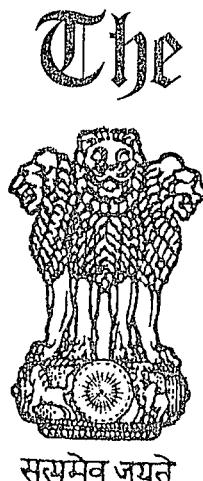


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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL  
West Bengal State Warehousing Corporation  
4<sup>th</sup> Floor, Block B, Khadya Bhavan 11A, Mirza Ghalib Street  
Kolkata, West Bengal 700087

No: 114/R(III)-1/SWC/2023

Date: 15.04.2023

NOTIFICATION

In exercise of the power conferred by section 23, read with sub-section (1) of section 42 of the Warehousing Corporations Act, 1962 (Act 58 of 1962), the West Bengal State Warehousing Corporation hereby makes, with the previous sanction of the appropriate Government, the following regulations regulating Recruitment and Promotion of employees of the West Bengal State Warehousing Corporation, namely:—

*Regulations*CHAPTER - I

- Short Title and Commencement:**— (1) These regulations may be called the West Bengal State Warehousing Corporation (Recruitment and Promotion) Regulations, 2024.  
(2) They shall come into force on the date of their publication in the Official Gazette.
- Definitions:**—In these regulations, unless there is anything repugnant to the subject or context, —  
(a) “Act” means the Warehousing Corporations Act, 1962 (58 of 1962);  
(b) “Board” means the Board of Directors of the Corporation;  
(c) “Chairman” means the Chairman of the Board of Directors;  
(d) “Corporation” means the West Bengal State Warehousing Corporation established under section 18 of the Act;  
(e) “Daily allowance” means the allowance granted for each day of absence from the headquarters on duty;

(f) "Day" means a calendar day beginning and ending at midnight but an absence from the headquarters which does not exceed 24 hours shall be reckoned as one day;

(g) "Director" means a member of the Board of Directors;

(h) "Employee" means a person in the whole or part-time Service of the Corporation but does not include a person employed on contract or daily wages;

(i) "Executive Committee" means the Executive Committee of the Corporation constituted by the Board in terms of section 25 of the Act;

(j) "Family" means an employee's wife or husband; as the case may be, residing with and wholly dependent on the employee and legitimate children and adopted children. Except as otherwise provided, it also includes parents, sister, and minor brothers if residing with and wholly dependent upon the employee;

(k) "Headquarters" means the normal place of duty of an employee or such other place as specified by the Corporation;

(l) "Lien" means the title of an employee to hold substantively either immediately or on the termination of a period/periods of absence, a permanent post, including a tenure post to which he or she has been appointed substantively;

(m) "Managing Director" means the Managing Director of the Corporation;

(n) "Notification" means a notification published in the *Official Gazette*;

(o) "Officiate" means when an employee performs duties of a post on which another person holds a lien or when he or she is appointed by the Authority competent to make a substantive appointment to the post to officiate in a vacant post on which no other person holds a lien;

(p) "Pay" means-

- (i) the amount drawn monthly by an employee as the pay other than special pay or pay granted in view of personal qualifications, which has been sanctioned for a post held by him or her substantively or in an officiating capacity, or to which he or she is entitled by reason of his or her position in a cadre;
- (ii) personal pay; and
- (iii) any other emoluments which may be specially classed as pay by the Corporation;

(q) "Personal Pay" means additional pay granted to an employee-

- (i) to save him or her from a loss of substantive pay in respect of Permanent post other than tenure post due to revision of Pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
- (ii) in exceptional circumstances, on other personal consideration.

(r) "Rule" means the West Bengal State Warehousing Corporation Rules, framed under the Act;

(s) "Secretary" means the Secretary of the Corporation;

(t) "Selection Committee" means a Selection Committee constituted by the Board or the Appointing authority for selecting persons for various Posts in the Corporation and shall include "Departmental Promotion Committee";

(u) "Special Pay" means addition of the nature of the pay to the emoluments of a post or of an employee, granted in consideration of-

- (i) the specially arduous nature of the duties or
- (ii) a specific addition to the work or responsibility

(v) "Sub-Committee" means a Sub-Committee appointed by Board of Directors or by the Executive Committee;

3. **Application:** - These regulations shall apply to all the officers and employees of West Bengal State Warehousing Corporation other than-

- (a) casual and work charged workers;
- (b) persons engaged against any Project or Scheme.

## CHAPTER II

4. **Method of Recruitment:** - (1) Group-A, Group-B and Group-C category of posts under the Corporation shall be filled by: -

- Direct Recruitment;
- Promotion;
- Deputation.

