



WBPDCCL

THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED

(A Government of West Bengal Enterprise)

Corporate Identity No. : U40104WB1985SGC039154

: Registered & Corporate Office :

'Bidyut Unnayan Bhaban', Plot No. 3/C, LA-Block, Sector-III, Bidhannagar, Kolkata - 700 098

• Phone : (033) 2335-0571/2339-3100 • Fax : (033) 2339-3186/2339-3286/2339-3197

• Website : www.wbpdcl.co.in

Office Order No: 134/2018

Date: 04/07/2018

After inception of WBPDCCL in 1985, the employees in Stenography discipline having required minimum educational qualification of School Final or equivalent and the employees in Technical discipline having minimum requisite educational qualifications of B.Sc./Diploma in Engineering had got equal benefits in respect of Pay Scales and vacancy based promotions as per ROPA Rules, 1990 & 1999 and as per the then Promotional Rules respectively.

With implementation of the Assured Promotion Scheme (APS) w.e.f. 25/04/2001, promotional benefits for the above 02 (two) category employees were made equal; both of these 02 (two) category employees used to go upto the level of Assistant Manager on promotion under APS. But, with implementation of the WBPDCCL ROPA Rules, 2009, such Technical Employees got higher starting Grade Pay with better promotional benefits under Career Progression Schemes (CPS). Though the required minimum educational qualification for recruitment to the post of Stenographers enhanced from School Final/ Madhyamik Pariksha to Graduation in any discipline in the year of 2005 onwards yet their promotion upto the post of Senior Personal Assistant (Assistant Manager level) under 3rd CPS has remained unaltered.

To resolve this disparity, the matter was under active consideration of the Management for a long-time and accordingly, it has been decided to restructure the Cadre with elevation in the induction level and to introduce new nomenclature of posts at all the levels. Further, the following promotional and other benefits are hereby extended to the employees under the Stenography discipline with partial modification of Office Order No.: 05/2014 dated 02/01/2014 and in continuation of the WBPDCCL Employees' Recruitment & Promotion Rules, 2017 vide Office Order No.: 176/2017 dated 28/03/2017:

1. The Nomenclature and Pay Band with corresponding Grade Pay of all posts in the discipline of Stenography are hereby re-named and restructured with elevation in the induction level in the following manner:

Sl. No.	Level of Posts	Name of Posts (re-named) on Restructure/ Elevation/ Promotion	Existing Pay Band with Grade Pay, Initial Pay & Designation	Modified Pay Band with Grade Pay, Initial Pay & Designation
(A)	(B)	(C)	(D)	(E)
I)	Induction level post	Junior Personal Assistant	Rs.6,300-20,200/- (PB-2) with GP: Rs.3,600/- along with higher initial Pay of Rs.7,440/- as Stenographer	Rs.6,300-20,200/- (PB-2) with GP: Rs.3,900/- along with higher initial Pay of Rs.8,000/- as Junior Personal Assistant
II)	1st promotional post under CPS	Personal Assistant	Rs.6,300-20,200/- (PB-2) with GP: Rs.4,400/- as Sl. Gr. Stenographer	Rs.9,300-34,800/- (PB-3) with GP: Rs.4,700/- as Personal Assistant
III)	2nd promotional post under CPS	Personal Secretary	Rs.9,300-34,800/- (PB-3) with GP: Rs.4,700/- as Personal Assistant	Rs.15,600-39,100/- (PB-4) with GP: Rs.5,400/- as Personal Secretary
IV)	3rd promotional post under CPS	Senior Personal Secretary	Rs.15,600-39,100/- (PB-4) with GP: Rs.5,400/- as Senior Personal Assistant	Rs.15,600-39,100/- (PB-4) with GP: Rs.6,600/- as Senior Personal Secretary

Contd. toP/2

Bandel Thermal Power Station
GM-(033) 2684 6369
E-mail : gmbtps@wbpdcl.co.in
FAX : 2684 6151

Santalidh Thermal Power Station
GM-(03251) 260 227/250/341
E-mail : gmstps@wbpdcl.co.in
FAX : 260 217, PBX : 260 197

Kolaghat Thermal Power Station
GM-(03228) 231 110
E-mail : gmktps@wbpdcl.co.in
FAX : 231 280

Bakreswar Thermal Power Station
GM-(03462) 220 201
E-mail : gmbktp@wbpdcl.co.in
FAX : 220 214, 220 348

Sagardighi Thermal Power Project
GM-(03483) 237 099, E-mail : gmsgtpp@wbpdcl.co.in

The West Bengal Power Development Corporation Limited

Contd. fromP/1

2. a) The **existing Stenographers** will be elevated to the post of "**Junior Personal Assistant**" in the **Pay Band of Rs. 6,300-20,200/- (PB-2)** with corresponding **Grade Pay of Rs.3,900/-** with effect from the date of issuance of this Order, subject to such employees qualify in **Computer Proficiency Test (CPT)** and **Stenography Skill Test**.
- b) These elevated employees on restructuring as "Junior Personal Assistants" will be given promotion to the post of "**Personal Assistant**" under **1st CPS** after completion of 08 (eight) years continuous and satisfactory service counting from the date of joining as Stenographers, subject to fulfillment of all relevant terms & conditions for promotion under CPS, as enumerated in the WBPDCCL Employees' Recruitment & Promotion Rules, 2017. The said promotional benefit will be given with effect from the date of issuance of this Order or thereafter, as the case may be.
3. a) The **existing Selection Grade Stenographers** promoted under 1st CPS will be restructured with re-designation as "**Junior Personal Assistant Grade-A**" with **Grade Pay of Rs. 4,400/-** in the **Pay Band of Rs. 6,300-20,200/- (PB-2)** with effect from the date when they got such promotion.
- b) These restructured "Junior Personal Assistants Grade-A" will be given their **1st promotion** to the post of "**Personal Assistant**" under **CPS** in the **Pay Band of Rs. 9,300-34,800/- (PB-3)** with corresponding **Grade Pay of Rs. 4,700/-** with effect from the date of issuance of this Order, subject to their qualifying in Suitability Test (Personal Interview) and fulfillment of all relevant terms & conditions for promotion under CPS.

