are not entitled to claim regular employment

4. During exigencies, his services may be utilized in other projects in addition to the assignment stated herein before for which no additional compensation will be admissible to him. Moreover, his services in this Department are liable to be utilized at any location in the State of West Bengal.

5. If any of the concerned contractual DEO intends to opt out of the engagement on his own, he will have to give the SHG&SE Department 2(Two) months' notice. However, if exigency demands, the Department will exercise its discretion to release him at such time as may be convenient. However, for any breach of discipline, his appointment is liable to be

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terminated forthwith.

6. In terms of the Finance Department No. 1168(55)-F[P1] dated 23/03/2021, till finalization of remuneration of these contractual Data Entry Operators, they will continue to receive the same amount of remuneration as was being drawn by them prior to 01.11.2020, i.e the amounts as shown against each in the table above. This monthly remuneration payable to them would be drawn out of the expenditure HoA "59-2052-00-090-027-02-00-V".

7. This contractual appointment is a full-time assignment and as such he/she would render efficiently to the best of his/her ability, will devote his/her whole time to the work of the Department and will not engage directly or indirectly either in honorary capacity or on remuneration in any services, trade, business, vocation or occupation (including agency of an insurance Department or in advisory capacity).

8. He/She will not give to any one, by word of mouth or otherwise, particulars or details of Department's or the District Office's business, technical know-how or information of administrative and/or organizational matters, whether of confidential or secret nature or not which he/she may acquire by way of being associated with the Department/District Office. Failure to adhere to this stipulation will be viewed as wilful dereliction and thus will attract the relevant laws of the land.

9. He/She will be responsible for the safe-custody of the machines, documents, testimonial, papers

and/or equipment etc. entrusted to him/her and, in case of any damage or loss, the Department/District Office will recover the cost of such loss/damaged items from his/her remuneration, besides taking such other action as the Department/District Office may deem fit and proper. He/She will have to take utmost care against loss and/or pilferage, damage of the Department's/District Office's tools, equipment and most importantly leakage of secret information pertaining to the business of the Department/District Office. Failure to adhere to this stipulation will be viewed as wilful dereliction and thus will attract the relevant laws of the land.

Joint Secretary

Memo No. 601/1 (9) 11025/2/2020

dated 25 th May 2021

Copy forwarded for information and necessary action to

:

1. The District Magistrate, \_\_\_\_\_, SHG&SE Section
2. The Joint Secretary in Charge of Establishment, SHG&SE Department
3. Mr.Ashish Kr.Mukherjee, Scientist-F, National Informatics Centre, West Bengal State Centre, Kolkata with a request to upload a copy of this order in the Departmental website
4. The District Youth Officer, Kolkata
5. The Treasury Officer, \_\_\_\_\_
6. The OSD to the HMiC, SHG&SE Department
7. The District SHG&SE Officer, \_\_\_\_\_
8. Sri \_\_\_\_\_, Contractual DEO
9. The e Files for (a) Sub allotment of Administrative Expenses to the Departmental DDO, (b) Computer No: 21698 for payment of wages , (c) Computer No. 370131 for renewal of contract

Joint Secretary