5. **Creation of Posts.** - The Board of Directors shall from time to time, determine the Strength of Staff under various categories required for carrying out the effective functions of the Corporation. The following authorities shall be empowered to create new or additional posts in the Corporation: -

Authority	Category of Post
<u>Board of Directors</u>	Any post below the Board of Directors level subject to the approval of the State Government.
<u>Managing Director</u>	Any post in any group subject to the norms and guidelines laid down by the Board of Directors from time to time subject to approval of the State Government.

6. **General Conditions relating to Appointment.** - The following general conditions shall apply to all appointments to the service of the Corporation: -

- No person shall be eligible for initial appointment unless he or she has attained the age of 18 years;
- A candidate, who has requisite criterion for appointment to respective post may be admitted to an Examination or Interview and may also be appointed provisionally, subject to confirmation;
- No person shall be initially appointed unless he/she has been certified by a qualified registered medical practitioner approved by the Appointing authority to be of sound constitution and medically fit to discharge his/her duties.

**EXPLANATION.** - Unless the appointing authority otherwise directs, the application of this provision shall be limited to regular appointments by direct recruitment;

- No person shall be eligible for appointment who has previously been dismissed, or compulsorily retired from the service of the Corporation, State Government, the Central Government or any Public Sector Undertaking;
- No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude;
- Without prejudice to the generality of the forgoing provisions no person shall be appointed unless the Appointing authority is satisfied that the person is fit for appointment in all respects.

7. **Mode of Appointment.** - (1) Regular appointments in the service of the Corporation can only be made to the posts specified in Chapter III sanctioned for a period for not less than one year.

- in accordance with any of them as specified against each on the said Appendix- I or
- by permanent absorption of deputationists in the service of the Corporation.

(2) Where any qualification or age limits, has been specified in Chapter III and Appendix- I in respect of any post with reference to any mode of appointment thereto, only persons satisfying such qualifications and within the age limits so specified shall be appointed to that category through such mode provided that the Board may relax, by order, any of the provisions of the recruitment rules contained in Chapter III for a Class or Category of Post, if in their opinion it is necessary or expedient so to do subject to Government approval.

(3) Notwithstanding anything contained in these regulations and subject to instructions of the State Government issued from time to time, appointments may also be made to any post in the Corporation: -

- By deputation of suitable officers from the State Government or from any Public Sector Undertaking or with the prior approval of the Board of Directors from any private Sector Undertaking for an initial period of one year subject to Government approval

- (b) By re-employment of personnel superannuated from Service of the Central or any State Government or of the Corporation for a period not exceeding one year and such re-employment being sanctioned by an authority not lower in rank than the Board of Directors, and with the approval of the State Government.
- (c) On a purely temporary basis for a period not exceeding one year;
- (d) On special contract subject to such terms and conditions as may be decided by the Board of Directors with the approval of Government.

(4) All appointments under this Corporation, except as provided under provision, to Regulation 7.2 shall be made either (i) by direct recruitment or (ii) by Promotion of persons already in the service of the Corporation, as may be prescribed by the Board of Directors from time to time provided that the above principle may not be applicable in the case of appointment to the posts of the Secretary, Chief Accounts Officer cum Financial Adviser, Accounts Officer and the Chief Engineer and Superintending Engineer of the Corporation subject to Government approval.

**8. Procedure for Direct Recruitment and Promotion.** – (1) The following principles shall regulate the process of direct recruitment:

- (a) For appointment to be made by direct recruitment there shall be a Selection Committee to be constituted by the Board of Directors.
- (b) Direct recruitment shall be made from the following sources:–
  - (i) Employment Exchange,
  - (ii) Surplus personnel of the Corporation;
  - (iii) Surplus personnel of the State Government;
  - (iv) Open Advertisements;
- (c) Direct recruitment shall be regulated by the general instructions issued by the Board of Directors from time to time subject to Government approval.

**9. Procedure for Promotion.** – (1) For appointment by promotion there shall be a Promotion Committee/Promotion Committee to be constituted by the Board of Directors. Promotion to and within Group C and Group D posts shall be on the basis of seniority-cum-merit and to and within Group A and Group B posts on the basis of merit-cum-seniority. Qualifications, experience etc. for the purpose, eligibility for promotion shall be as per recruitment rules approved by the Government. In case, however, an employee having eligibility for promotion is superseded in the matter of promotion, the reasons for such supersession shall be recorded in writing and where the deficiency is of a remedial nature, shall be communicated to the employee concerned.

