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SERVICE RULE

Government of West Bengal,
Deptt. of Sports & Youth Services
Sports Wing.

No. 146-SYS(SP)

Dated 25.6.85.

MEMORANDUM

The question of framing the Service Rules of the Staff of the West Bengal State Council of Sports has been under consideration of the Govt. for some time past.

2. Considering the recommendations of the Standing Committee of the Council, the Governor has been pleased to approve the Service Rules including the Pension Rules and Provident Fund Rules of the staff of the West Bengal State Council of Sports as detailed in Annexures - I.
3. The Governor is further pleased to approve that the retirement age of an employee of the Council other than Group 'D' Staff should be 58 years and that of Group 'D' Staff should be 60 years.
4. The Governor is also pleased to approve that the case of extension of services for re-employment to any staff of the said Council should be referred to the Govt. for its prior approval.
5. This order takes effect from 1st April, 1980.
6. This order issues with the concurrence of the Finance Department vide their U.O. No. Group-B/159 dt. 6.4.85.

Sd/- A.K. Bhattacharyya,
Deputy Secretary,
dt. 25.6.85

No. 146/1(2)-SYS(SP)

Copy with the copies of its enclosures, forwarded to the:-

1. Finance Deptt. of this Govt.
2. A.G. West Bengal, for information and necessary action.

Sd/- Deputy Secretary

No. 146/2(1)/SYS(SP)

Dt. 25.6.85

Copy with the copies of its enclosures forwarded to the President, West Bengal State Council of Sports, Netaji Indoor Stadium, Calcutta- 700021 for information and necessary action.

Sd/- A.K. Bhattacharyya
Deputy Secretary.

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Commencement and applicability:

The rules shall take effect from 1st April 1980 and shall apply to all the employees of West Bengal State Council of Sports.

INTERPRETATIONS:

- In these rules unless the context requires otherwise, 'Appendix' means an Appendix to these rules.
'COUNCIL' means West Bengal State Council of Sports.
'COMMITTEE' means Standing Committee of West Bengal State Council of Sports.
'EMPLOYEE' means coaches appointed by the Council and also members of the clerical and Subordinate staff like peons, darwads, Zamadars, Guards etc.
'APPOINTING AUTHORITY' - in relation to a post means the authority to make appointments to the post.
'PAY' means the pay, admissible on the relevant date and includes Special Pay, Personal Pay, Dearness Pay and Ad-hoc Pay.
'BASIC PAY' means the pay other than the special pay, personal Pay, dearness pay and Ad-hoc pay etc.
'SECRETARY & ASSISTANT SECRETARY' means Secretary and Assistant Secretary of the Council.

The conditions of service of all the posts in West Bengal State Council of Sports shall be prescribed by the Standing Committee of the Council.

No full time post can be created without the approval of Government. The detailed sanctioned strength and rules of recruitment to various categories of posts are given in Appendix 'A'.

APPOINTMENT: Appointments to the posts of Secretary and Assistant Secretary will be made by the State Government. All other appointments will be made by the Secretary on behalf of the Council, in accordance with the recruitment rules in force from time to time.

Appointments to the posts, under the Council, shall ordinarily be made for a period of six months, which may at the discretion of the Council be extended further. On the successful completion of the probationary period, the person on probation shall be confirmed in his/her post.

During the period of probation, the appointment may be terminated at any time by one month's notice by either side viz the person on probation or the Standing Committee of the Council, without assigning any reason.

DISCIPLINE SUSPENSION:

The Secretary on behalf of the Standing Committee, may place an employee under suspension :-

- i. Where a disciplinary proceeding against him/her is contemplated or pending on grounds of offences such as absence without leave or without sufficient cause from the appointed place, wilful insubordination or disobedience, breach of any rule or instruction of the Council, or for defalcation of the Council money or for Gross misconduct which is considered to be so grave as to render the continuance of the employee detrimental to the interests of the Council; or
- ii. Where a case against him/her in respect of criminal offence is under investigation or trial.

DISCIPLINE SUSPENSION: (cont.)

11. The person so suspended shall be served in writing by the Secretary with specific charges and the nature of evidence on the strength of which the allegations are sought to be proved against him and he shall be given a reasonable opportunity of showing cause as to why he should not be dealt with in respect of the charges.

If after considering the cause shown by such person, he/she is still found by the appointing authority guilty of the charge, he/she shall be punished and the following penalties shall be imposed on him/her.

- (a) Censure:
- (b) Withholding of increments or promotion:
- (c) Recovery from the Pay of the whole or part of any pecuniary loss caused to the Council by negligence or breach of these rules or orders or directions of the superior authorities.
- (d) Reduction to a lower grade or post or to a lower stage in a time-scale:
- (e) Compulsory retirement: and
- (f) Dismissal from service.

The employee has a right to appeal against the decision of the Secretary, to the President of the West Bengal State Council of Sports. The decision of the President of the Council should be final.

