

p.u.d.-1

Ref. AKM/717/C.O.S.J.S.R.Y/2011 dt. 10/08/2011 of Ashokenagar-Kalyangarh Municipality.

The Chairman, Ashokenagar-Kalyangarh Municipality has informed that Sri Anup Kumar Ganguly and Sri Goutam Mukhopadhyaya, Community Organiser resigned from their post on 04.10.2010. The ULB has also submitted a copy of their resignation letter as enclosure.

Put up for information and office records.

p.u.d.-2

**Sub: Extension of work of Town Project Officer / Community Organiser**

1. Ref. No. Admin/28/1635 dt. 22.12.2011 of Konnagar Municipality
2. Ref. No. 1304(2)/C.M dt.23.08.2011 of Chakda Municipality.
3. Ref. No. 1057/1(7)BM dt. 10.08.11 of Bidhannagar Municipality.
4. Ref. No. 1058/1(7)BM dt. 10.08.11 of Bidhannagar Municipality.
5. Ref. No. 354(5) dt. 03.08.11 of Arambag Municipality

Chairperson of Konnagar, Chakda, Bidhannagar and Arambag Municipality has informed that they have extended the job of TPO/C.Os, of their Municipality respectively.

Put up and submitted for your necessary information.

*Joint Dir. / Admin*

*29/11/12*

*Sum*

*15.2.12*

The recruitment qualification and eligibility criteria for the posts of Town Planning officer and Community Organizer have been laid down in the draft amendment to the West Bengal Municipal Employees' (Recruitment) Rules, 2005.

It may be recalled that the Govt in the Department of Municipal Affairs & side it GO No. 113/MA/O/R-9/2A-13/2010 dtd 25.2.11



created <sup>136</sup> ~~the~~ posts of T.P.O and ~~Sub Post Office~~ <sup>Sub Post Office</sup> CO for each UBS of the state. However the posts so created could not be filled up through a recruitment procedure in the absence of a specific recruitment rules in this regard.

It is also to be kept in mind that at present there are \_\_\_\_\_ no. of TPOs and \_\_\_\_\_ of COs working in the UBS under contractual tenure system and ~~most~~ ~~of~~ these TPOs & COs form the backbone of the urban community development initiatives, particularly in low income neighbourhoods.

The draft rule has accordingly given a due weightage to these incumbents who will now be eligible for becoming regular employees of the Urban Local Bodies.

After perusing through the provisions of para 43 & 44 under XII - Poverty Alleviation and Livelihood Development cell, it is found that draft rule has taken care of all the aspects save and except the provision for promotion to the post of TPO.

The post of TPO should be filled up both by direct & promotional recruitment. For promotional recruitment, only COs should be the eligible category. Departmental candidates having requisite qualification and experience have already



been taken care of in the Method of Recruitment proposed for direct candidates.

X { Then the clause in para (ii) of 43 " " Departmental candidates having qualification for direct recruitment may also apply" may be deleted. All other conditions seem to be in order.

Put up for perusal and approval of 'x' above

*[Signature]*  
14.3.12

~~Sd/- SUDA~~

'x' as proposed. A draft pl.

*[Signature]*  
15/3/12

~~The~~ P/C copy on 'x' also put up for signature.

*[Signature]*  
16.3.12

~~Sd/- SUDA~~

JD

*[Signature]*  
16/3/12

Sub: Ad-Hoc Bonus/ex-gratia of full time TPO/CO

Based on the Memorandum No. 6732-F(P) dt. 03/08/2012 of 'Grant of Ad-hoc Bonus to the State Government Employees and some other categories of Employees for the year 2011-2012' some ULB have raised the question whether TPO/Cos are entitled to get Ad-hoc bonus for the year 2011-12. Some other has requested to reimburse the Ad-hoc bonus amount to them.

It is observed in the aforesaid memorandum that "the employees on consolidated pay in the year 2011-12 will also be entitled to ad-hoc bonus under this order". The employees under consolidated pay of the Local Bodies are entitled to get the ad-hoc bonus at the rate not more than Rs. 2500/-.

Since the salaries of the full time TPOs and COs are being released by this office we may have the obligation to **release or reimburse** the ad-hoc bonus as per norms of the department.

If approved, selected ULBs who are having full time TPO/Cos may be informed.

Submitted for your perusal.

*[Signature]*  
26/09/12

Seen.

