# **Administration Policy**

All employees of the Government College of Engineering and Ceramic Technology are governed by West Bengal Service Rule.

### West Bengal Service Rules Part – I and Part – I

West Bengal Service Rules is divided into two parts, Part - I and Part - II. There are sixteen chapters in which the followings are described in detail. The Rules can also be downloaded from the link at the bottom in pdf format.

## **Chapter 1 – Extent of Application**

- Short Title and Commencement
  To whom the rules apply
  Interpretations
  Relaxations
- 3B. Abstaining from work
- 3C. Restoring to Strike
- 3D. Directions of Government
- 4. Repeal and Savings

## **Chapter 2 – Definitions**

- 5. Definitions
- 6. Rate of Exchange

# **Chapter 3 – General Conditions of Service**

- 7. Age on first appointment
- 8. Condonation of an excess in age on first appointment
- 9. Declaration of age
- 10-14. Appointment on medical certificate of fitness
- 15. Whole time at the disposal of Government
- 16. Limitations in making substantive appointment
- 17-24.Lien
- 25. Subscription to Provident Fund and other similar funds
- 26. Drawal of pay-date of its commencement and end
- 27. Omitted
- 28. Charge of office
- 29. Headquarters term defined
- 29A. Obligation to stay at headquarters
- 30-33. Journey beyond the limits of charge

34. Maximum period of continuous absence from duty34A. Resignation34B. Discharge after notice

## Chapter 4 – Domicile

35-37. Omitted

## Chapter 5 – Pay

38. Omitted

- 39. During a course of instruction or training
- 40. Of a student to be appointed to Government Service on passing through a course of training
- 41. Time scale of pay
- 42. On substantive appointment
- 42A. Pay fixation on promotion or appointment
- 42B. Benefit of next higher scale of pay in certain contingency
- 43. On substantive appointment on reduced scale of pay
- 44. When the pay of a post is changed
- 45. Withholding of increments
- 46-47. Efficiency bar
- 48-48A. Conditions for counting service for increments
- 49. Premature increment
- 49A. Stagnation pay
- 50. Counting of military service towards increments
- 51. Pay of police officer on re-enlistment on discharge or resignation
- 52. Reduction to lower stage in a time scale
- 53. Reduction to a lower grade or post
- 54-55. Pay on officiating appointment
- 55A. Pay on erroneous appointment
- 55B. Pay on re-employment after retirement
- 56. Pay of a temporary post
- 57. Pay of post carrying a pay personal to another Government employee
- 58. Officiating pay at reduced rates
- 59. Authorities empowered to sanction officiating appointment
- 60. Absorption of personal pay in subsequent increases of pay
- 61. Omitted

## **Chapter 6 – Fees & Remunerations**

- 62. Circumstances in which granted
- 63. Conditions of acceptance
- 64. Sanctioning authorities

### **Chapter 7 – Combination of Appointments**

65. Pay how regulated

### **Chapter 8 – Deputation out of India**

65A. To whom the rules apply

- 66. Sanctioning authority
- 67. Date of beginning and end
- 68. Pay during deputation

69. Omitted

### Chapter 9 – Dismissal, Removal & Suspension

- 70. Termination of service on removal or dismissal
- 71. Subsistence grant while under suspension
- 72. Pay and allowances on reinstatement

72A. Pay and allowances on reinstatement when the orders of dismissal, etc., are set aside by a court of law

72B. Pay and allowances on reinstatement by competent authority

73. Omitted

74. Leave during period of suspension or while in prison

74A. Work charged staff

### **Chapter 10 – Compulsory Retirement**

- 75. For Group A, Group B and Group C service
- 76. For Group D service
- 77. Omitted
- 78. For Government employee holding officiating appointment s
- 79. Calculation of the date of retirement

79A. Re-employment of Government employees

### **Chapter 11 – Joining Time**

- 80. Conditions of its grant
- 81. Period admissible

82. When transfer is not in a new station or does not involve a change of residence

- 83-84. Omitted
- 85. Route for calculation
- 86. Making over charge away from head quarter
- 87. While in transit from one post to another
- 88. When leave intervenes
- 89. On return from leave