(2) In case of non-availability of suitable candidates for promotion, any vacancy included in the promotion quota, when fixed, may be filled up by direct recruitment, but the vacancy shall be carried over to the promotion quota for the following year.

**10. Verification of Antecedents.** – All appointments under this Corporation either by direct recruitment or by promotion shall require prior verification of antecedents of the candidate. In case, however, it is not possible to have the verification done before appointment it shall at all events be completed before confirmation. Provided that in the case of departmental candidate whose antecedents have already been verified in the previous post, fresh verification will be left to the discretion of the appointing authority.

**11. Reservation for Scheduled Castes, Scheduled Tribes and Other Categories in Services under the Corporation.** – In making appointments in the services of the Corporation, reservations, relaxation of age limits and other concessions would be provided to the Scheduled Castes, the Scheduled Tribes and other categories of persons as directed by the State Government from time to time. The Managing Director may issue detailed administrative instructions accordingly.

**12. Declaration of Fidelity and Secrecy.** – Every person on first appointment to service of the Corporation shall before entering upon his duties, make a declaration of fidelity and secrecy in the prescribed form. Such declaration shall be made by him or her before the Officer to whom he or she reports for duty and it shall be duly countersigned.

13. **Panels.** – (1) For every appointment under the Corporation either by direct recruitment or by promotion a panel of suitable Candidates shall be prepared by the selection Committee or the promotion Committee as the case may be. The number of candidates in the panel should not be more than 3 times the number of vacancies available during the year. Life of panel generally be one year. This may be revalidated up to 3 years with the approval of the Board and State Government. All appointments against sanctioned vacancies shall be made from the panel in the order in which the names appear in it; provided that the Appointing authority, for reasons recorded in writing, may not accept the recommendation of the Selection/Promotion Committee as a whole or part and direct a review by the Selection/Promotion Committee or alter the order of or modify the list with the approval of the Board.

(2) The Selection Committee/Promotion Committee may call for the services of experts from within the Corporation or from outside for advice on any particular appointment for drawing up a panel of names for appointment to specialized posts requiring technical knowledge.

14. **Probation.** – (1) Every person regularly appointed to any post either by direct recruitment or by promotion shall be on Probation for a minimum period of one year from the date of assumption of charge.

(2) The Appointing Authority may in its discretion extend the period of probation up to a further period not exceeding one year.

(3) Where an employee has rendered continuous temporary or officiating or adhoc service or continuous service in the post on deputation immediately preceding his or her regular appointment to such post, the period of service so rendered may be counted against the period of probation if the appointing authority so directs. This will however, not affect the seniority which will be governed by the normal rules of seniority in the grade.

### CHAPTER-III

15. The method of and the qualifications required for recruitment to the following posts of West Bengal State Warehousing Corporation is as detailed below: –

(1)	Name of the post:	<b>Managing Director</b>
(a)	Method of Recruitment:	In accordance with Section 20 (c) of the Warehousing Corporation Act, 1962, the State Government in consultation with the Directors and with previous approval of the Central Warehousing Corporation appoints the Managing Director.
(2)	Name of the post :	<b>Secretary</b>
(a)	Method of Recruitment :	By deputation of an Officer of the W.B. Civil Service
(3)	Name of the post :	<b>Chief Accounts Officer cum Financial Adviser</b>
(a)	Method of Recruitment :	By deputation of an Officer of the State Financial Department/ Higher Audit & Accounts Service/ Audit & Accounts Service or from AG. West Bengal
(4)	Name of the post :	<b>Chief Engineer</b>
(a)	Method of Recruitment:	By deputation from the State Engineering Department or by reemployment of retired Government Engineers of equivalent or higher post.
(5)	Name of the post:	<b>Superintending Engineer</b>
(a)	Method of Recruitment:	By deputation from the State Engineering Department or by reemployment of retired Government Engineers of equivalent or higher post.
(6)	Name of the post :	<b>Executive Engineer(Civil)</b>
(a)	Method of Recruitment:	By deputation from the State Engineering Department or by reemployment of retired Government Engineers of equivalent or higher post.

