

I/134221/2021

Government of West Bengal
Self Help Group & Self Employment Department
1st Floor, Kreta Suraksha Bhawan
11A, Mirza Ghalib Street , Kolkata 700087
Mail id : shgsewb@gmail.com

Memorandum

No. 603-SHGSE- 11025/2/2020

Dated 25 th May 2021

The undersigned is directed to state that, the belownamed Software Support Personnel (SSP) posted at the SHG&SE Secretariat on contractual basis would be eligible for the following benefits as envisaged in the Personnel & Administrative Reforms (e-Governance Cell) Department Notification No. 192-IT/06/2020/P&AR-e-Gov. dated 16.10.2020:-

Sl.	Name	Designation	Monthly Contractual Wage [Rs.] prior to 1.11.20
1	Purna Chandra Jana	Software Support Personnel	19400

a) Security of tenure - The contractually engaged Software Support Personnel would be given security of engagement up to the age of 60 years. He would not be terminated except on the grounds as prescribed in No. 9008-F(P) dated 16.09.2011, 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,

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

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

2. The Contractual Software Support Personnel is not entitled to claim regular employment.
3. 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 may be utilized at any location in the State of West Bengal, if need be.

4. If the concerned contractual SSPr 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 engagement is liable to be terminated forthwith.

5. In terms of the Finance Department No. 1168(55)-F[P1] dated 23/03/2021, till finalization of remuneration of this contractual Software Support Personnel, he will continue to receive the same amount of remuneration as was being drawn by him prior to 01.11.2020, i.e., **Rs. 20100/- (Rupees Twenty thousand one hundred only)**. This monthly remuneration payable to him would be drawn out of the expenditure HoA "**59-2052-00-090-027-02-00-V**" with prospective effect from 1st June, 2021.

6. This contractual appointment is a full-time assignment and as such he would render efficiently to the best of his ability, would devote his whole time to the work of the Department and would not engage directly or indirectly either in honorary capacity or on remuneration in any services, trade, business, vocation or occupation.

7. He will not give to any one, by word of mouth or otherwise, particulars or details of Department's business, technical know-how or information of administrative and/or organizational matters, whether of confidential or secret nature or not which he may

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acquire by way of being associated with the Department. Failure to adhere to this stipulation will be viewed as wilful dereliction and thus will attract the relevant laws of the land.

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

and/or equipment etc. entrusted to him and, in case of any damage or loss, the Department will recover the cost of such loss/damaged items from his remuneration, besides taking such other action as the Department may deem fit and proper. He will have to take utmost care against loss and/or pilferage, damage of the Department's tools, equipment and most importantly leakage of secret information pertaining to the business of the Department. 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. 6031 (8) 11025/2/2020

dated 25 th May 2021

Copy forwarded for information and necessary action to :

1. The Joint Secretary in Charge of Establishment, SHG&SE Department
2. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2 Phears Lane, Kolkata-700012
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 OSD to the HMiC, SHG&SE Department
5. The Registrar & DDO SHG&SE Department
6. The Section Officer (Establishment) , SHG&SE Department
7. Sri Purna Chandra Jana, Contractual Software Support Personnel
8. 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