



GOVERNMENT OF WEST BENGAL

Directorate of Forests

Office of the Principal Chief Conservator of Forests & Head of Forest Force, West Bengal.

Aranya Bhawan, Bidhannagar, Sector-III, Block LA-10A, Kolkata-700 098.

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Office Order Number: 86-MISC/PMC/2018,

Dated, Kolkata, the September 24, 2018.

Whereas, the concerned head of office bears the responsibility to open the Service Book of any employee after his appointment under the Government and whereas every step in the official life of any employee of the Government must have to be recorded and each entry must have to be attested by the head of office of the Government employee and

Whereas it is the responsibility of the concerned head of office to see that all entries are duly made and attested in the Service Book of any Government employee under his control and it is the responsibility of the concerned Head of office to ensure that the Service Book of the Government employee contains no erasure of overwriting, according to Appendix 7 of West Bengal Service Rules Part - I and although the rules of West Bengal Service Rules Part - I provide ample guidelines as far as opening and maintenance of Service Books of Government employees, it has been observed that due to retirement, transfer, deputation etc. of the concerned head of office, or any other lacuna, the job of the opening as well as maintenance of Service Book of employees of the Government gets hampered; which may cause harassment on the part of the Government employee, without any of his fault and

Whereas according to existing rules of the Government states that, the eligibility of a Government employee belonging to Group - 'B', 'C' & 'D' for functional promotion to the higher post or non-functional promotion of availing benefit under Modified career Advancement Scheme is assessed on Performance appraisal Reports of last three consecutive years. But for time and again, it has been observed many a times that the said Performance Appraisal Reports of a Government employee belonging to Group - 'B', 'C' & 'D' have not been submitted to the concerned authority in due time, due to retirement, transfer, deputation etc. of the respective officers, eligible to endorse them. As a result, process of availing benefit of functional or non-functional promotion by a Government employee belonging to Group - 'B', 'C' & 'D' gets hampered, which causes financial loss to the incumbent concerned, for which he is not responsible in any way and

Whereas, according to guidelines provided in notification no. 3940 (280)-F dated 28-03-1978, 5791-F dated 11-06-1980 of the Finance Department, Government of West Bengal & memo number 224-P & AR (Viz) dated 12-06-1980 of PAR Department, Government of West Bengal, as far as issuance of No Bar Certificate in connection awarding promotion to the Government employees belonging to Group - 'B', 'C' & 'D' is concerned.

1. This is hereby ordered that, in case of retirement, transfer, deputation etc, of the respective officers entitled to open Service Book of any Government employee and to maintain it, the officer presently holding the post may complete the job, on the basis of available records.
2. This is hereby further ordered that, in case of retirement, transfer, and deputation etc, of the respective officers endorsing the Performance Appraisal Reports (OPRs), the officers presently holding the posts may take accordant action to complete the process of evaluating those reports, on basis of available records. Memo number

642/PMC/2E-995/2013 dated 22-04-2013 (copy enclosed) of office of the Principal Chief Conservator of Forests & Head of Forest Force, West Bengal may be referred in this regard.

3. This is further ordered that, controlling officers should go through the Service Book of the concerned Government employees in details, before issuance of such NO BAR CERTIFICATES and to follow the guidelines provided in notification no. 3940 (280)-F dated 28-03-1978, 5791-F dated 11-06-1980 of the Finance Department, Government of West Bengal & memo number 224-P & AR (Viz) dated 12-06-1980 of PAR Department, Government of West Bengal, in order of issuance of them. Memo number 13756/PMC/2E-809/A/16 dated 21-03-2016 (copy enclosed) of office of the Principal Chief Conservator of Forests & Head of Forest Force, West Bengal may be referred in this regard.
4. This is further ordered that, controlling officers of all units of the Directorate of Forests, Government of West Bengal must submit following testimonials of any Government employee to the controlling officer of new place of posting of the incumbent, when the Government employee gets transferred from his unit,
 - a. Updated Service Book in original,
 - b. Previous Personal File(s),
 - c. Last Pay Certificate &
 - d. Other testimonials like OPEN PERFORMANCE REPORTS in original of the previous years.

Status of following items must be mentioned in the Last Pay Certificates.

- I. Casual Leave,
- II. Uniform Articles received.
- III. Existence of any Departmental proceedings or not.

The above order must be followed literary as well as in spirit.

Sd/-

(Shri N K Pandey, IFS)
Principal Chief Conservator of Forest
& Head of Forest Force, West Bengal.

No : 6266 /PMC/2M-185/92 (Part-C),

Dated: 24/09/2018.

Copy forwarded with photocopies of memo numbers 642/PMC/2E-995/2013 dated 22-04-2013 & 13756/PMC/2E-809/A/16 dated 21-03-2016 for information & necessary action to:-

1. The Principal Chief Conservator of Forest, Wildlife & Chief Wildlife Warden, West Bengal.
2. The Principal Chief Conservator of Forests, Research, Monitoring & Development, West Bengal.
3. The Managing Director, West Bengal Forest Development Corporation Limited, West Bengal.
4. All Additional Principal Chief Conservators of Forests, West Bengal.
5. All Chief Conservators of Forests, West Bengal.
6. All Conservators of Forests, West Bengal.
7. All Divisional Forest Officers/ Deputy Conservator of Forests/ Deputy Field Directors/ Directors of Training Institutes, West Bengal.
8. The Chief conservator of Forests, MIS, West Bengal to upload in Website.