(7)	Name of the post:	<b>Executive Engineer (Electrical)</b>
(a)	Method of recruitment :	By deputation from the State Engineering Department or by reemployment of retired Government Engineers of equivalent or higher post.
(8)	Name of the post :	<b>Assistant Secretary/General Manager (Administration)</b>
(a)	Method of recruitment:	By promotion from amongst Assistant Manager/ Zonal Officer / Stock Verification Officer. Must have at least 5 years' experience as Assistant Manager/ Zonal Officer/Stock Verification Officer under the Corporation. <b>Transfer:</b> By transfer from the post of Storage Officer/ Commercial Manager/ Audit Officer.
(9)	Name of the post:	<b>Storage Officer/ General Manager (Storage)</b>
(a)	Method of recruitment:	By promotion from amongst Assistant Manager/ Zonal Officer / Stock Verification Officer. Must have at least 5 years' experience as Assistant Manager/ Zonal Officer / Stock Verification Officer under the Corporation. <b>Transfer:</b> By transfer from the post of Assistant Secretary/ Commercial Manager/ Audit Officer.
(10)	Name of the post :	<b>Commercial Manager/General Manager (Commercial)</b>
(a)	Method of recruitment:	By promotion from amongst Assistant Manager/ Zonal Officer / Stock Verification Officer. Must have at least 5 years' experience as Assistant Manager/ Zonal Officer / Stock Verification Officer under the Corporation. <b>Transfer:</b> By transfer from the post of Assistant Secretary/ Storage Officer/ Audit Officer.
(11)	Name of the Post:	<b>Audit Officer/ General Manager (Finance)</b>
(a)	Method of recruitment:	By promotion from amongst Assistant Manager/ Zonal Officer / Stock Verification Officer. Must have at least 5 years' experience as Assistant Manager/ Zonal Officer / Stock Verification Officer under the Corporation. <b>Transfer:</b> By transfer from the post of Assistant Secretary/ Storage Officer/ Commercial Manager
(12)	Name of the Post:	<b>Accounts Officer</b>
(a)	Method of recruitment :	By deputation of a suitable officer from State Financial Department / Higher Audit & Accounts Service/Audit & Accounts Service or from A.G., West Bengal.
(13)	Name of the post :	<b>Assistant Manager/Zonal Officer</b>
(a)	Method of recruitment:	By promotion from amongst Superintendent having at least 5 years' experience as Superintendent under the Corporation. <b>Transfer:</b> By transfer from the post of Stock Verification Officer/ Assistant Manager (Storage).
(14)	Name of the post :	<b>Assistant Manager (Storage)/ SVO</b>
(a)	Method of recruitment:	By promotion from amongst Superintendent having at least 5 years' experience as Superintendent under the Corporation. <b>Transfer:</b> By transfer from the post of Assistant Manager/ Zonal Officers.
(15)	Name of the post :	<b>Assistant Manager (Quality Control)</b>
(a)	Method of recruitment:	By promotion from amongst Superintendent having at least 5 years' experience as Superintendent under the Corporation. <b>Transfer:</b> By transfer from the post of Assistant Manager/ Zonal Officers/Stock Verification Officer.

(16)	Name of the post :		Assistant Engineer (Civil)
(a)	Method of recruitment :		By deputation from the State Engineering Department or by reemployment of retired Government Engineers of equivalent or higher post.
(17)	Name of the post :		Assistant Engineer (Electrical)
(a)	Method of recruitment:		By deputation from the State Engineering Department or by reemployment of retired Government Engineers of equivalent or higher post.
(18)	Name of the post :		Superintendent /Liaison Officer/Accountant/Internal Auditor/Chief Cashier/Technician/Technical Assistant/Office Superintendent
(a)	Method of recruitment:		<p>Either by Direct recruitment or promotion</p> <p>(a) <b>By Direct recruitment:</b> 50% of total vacancy. Education Qualification: Graduate in Science, Commerce or Agriculture from a recognized University with a consistently good academic record. Experience: 3 years' experience in storage activities and inventory control preferable.</p> <p>(b) <b>By Promotion:</b> 50% of posts by promotion from amongst employees having minimum of 6 to 9 years' experience in the feeder cadre (Assistant Accountant and Godown Keeper Gr-I) under the Corporation.</p> <p>Ratio of such promotion between Graduates and non-Graduates would be distributed so that 75% of the total vacancies would be filled up by the Graduates and the remaining 25% of the total vacancies by non-Graduates (i.e. Madhyamik and above). In case of Graduates, the experience in the feeder cadres/ posts would be 6 years and in case of non-Graduates the experience in the feeder cadres would be 9 years. There would be no age limit. The promotion from the feeder cadre/posts would be made as per seniority-cum-merit test and there would be separate tests for Graduates and non-Graduates. Due weightage will be given towards seniority to the promotees with retrospective effect against the direct recruits for fixing the inter-se-seniority of the promotees vis-a-vis direct recruits but such promotees will not be entitled to any arrear financial benefit.</p>
(19)	Name of the post :		PA to Managing Director (Stenographer)
(a)	Method of recruitment:		Contractual in nature by reemployment of retired Government Equivalent or higher service.
(20)	Name of the post :		Sub-Assistant Engineer/Junior Engineer (Civil)
(a)	Method of recruitment:		<b>By Direct recruitment:</b> 100% of total vacancy. Education Qualification: A Diploma or Degree in Civil Engineering from a recognized Institute. Experience: Persons having practical experience of construction work will be given preference.
(21)	Name of the post:		Sub- Assistant Engineer/Junior Engineer (Electrical)
(a)	Method of recruitment :		<b>By Direct recruitment:</b> 100% of total vacancy. Education Qualification: A Diploma or Degree in Electrical Engineering from a recognized Institute. Experience: Persons having practical experience of electrical work will be given preference.