If a person is found not guilty of the charges, he may be reinstated in service on such terms as the Committee may decide.

In case the Secretary or Assistant Secretary is found guilty of any charge, the Standing Committee may recommend disciplinary action against them.

PAY AND ALLOWANCE AND DEDUCTIONS DURING SUSPENSION:

An employee under suspension shall, draw the following pay and allowance and grant.

- (a) A subsistence grant at such rate, not exceeding one half of the pay of the employee on the date of suspension, as the suspending authority may direct.
- b) Dearness Allowance, house rent allowance, medical allowance at the rate at which it was drawn on the date of suspension, or such portion thereof as the suspending authority may direct.

There shall be recovered from the subsistence grant in the same way as from his/her salary :-

- (a) Govt. dues such as Income-tax, super tax, surcharge, House rent, charge for electricity and water, furniture hire and the like.
- (b) Loans and advances taken by the employee.
- (c) Over payment made to the employee.
- (d) Loss to the Council/or Government for which the employee has been held responsible.

Recovery may also be made from the subsistence grant to the employee with his/her written consent and to the extent agreed upon in respect of the following, namely -

- i. Subscription to a Provident Fund.
- ii. Premia due on Postal Life Insurance;
- iii. Dues of any Co-operative Society; and
- iv. Amount due on the Court attachment.

RESTRICTIONS: No member of the staff shall hold any office of profit in any other Organisation particularly a Sports Organisation, without permission of the Standing Committee of the Council.

TERMINATION OF SERVICE:

The Standing Committee may terminate the service of any member of the staff on grounds of retrenchment or unsatisfactory performance of duties, by giving him/her one month's notice in writing. Any person, whose services are thus terminated shall be allowed to take Earned Leave due to him in addition to the notice period, provided that he/she allowed to be on duty during the notice period.

RESIGNATION:

A member of the staff may at any time resign him/her post, after giving one month's notice in writing. He/she will be liable for dues if any, to the Council.

SCALES OF PAY

The Scales of Pay for the posts under the Council shall be as specified in Appendix 'A' as amended by the Committee according to Government instructions, from time to time. The scales of pay of all posts in the Council shall be recommended by the Standing Committee and given effect to after approval by Government. No full time post can be created without the approval of Govt.

DEARNESS ALLOWANCE, MEDICAL ALLOWANCE, HOUSE RENT ALLOWANCE AND THE LIKE, IF ANY.

Dearness allowance, Medical Allowance, House Rent Allowance and the like, if any shall be sanctioned by the Standing Committee to its employees at the rates as sanctioned by the State Government from time to time for its employees. They are, however, subject to additions and/or alterations by the Council.

TRAVELLING AND DAILY ALLOWANCE

All the employees of the Council shall be entitled to the travelling allowance at the rates as admissible to the West Bengal Govt. employees as per West Bengal Service Rules.

LEAVE RULES Grant of leave to a member of the staff shall depend on the exigencies of service and shall be at the discretion of the Secretary. The leave rules for the employees of the Council will be the same as applicable to the State Govt. employees. There shall be following kinds of leave:-

- (a) Casual leave. (b) Quarantine leave (c) Earned leave.
- (d) Half Pay leave (e) Leave without pay (f) Maternity leave
- (g) Any other leave enjoyed by the State Govt. employees.

LOANS AND ADVANCES

Ex-gratia payment: The employees of the Council drawing basic pay upto Rs.1,000/- per month will be granted an ex-gratia payment at par with the State Govt. employees.

Festival Advance: The festival advance, repayable in 8 instalments may also be given to the Council employees at the rates applicable to State Government employees.

LOANS: The employees can be granted loans for repairing house or for meeting the medical expenses of the members of his/her family entirely dependent on him/her or for any other emergency purpose upto upto a limit of Rs.2,000/- on such terms and conditions as the Committee may decide. The amount may be increased to Rs.4,000/- as an (a) special cases.

HOUSE BUILDING LOANS: The Committee may recommend House Building Loan to its employees for a sum not exceeding 36 months' pay on such terms and conditions as applicable to permanent State Govt. employees.

OTHER LOANS AND ADVANCES: Other loans and advance as applicable to State Government employees may also be sanctioned to the employees of Council on the same terms and conditions as applicable to State Government employees.