Provisions made under Clause Nos.: 1 to 3 of this Order, for induction level and the level of 1st promotional post, shall be applicable to those employees only who have been directly recruited after 2005 as well as the personnel to be recruited henceforth in the Stenography discipline with educational qualification of Graduation as minimum eligibility criteria.

4. The "Personal Assistants" having minimum required educational qualification of Graduation in any discipline will be given promotion to the post of "**Personal Secretary**" (re-named) under **2nd CPS** in the **Pay Band of Rs.15,600-39,100/- (PB-4)** with corresponding **Grade Pay of Rs.5,400/-**, subject to their qualifying in Suitability Test (Personal Interview) and fulfillment of all relevant terms & conditions for promotion under CPS, as enumerated in the WBPDCCL Employees' Recruitment & Promotion Rules, 2017.
5. The "Personal Secretaries" (re-named) possessing minimum required educational qualification of Graduation in any discipline will be given promotion to the post of "**Senior Personal Secretary**" (re-named) under **3rd CPS** in the **Pay Band of Rs.15,600-39,100/- (PB-4)** with corresponding **Grade Pay of Rs.6,600/-**, subject to their qualifying in Suitability Test (Personal Interview) and fulfillment of all relevant terms & conditions for promotion under CPS.
6. The existing "Senior Personal Assistants", having required minimum educational qualification of School Final (SF)/ Madhyamik Pariksha (MP) passed or equivalent, who have got this post on promotion under 3rd CPS, will be given promotion to the posts of "**Senior Personal Secretary**" (re-named) **beyond CPS** in the **Pay Band of Rs. 15,600-39,100/- (PB-4)** with corresponding **Grade Pay of Rs. 6,600/-** with effect from the date of issuance of the Order or thereafter, as the case may be, subject to the conditions that they have completed at least 03 (three) years continuous and satisfactory service as well as fulfillment of all other relevant terms & conditions for promotion

Contd. toP/3

The West Bengal Power Development Corporation Limited

Contd. fromP/2

beyond CPS against vacancy, such as, qualifying in the **Written Test, Computer Proficiency Test, Stenography Skill Test & Suitability Test (Personal Interview)** with weightage on performance for the last 03(three) years.

7. To extend the **benefit of promotion beyond CPS** in respect of the employees who have got promotion to the post of "Senior Personal Assistants" under 3rd CPS as mentioned at Clause No.: 6 of this Order, 05 (five) posts of "**Senior Personal Secretary**" in the level of Manager are hereby created & such "**Senior Personal Secretaries**" will normally be posted under functional **Directors** and the existing post of Executive Secretary in the **CMD's Office** is hereby re-designated as "**Senior Personal Secretary**" in the rank of Manager. So there would be 06 (six) posts of "Senior Personal Secretary" for promotion beyond CPS. The existing employees in the Stenography discipline, who joined before 2005, shall get this benefit.

This has the reference to the Resolution under Item No.: 2018/189/26 of the 189th Meeting of the Board of Directors of WBPDC held on 21st June, 2018.



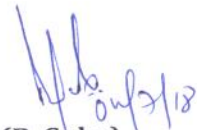
(S. S. Sengupta)
Director (HR)

Memo. No.: COHRA20010007/2741(i-xxxix)

Dated: 04/07/2018

Copy forwarded for kind information / necessary action to:-

- 1) The Chairman & Managing Director, WBPDC.
- 2) The Director (RA) & Co. Secretary/(F&A)/(Mining)/(Projects)/(O&M), WBPDC.
- 3) The Chief Vigilance Officer & Ex-Officio Director, WBPDC.
- 4) The Executive Director (F&A)/(Proj. & Plng.)/(FM)/(OS), WBPDC.
- 5) The General Manager, KTPS/BTPS/STPS/BkTPS/SgTPP, WBPDC.
- 6) The General Manager (IT)/(R&M)/(Civil)/(FM&Proj.)/(OS)/(HR&A)/(M&C)/(F&A), WBPDC.
- 7) The General Manager (Mining), AN-4, DPL Township, Dr. B.C. Roy Avenue, Durgapur - 713201.
- 8) The Dy. General Manager (IT), WBPDC: for Intra-net publication, please.
- 9) The Member-Secretary, PFTB, WBPDC, Corporate Office.
- 10) The Dy. General Manager (F&A), Corp./BTPS/STPS/KTPS/SgTPP, WBPDC.
- 11) The Dy. General Manager (HR&A), STPS, WBPDC.
- 12) The Sr. Manager (F&A), BkTPS, WBPDC.
- 13) The Sr. Manager (MIS), WBPDC Guest House, New Delhi.
- 14) The Sr. Manager (HR&A)-Offtg., KTPS/BkTPS/SgTPP, WBPDC.
- 15) The Manager (HR&A), BTPS, WBPDC.



(B. Guha)
General Manager (HR&A)