(22)	Name of the post :	Assistant Accountant
(a)	Method of recruitment:	By Promotion: At least 3 years' experience as Senior Assistant/ Cashier Gr-I under the Corporation. Should preferably be a Commerce Graduate and be conversant with the rules of Audit and Accounting.
(23)	Name of the post:	Godown Keeper Gr.-I
(a)	Method of recruitment:	By Promotion: From Senior Assistants. At least 3 years' experience as Senior Assistant/ Cashier Gr.-I under the Corporation.
(24)	Name of the post:	Senior Assistant/ Cashier Gr. -I
(a)	Method of recruitment :	By promotion from Junior Assistants (including G.K.-II and Cashier-II), Record Keeper, Store Keeper. Must have passed Madhyamik and have at least 5 years' experience as Junior Assistant. (including GK-II & Cashier II), Record Keeper and Store Keeper under the Corporation.
(25)	Name of the Post:	Junior Assistant including Cashier-II, Godown Keeper-II, Record Keeper, Store Keeper
(a)	Method of recruitment:	<ul style="list-style-type: none"> <li>(a) 50% direct recruitment. Must have passed the Madhyamik or equivalent in the First Division and having proficiency in Computer.</li> <li>(b) 50% by promotion from existing Godown Assistant. Must have passed the Madhyamik or equivalent and have 5 years' experience in one or more of such capacities under this Corporation and having proficiency in Computer.</li> <li>(c) In case of non-availability of suitable staff for promotion 100% post is to be filled up by direct recruitment.</li> </ul>

#### CHAPTER-IV

16. **Interpretation.** – If any doubt or difficulty arises in interpreting those regulations or in giving effect to them or if any lacuna, inconsistency or anomaly is discovered in their applications, it shall be open to the Board of Directors to issue general instructions not inconsistent with the Act and the rules and regulations made hereunder or any instructions issued by the Government from time to time to the extent it is applicable to the Corporation for the purposes of removing such doubt, difficulty, lacuna, inconsistency or anomaly.
17. **Power of Relaxation.** – If the Board of Directors is satisfied that in the special circumstances of any case it is necessary or expedient so to do it may, after specifying those special circumstances in writing, relax the provisions of any of these regulations in such a case subject to the approval of the State Government.
18. **Savings.** – Any matter not provided for in these regulations shall until requisite provisions in that behalf are made in these regulations, be dealt with and disposed of by the appropriate authority, as far as may be in accordance with the rules and orders issued from time to time by the Government of West Bengal relating to similar matter.

#### APPENDIX : I

#### COMPETENT AUTHORITIES FOR APPOINTMENT, DISCIPLINARY

#### ACTION AND APPEAL/REVIEW

SERIAL NO	POSTS	APPOINTING AUTHORITY	AUTHORITY COMPETENT TO IMPOSE PENALTIES		APPELLATE AUTHORITY	REVIEWING AUTHORITY
			Authority	Penalty		
Group-I	All Posts	Secretary	Secretary	All	Managing Director	Executive Committee

SERIAL NO	POSTS	APPOINTING AUTHORITY	AUTHORITY COMPETENT TO IMPOSE PENALTIES	APPELLATE AUTHORITY	REVIEWING AUTHORITY
			Authority		Penalty
Group-C	All Posts	Managing Director	Managing Director	All	Chairman Executive Committee
Group-B	All Posts	Managing Director	Managing Director	All	Chairman Board of Directors
	Deputationists	Board of Directors	Board of Directors (Recommending Authority)	All	Authority of Respective Govt. Department Authority of Respective Govt. Department
Group-A	All Posts	Managing Director	Managing Director	All	Chairman Board of Directors
	Deputationists	Board of Directors	Board of Directors (Recommending Authority)	All	Authority of Respective Govt. Department Authority of Respective Govt. Department

By order of the Governor,

SRISTIDHAR SANTRA, IAS (RETIRED)  
*OSD & EO, Secretary,  
West Bengal State Warehousing Corporation*