

Government of West Bengal

Finance Department

(Audit Branch)

NABANNA

325, Sarat Chatterjee Road, Howrah-711102

No.3973-F(P1)

Dated 29/10/2026

MEMORANDUM

Consequent upon issuance of the Memo. No-2477-F(P1) dated 09/07/2026 regarding certain issues arising out of the West Bengal Services (Recruitment to Clerical Cadre) Rules, 2019 issued under Notification No. 662-F(P2) dated 24/01/2019, references have been received from various corners seeking clarifications on certain points for effective implementation of the provisions of the said Memo.

After careful consideration of the matter, the undersigned is directed by order of the Governor to clarify the following points for information and guidance of all concerned:

Sl. No.	Point of reference	Clarification
1	Category of employees on which provisions of the F.D. Memo No-2477-F(P1) dated 09/07/2026 are applicable.	The provisions of Memo No-2477-F(P1) dated 09/07/2026 are applicable only i.r.o. the Group D/ eligible Group C employees who have inadvertently been promoted to the posts of LDA/LDC under 10% quota on or after 24/01/2019 without having passed the mandatory test on Computer Operation and Computer Typing on attaining the age of 50 years.
2	Whether annual increment of those employees falling due on 01/07/2026 needs to be withheld.	Since the said memorandum came into effect on 09/07/2026, increments that fell due on 01/07/2026 need not be withheld.
3	Whether those employees need to be excluded from the existing gradation list of LDA/LDC or UDA/UDC or any equivalent post, as the case may be.	The reply is in the affirmative.

4	Whether separate gradation lists need to be prepared for the employees holding such Ex-cadre posts.	The reply is in the negative.
5	Whether on passing the mandatory test on Computer Operation and Computer Typing, they will be placed at the bottom of the existing gradation list of LDA/LDC or UDA/UDC or equivalent posts with effect from the date immediately following the last date of examination in which they pass the prescribed test.	The reply is in the affirmative.
6	As per the existing provision of the Memo. <i>ibid</i> , cases of the employees who are not in a position to take the said test before their date of retirement, are required to be sent to the F.D. seeking formal exemption. In such a position, a question arises how the issue be mitigated if simultaneous exercise of preparing/sending their pension papers to Pr.AG, WB, and seeking exemption from the F.D. create unwanted delay in settling their pensionary benefits.	Cases of such employees going to retire on superannuation till 30/06/2027 may be treated as exempted and need not be referred to the Finance Department seeking formal exemption as such.
7	Whether the employees who have already passed such test successfully prior to 24/01/2019, shall again have to take such test from the NSATI.	The reply is in the negative.

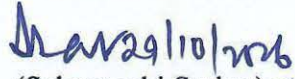
Sd/- P. K. Mishra
Additional Chief Secretary
to the Government of West Bengal

No.3973/1(300)-F(P1)

Dated 29/10/2026

Copy forwarded for information and necessary action to:

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kol.- 1.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kol 1.
3. The Principal Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Buildings, 5th Floor, Block DF, Sector 1, Salt Lake, Kol-64
4. The Additional Chief Secretary/Principal Secretary/Secretary..... Dept.
5. The Divisional Commissioner Division (All).
6. The Director of Treasuries & Accounts, West Bengal.
7. The District Magistrate/District Judge/Superintendent of Police(All).
8. The Sub-Divisional Officer(All).
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I/II/III.
10. The Registrar & DDO Finance Accounts Department.
11. The Treasury Officer Treasury (All).
12. Shri Sumit Mitra, Network Administrator, Finance Department for uploading this Memorandum in the Finance Department's Website.


(Sabyasachi Sarkar) -

Special Secretary
to the Government of West Bengal