

Personnel and Administrative Reforms



INTRODUCTION :-

The Personnel & Administrative Reforms Department acts as the Cadre controlling authority of IAS, WBCS (Executive), West Bengal Secretariat Service and Assistants & Typists in the West Bengal Secretariat. The department deals with various matters relating to its attached offices of (i) the Administrative Training Institute (ii) the Resident Commissioner, West Bengal at New Delhi (iii) the Vigilance Commission (iv) the West Bengal Information Commission and (v) the Lokayukta, West Bengal. It has also been designated as the Nodal Department for implementation of two important Acts, viz. 'The Right to Information Act, 2005' which is a Central Act and 'The West Bengal Lokayukta Act, 2003'.

Major Policy decision/reforms made by the P&A.R. Department since June' 2011

- a) Maximum age for recruitment of Govt. employments has been raised from 37 years to 40 years in case of General Categories, from 40 years to 43 years in case of OBC Categories and from 42 years to 45 years in case of SC, ST Categories.
- b) 'The West Bengal Staff Selection Commission Act, 2011' (West Bengal Act XVII of 2011) has been enacted for constitution of Staff Selection Commission in the State, which would be responsible for recruitment of Gr. 'B' & Gr. 'C' category of Govt. Staff. The office accommodation of the commission has also been identified will be at Mayukh Bhaban, Salt Lake & it would start functioning from 1st week of May' 2012.
- c) With a view to strengthening the State Vigilance and Anti-Corruption Machinery, the State Government has reconstituted the existing Vigilance Commission into a 3-member State Vigilance Commission based on the recommendations of 2nd Central Administrative Reforms Commission. The State Vigilance Commission would now be responsible for implementation of Prevention of Corruption Act, 1988 apart from being an apex advisory body in charge of matters relating to Anti-Corruption.
- d) Separate DDO functioning has been introduced in 11 (eleven) Departments including P & AR Department with effect from 1st December 2011. All remaining Departments would be covered by June.
- e) A new AIS pension cell has been created in Personnel & Administrative Reforms Department which would handle Pension Cases of all the AIS Officers in place of AG, West Bengal. The pension is being directly debited to Government of India account, thereby reducing the burden on State Exchequer.
- f) In view of acute shortage of IAS Officers in the Cadre the State Government had sent a proposal for midterm Cadre Review. Govt. of India has approved the proposal of the State Government and the total authorized strength of IAS has gone up to 359 from existing 314.
- g) The induction training of the WBCS (Exe.) Officers have been restructured on the lines of IAS officers. The seniority of the Officers in service would henceforth be decided based on the total marks obtained in PSC Examination and the marks obtained during induction training. This is being implemented by Administrative Training Institute (ATI).
- h) The West Bengal Civil Service (Exe) Recruitment Rules' 1978 have been amended in order to streamline the promotion process to WBCS (Exe) feeder posts.
- i) The WBCS (Exe) cadre is being restructured to make the job content more meaningful and excluding the jobs which can be performed by functional cadres.
- j) Introduction of e-office and e-governance in this Department on pilot basis has been given utmost priority. A programme has been taken for introduction of online gradation list and electronic data bank for the Secretariat Common Cadre.
- k) NIC has been assigned the task of creation of a new Website of the department and also for computerization of Pension Cell and Service Records.
- l) Child Care leave up to two years has been introduced for women employees.

ATTACHED OFFICES OF P&A.R. DEPARTMENT ADMINISTRATIVE TRAINING INSTITUTE

- (1) In the Disaster Management Wing of the ATI, 3 (three) more class rooms and one computer laboratory have been constructed.
- (2) The Administrative Training Institute (ATI) has started training programme for Secretariat staff in a newly designed module.
- (3) A new hostel in the ATI is being constructed to augment the hostel accommodation by another 100 seats. Training of Engineers recruited by different departments at their induction level in the ATI has also been started.

PRINCIPAL RESIDENT COMMISSIONER (RC) AT NEW DELHI, W.B.

- (1) It has been decided to restructure of RC office in a way to ensure that RC has administrative control over all the staff of different departments of the State Govt. at New Delhi. All the posts of different departments (excluding Technical posts) are being brought under the control of RC, who would also be delegated the power of the Secretary to the State Government. One more Deputy RC, one liaison officer and 3 protocol and IT manager posts have been created.
- (2) With a view to project Banga Bhavan as the face of Bengal at New Delhi as well as to provide better services to the public of West Bengal, its control has been transferred to the Resident Commissioner, New Delhi.
- (3) The Office of the RCWB has introduced a web portal for integrating all the State Government Offices in Delhi and online tracking of files/references pending with the Central Government. Daily updating of Room and Vehicle Allotment for visiting officials on the web portal has also been started along with an SMS alert facility for reconfirming the arrangements.
- (4) The Office of the RCWB has started online reservation facility for tourists aspiring to visit various destinations in West Bengal. A media centre has been constructed at Banga Bhavan to allow healthy exchange of information. A new web page "Media Reflections" has been created to collate all the news items pertaining to West Bengal in the print media, along with facility of posting a comment, if any.

- (5) A Toll Free Disaster Management service on number 1800-11-3330 has been started in the Resident Commissioner's Office to help the tourists stranded in various places outside the State.
- (6) The entire Office of the RCWB is being converted into a highly integrated web-enabled system.

WEST BENGAL INFORMATION COMMISSION (WBIC)

- (1) Government has decided to strengthen the WBIC by appointment of another Information Commissioner. This would help in clearing the backlog of appeal cases, which were pending in the Commission.
- (2) The West Bengal Information Commission (WBIC), has organized Seminars / Workshops in all 18 (eighteen) districts of West Bengal to educate the public servants on the provisions of the RTI Act.
- (3) In order to generate awareness on the RTI Act among the public, the WBIC has published the RTI Act along with the rules and leaflets containing guidelines on the provisions of the RTI Act in vernacular language as well as in English for easy understanding by the citizens and for its wide circulation among the public.
- (4) In order to facilitate on-line registration of the appeals and complaints by the citizens, the West Bengal Information Commission (WBIC) has installed software named 'Electronic Office Management System (EOMS)'.

NEW INITIATIVES :

- (1) Various Corporation / Commission such as Information Commission, West Bengal Human Rights Commission, Vigilance Commission, Lokayukta, and Minority Development & Welfare Directorate are mainly manned on the deputation basis so far by this Department. En-cadrement of all such ex-cadre / deputation post is under process.
- (2) In order to overcome the dearth of adequate office space, the WBIC has planned to construct its own building "State Information Commission Bhavan".
- (3) The cadre Restructuring of West Bengal Secretariat Service is proposed to be taken up to streamline the promotion prospects of WBSS officers.