

Government of West Bengal
Directorate of Library Services
Bikash Bhawan, Salt Lake City,
Calcutta - 91.

Memo No. 275(18)/L.S. Dated : The 17th March, 1998.

From : The Director of Library Services,
West Bengal.

To : The District Library Officer, _____

Sub. : Filling up of vacant posts in Govt. Sponsored Public Libraries
in terms of direct recruitment and promotion rules issued by
the Govt.

Ref. : This office Memo No. 963(18)/L.S. dated 12.11.97.

On the above subject and in continuation to this office Memo
under reference addressed to all the District Library Officers, this
is to state that the lists of vacancies forwarded by some District
Library Officers are observed to be incomplete and not in proper form
for which Finance Department could not be moved by the M.E.S. Department
for relaxation of embargo.

In the matter actions should be taken after going through
following points :-


1. Vacancies arisen out of transfer and the vacancies meant for promotion are not hit by embargo.
2. Report of vacancies should be sent category-wise for direct and promotion posts separately.
3. Cases of appointment on compassionate ground under exempted and also cases for other categories should be dealt with separately following instructions contained in G.O.No. 500(200)-Emp/130-87/94 dated 07-10-97.
4. While sending such report only posts sanctioned by the Govt. should be considered. For upgraded Town Libraries, no recruitment process should be initiated till the Govt. Order sanctioning such additional posts is issued.
5. In each case of vacancy, in addition to the particulars mentioned in 2nd Para of the instruction under reference, reason of vacancy should also be reported.
6. Vacant posts for direct recruitment and for promotion should be ascertained precisely in terms of rules for direct recruitment and promotion prescribed by the Govt.
7. For direct recruitment relevant 100 point Roster should be followed.
8. For promotion relevant 50 point roster should be followed.
9. It may be noted that Roster Points indicate position of vacancies and netposts.
10. In connection with preservation for Single-Post cadre, latest and relevant G.O.No. 11(20)-BCW/RC dated 20.1.98 of Back ward Classes Welfare Department, Govt. of West Bengal along with views of Id. Legal Remembrancer, West Bengal has been communicated under Memo No. 267(18) L.S. dated 26.2.98.

11. Prescribed Roster of vacancies which is a running account from year to year should be maintained in a rotational manner.
12. As mentioned in 11 above, to ascertain the vacancy position in a Roster, the Register of Appointment in prescribed format for the existing employees should be prepared first, if not already done.
13. On ascertaining the vacancy position in the Roster as per Register of Appointment, vacancies should be earmarked for direct recruitment, promotion, exempted and other categories.
14. For posts involved in ~~State~~ Court cases, specific order of the Court should be ascertained and accordant action taken.
15. The chronological sequence to be followed in this exercise is given below :-

Preparation of Register of Appointment for existing employees → earmarking of vacancies on rotational basis as per Roster Point from available sanctioned posts → ascertaining vacancies for direct recruitment, promotion and exempted and other categories as per Roster Point → forwarding of requisition to Employment Exchanges for direct recruitment indicating Unreserved, S.C., S.T. and B.C. vacancies → preparation for filling up of vacancies for promotion considering seniority as per finally published promotion list and performance report within the zone of consideration → cases for exempted and other categories as per Roster Point should be forwarded separately for the respective candidates with all relevant particulars including caste status.

16. For any clarification/guidance in respect of Register of Appointment, Roster Point, Reservation Rules, Single-Post Cadre, Grouping of posts and any relevant necessary information, "District Reservation Cell" of the District should be approached for guidance. It may be noted that the District Magistrate (who is also the Chairman of the Local Library Authority) is the "District Commissioner for Reservation" in De-officio capacity.


You are requested to take immediate action as enumerated above.


 26-03-98.
 Director of Library Services,
 West Bengal.

Dated : 06-03-98

Home No. 275(18)/1(2)/18
 Copy forwarded for information to :-

1. The Dy. Secretary, M.E.S. Department;
2. Dy. Director of Library Services, West Bengal;
3. Establishment Section of the Directorate.


 06-03-98.
 Director of Library Services,
 West Bengal.