90. On transfer during a vacation

- 91. Extension of joining time
- 92. When transferred to the control of another Government.
- 93. Pay or leave salary of Government employees holding substantive appointment.
- 94. Penalty for exceeding joining time
- 95. Pay or leave salary of Government employees having no substantive appointment
- 96. Non-Government employees on temporary appointment under Government

#### **Chapter 12 – Foreign Service**

- 97-101. Conditions of transfer
- 102-108. Leave and pension contributions
- 109-110. Leave in foreign service
- 111. On officiating appointment in a post under Government
- 112-114. Reversion from foreign service
- 115. Traveling allowance
- 116. When an addition is made to permanent staff

#### **Chapter 13 – Service under Local Funds**

- 117. Funds administered by Government
- 118. Funds not administered by Government

#### **Chapter 14 – Passage from or to India**

119, 120, 122. Free Passage – Rules for the grant of 121, 123-143. Omitted

#### Chapter 15 – Leave

Section – I – General Conditions

- 144. Extent of application
- 145. Government employees on foreign service or in deputation
- 146. When transferred from a service or post to which these rules do not apply
- 147. Counting of former service on re-employment
- 148. Omitted
- 149. Persons re-employed after retirement
- 150. Grant of special disability leave
- 151-152. Leave sanctioning authority
- 153. Cannot be claimed as of right
- 154. Date of beginning and end
- 155-157. Combination of holidays with leave and joining time
- 158. Recall from leave

159. Certificate of fitness to return to duty

160(1). Return from leave before due date

160(2). Absence after expiry of leave

161. Short extensions in cases of overstayals

162. Employment during leave

Section – II – Leave Rules

163-164. Extent of application

165. Leave and leave procedure

166. Definitions

167. Combination of different kinds of leave

168. Leave preparatory to retirement

168A. Leave beyond the date of retirement of quitting service

168B. Cash equivalent of leave salary in case of death in service

168C. Cash equivalent of leave salary in case of retirement on invalidation from service

169. Earned leave for Government employees serving in a department other than a vacation department

170. Calculation of earned leave

171-172. Earned leave for persons serving in vacation department

- 173. Half pay leave and commuted leave
- 174. Leave not due
- 175. Extra ordinary leave
- 176. Leave salary

Section - III - Ordinary Leave Rules

177-194. Omitted

Section – IV – Special kind of Leave

195-196. Special disability leave 197. Study leave

- 198. Quarantine leave
- 199. Maternity leave

200-204. Hospital leave

- 205. Special sick leave
- 206. Leave to Survey parties
- 207. Casual Leave

Section – V – Special Provisions

208. Administrator General and Official Trustees209. Military Officers in civil employ210. On deputation out of India211. Government employees whose duties are not continuous

212. Piece-workers in Government Press

213. On contract appointment

214-216. Law officers

217. Part time Government employees

218. Government employees remunerated by fees

219. During a period of probation or apprenticeship

220. Government employees paid from contingencies

Section – VI – Leave Procedure

221. Leave Procedure

#### **Chapter 16 – Occupation of Government Residences**

Appendix 1 Heads of Department Appendix 2 Members of clerical staff Appendix 3 Omitted Appendix 4 Omitted Appendix 5 Rules for the grant of additional leave to Government employees for the study of Scientific, Technical or similar problems or in order to undertake special courses of instructions Appendix 6 West Bengal Government Servants Conduct Rules, 1959 Appendix 6A West Bengal Services (Duties, Rights and Obligations of the Govt. Employee) Appendix 7 Rules prescribing Leave Procedure Appendix 8 Concordance showing the source of each rule in the West Bengal Service Rule Part – I Appendix 9 Omitted Appendix 10 Casual Leave Rules Appendix 11 Special Casual Leave Rules

Download: WBSR-I, WBSR-II