*Principal Chief Conservator of Forest
& Head of Forest Force, West Bengal.*

Government of West Bengal
Directorate of Forests
Office of the Principal Chief Conservator of Forests(HoFF), West Bengal
Aranya Bhawan, Block LA-10A, Sector-III
Salt Lake City, Kolkata - 700 098.

No. 642 / PMC / 2E-995 / 2013

Dated: 22-04-2

From : The Principal Chief Conservator of Forests(HoFF),
West Bengal.

To :

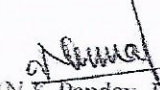
1. The Principal Chief Conservator of Forests, Wildlife, W.B.
2. The Principal Chief Conservator of Forests, Research, Monitoring & Development, W.B.
3. The Principal Chief Conservator of Forests, General, W.B.
4. The Managing Director, WBFDC Ltd.
5. All Addl. PCCFs, W.B.
6. The Director, SBR, W.B.
7. All CCFs, W.B.
8. All CFs, W.B.
9. The Jt. Director, SBR, W.B.
10. All GMs, W.B.
11. All FDs, W.B.
12. All DFOs, W.B.
13. All DFDs, W.B.
14. All DMs, W.B.

Sub : Writing of OPRs in respect of the incumbent belonging to Group-B, C & D

I am directed to inform you that the eligibility of an incumbent belonging to Group-B, C and D for promotion to the higher post or for awarding MCAS is assessed on the basis of the last 3 years' consecutive OPRs. But it is seen from the past records that the said OPRs of an incumbent belonging to Group-B, C & D may not be possible to submit in time due to retirement, transfer, deputation etc. of the respective officers endorsing the OPRs. As a result the promotion/MCAS in question of an incumbent belonging to Group-B, C and D is badly hampered and the employee has to face both promotional and financial loss in the service career.

In this connection I am also directed to inform you that as in the case of retirement, transfer, deputation etc. of the respective officers endorsing the OPRs, the officers presently holding the post may initiate/write the OPRs on the basis of the available records.

I am, therefore, to request you to act accordingly at the time of initiating/ writing the OPRs of an incumbent belonging to Group-B, C and D to overcome both promotional and financial loss in the service career.


(N.K. Pandey, IFS)

Addl. Principal Chief Conservator of Forests
Human Resource Development
West Bengal

Murmu/Promotion/220413


22/04/13



Government of West Bengal
Directorate of Forests
Office of the Principal Chief Conservator of Forests
& Head of Forest Force
Aranya Bhawan, Salt Lake, Sector-III, Block LA-10A,
Kolkata-700 098.



No. 13756/PMC/2E-809/A/16

Dated : 21.03.2018

- To :
1. All Principal Chief Conservator of Forests, W.B.
 2. All Addl. Principal Chief Conservator of Forests, W.B.
 3. All Chief Conservator of Forests, W.B.
 4. All Field Directors, W.B.
 5. All Conservator of Forests, W.B.
 6. Joint Director, SBR, W.B.
 7. All Divisional Forest Officers, W.B.
 8. All Dy. Conservator of Forests, W.B.
 9. All Dy. Field Directors, W.B.
 10. All Directors, Forestry Training Institutes, W.B.

Sub : NO BAR Certificate regarding promotion.

Sir/Madam.

This is to inform you that it has been found in few cases that incumbents have been promoted on the basis of NO BAR issued by their controlling officers but they have pending vigilance cases and/or departmental proceedings and other cases, against them.

You are, therefore, requested to go through the Service Book in detail, before issuing NO BAR certificate related to the promotion of any incumbent. In this connection, you are requested to follow guidelines of Finance Deptt.'s notification No. 3940(280)-F dated 28.03.1978, 5791-F dated 11.06.1980 and 224-P&AR(Viz) dated 12.06.1980, before issuing NO BAR certificate in favour of any incumbent. However, you are requested to send the NO BAR certificate in the following format :

This is to inform that "NO BAR" certificate is hereby issued in favour of Shri/Smt.
_____ *Designation* _____, *son of/Daughter* of
_____ *working in* _____ *Circle/division* _____
for the purpose of promotion to the level of _____, *in view of the following :*

- a) No disciplinary proceeding is contemplated against him/her.
- b) No vigilance case is pending against him/her.
- c) No criminal case is pending in a court of law against the incumbent.
- d) No complaint pertaining to corruption charges are pending against him/her.
- e) He/she has completed 8 years continuous service as on _____.
- f) He/she has completed professional training as _____ during _____ satisfactorily.

Checked by Dealing Assistant

Signed by ADFO

Countersigned by DFO

Yours sincerely,

(N.V. Raja Shekar)

Addl. Principal Chief Conservator of Forests,
HRD. West Bengal.