In pursuance of the order No: 6732-F(P) dt. 3-8-12 of the Finance Department, Audit Branch, Department of Municipal Affairs, Govt. West Bengal has issued an order dt. 16-8-12 for grant of bonus to the employees of Municipal Corporation/Municipality/NAA/Industrial Townships etc which may be perused at the RAS. By the date of this order the COS & TPOs working in different municipalities will come under the purview of ~~the~~ Ad-hoc bonus for the accounting year 2011-12.

Accordingly we may work out the total financial involvement for awarding grant of bonus to all the TPOs & COS and take necessary steps to



early disbursement of fund -

Put up for perusal & necessary instructions

*[Signature]*  
26.9.12

~~DM~~

'A' - as proposed.

*[Signature]*  
26/9/12

~~JD(SD)~~

As discussed, kindly find enclosed a letter addressed to the UBS enclosing the order of the MA Dept & request of them to pay the A's bonus admissible to all the TPOs/COs working under them

*[Signature]*  
25.6.12

~~DM~~  
~~JD(SD)~~

*[Signature]*  
27/9/12

Pl put up for signature

*[Signature]*  
7.10.12

~~DM~~  
~~JD(SD)~~  
~~A2/DM~~

*[Signature]*  
27/9/12

P.C. 27/10/12

*[Signature]*  
8.10.12

Sub: Leave rules of TPO/CO

Some ULBs have informed that they are not having any specific guideline of Leave Rules of Town Project Officer/Community Organiser appointed by them on contract basis for implementing SJSRY programme.

From our office records it is observed that previously in the memo no 1065/MA/C-10/3S-24/97 dt. 20/12/1999 M.A. Department had informed to all ULBs that TPO/CO will enjoy leave rules under Special Provision as followed by the ULBs for the staff on contract basis based on the order issued by this Deptt's memo no. 302/C-9/2L-8/83(109) dt.21/08/1984.(vide special provision-rule 24).

Hence, we may re-circulate aforesaid order copies to all ULBs to follow leave rules of the full time contractual TPO/CO engaged for implementing SJSRY.

If approved, a draft may be prepared and put up.

'A'

~~Adviser~~

~~17/10/12~~

'A' above may be approved.

~~H. Dir~~

~~Cm 17/10/12~~

Seen. As proposed in 'A' above. However once the recruitment rules are finalised & followed by appointments in the sanctioned posts, the guideline will become redundant. However till then, the ULBs may be asked to follow the provision of the Model Leave rules of the local bodies.

~~Dir~~

~~17/10/12~~

~~JDP/CO~~

~~18/10/12~~

Seen. R put up a draft

~~19/10/12~~

~~Adviser  
PZ  
9.10.12~~



As per notes and order in prepope bottom.

A draft is put up for approval.

Edm  
30/10/12

A revised draft may pl. be put up.

Co  
31/10/12

Revised draft is put up.

Edm  
01/11/12

Letter may pl. be signed.

Co  
1.11.12

The letter may be signed.

Edm  
5.11.12

Edm  
6/11/12

PC issue along with the enclosure.

Edm  
22/11/12

~~Adviser~~

~~P.C~~

~~Adviser.~~

~~J.F. Dix~~

~~Dix~~

~~J.F. Dix~~

~~PC~~

Enclosed a memorandum submitted by All Bengal urban Poverty Livelihood Mission Association (Formerly known as ABSSA) to Director SUDA and Mission Director WBSULM.

As per point 6 of their memorandum they have demanded for special Executive order for absorption and regularization of existing TPOs (APOs) and Cos in permanent nature with the usual benefits as well as Municipal employee and to continue honorarium for all existing TPOs and Cos in NULM and non NULM towns as per Govt. order of NULM with effect from 01.04.2014.

Memorandum is put up for sympathetic consideration as TPOs and Cos have been engaged following a procedure and order and they are continuing their service since long with a very less honorarium.

*Memo*  
15/1/16.

Joint Director (SD), SUDA

Director, SUDA  
&  
Mission Director,  
WBSULM

We may forward the memorandum to MA Deptt. A draft pl.

*JG/SD*

Put up with draft.

*Memo*

*WT*  
21/1/16

Draft modified - FC pl.

*WT*  
21/1/16

~~FC doc put up for signature~~

*Memo*  
17/1/16

Director

*JG/SD*

*JG/SD*

Director