GRATUITY:

- (I). Subject to the terms and conditions and other provisions in the succeeding regulations gratuity shall be granted to an employee:
- (i) who dies while in the service of the Council or
 - ii) who permanently retires from the service of the Council either due to continued illness or accident incapacitating him/her from the proper discharge of his/her duties or
 - iii) who retires from the service of the Council or
 - iv) whose services are dispensed with owing to reduction of staff or re-organisation of the establishment of the Council.
 - v) Who voluntarily resigns from service after the age of 50 years and whose resignation is accepted by the Council.
- II. No gratuity shall be granted to an employee -
- (a) If he/she has not completed service under the Council for a minimum period of ten years;
 - (b) If he/she is or has been dismissed from the service of the Council as a measure of disciplinary action for insubordination, misconduct and dereliction of duties.
- III. Subject to the provisions of regulation (ii) an employee shall be entitled to the payment of gratuity at the rate of half month's basic pay (including special pay if attached to the post) drawn on the date of attaining the age of superannuation or on the date of premature retirement from service, as the case may be, for each completed year of service subject to a maximum of 15 month's substantive pay including special pay, if attached to the post).

Provided that the Council may, while determining the amount of gratuity payable to an employee, take into account any financial loss caused to the Council by reason of the inefficiency, negligence or misconduct of such employee, grant a reduced amount of gratuity and the amount of gratuity so reduced shall not exceed the amount of financial loss caused to the Council. The Council may also adjust from the amount of gratuity payable, the amount, if any, standing recoverable from an employee on the date he ceases to be in the service of the Council.

- IV. In the event of the death of any employee before receipt of gratuity, the amount of gratuity admissible under these regulations shall be paid -
- (a) to a person who may have been nominated by the employee in the prescribed form set forth in 'APPENDIX 'B' and if there are more persons than one so nominated, the amount of gratuity shall be distributed among such persons in the proportion as stated by the employee in the Nomination Form.
 - (b) If no such nomination has been made or is subsisting, the amount of gratuity shall be paid to the legal heirs of the deceased.
 - (c) A nomination made under this regulation may be revoked by writing under the hand of the employee accompanied by a fresh declaration making a fresh nomination in a similar form and manner.

RETIREMENT AND OTHER BENEFITS:

An employee shall be entitled to the benefit of employees' Provident Fund Scheme 1952 and the Employees' Family Pension Scheme 1971 and the Employees' Deposit Linked Insurance Scheme 1976, as amended from time to time.

PENSIONARY BENEFITS: If the employer's share of Provident Fund not along with interest accrued thereon is refunded to the Council, the employee will be eligible for pension on the same terms and conditions as applicable to West Bengal Government employees.

ANY OTHER RULE: Any other rules, as applicable to the State Govt. employees under W.B.S.R. Pension and Gratuity Rules and W.B. Govt. Servants Conduct Rules shall also be applicable in the case of

F/5.

EXTRA BENEFIT: If any extra benefit under the rules accrues to the State Govt. employees the same shall automatically be enjoyed by employees of the Council also.

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APPENDIX - 'B'

FORM FOR DECLARATION NOMINATING A DEPENDANT (S)

Name of the Employee _____

Designation _____

I hereby declare that in the event of any death the amount gratuity payable to me shall be paid to the person (s) hereby nominated by me and mentioned below in the manner shown against his/her/their names (s).

The amount due to any nominee who does not become a major at the time of death shall be paid to the person whose name appears column 5, on behalf of that nominee.

Name and Address of the nominee or nominees.	Relationship with the employee	Whether major or minor, if minor, state his/her/their age.	Share of gratuity	Name and address of the person to whom payment is to be made on behalf of the minor	Sex paragraph age paragraph ment one in 5.

Witness:-

1. Name:
Address:
Date:

2. Name:
Address:
Date:

Signature of the Employee
Designation.
Date:

WEST BENGAL STATE COUNCIL OF SPORTS
 DETAILS OF SANCTIONED STRENGTH AND RULES FOR RECRUITMENT

APPENDIX 'A'

Name of Post.	No. of Posts	Classification	Scale of Pay	Age limit for direct recruitment.	Educational and other qualifications for direct recruitment	Whether age and educational qualifications prescribed for the direct recruitment or will apply in the case of promotion.	Method of recruitment whether by direct recruitment or by deputation or by promotion or transfer.	REMARKS.
1. Secretary 1	1	Group-A	W.B.S.C. Scale of Pay plus Spl. pay of Rs.200/- or deputation allowance.	Not applicable	Not applicable	Not applicable	By deputation from a W.B.C.S. Officer of the Rank of Dy. Secretary of the State Govt.	If desired by Govt. this post may be filled up by direct recruitment in the scale of pay as approved by Govt.
2. Assistant Secretary 1	1	Group-A	W.B.S.C. Scale of Pay + Spl. Pay of Rs.75/- or deputation allowance.	Not applicable	Not applicable	Not applicable	By deputation from a W.B.C.S. Officer.	- Do-
3. Basketball Coach. Grade-I.	1	Group-B	420-15-500-20-800.	Below 45 yrs. relaxable in Spl. case.	Graduate, N.I.S. coaching certificate with 10 yrs. coaching experience or an equivalent foreign qualification Desirable sportsman of National or International repute.	No	Direct or Promotion.	If desired by Council a Gr-II post may be sanctioned on the same terms and conditions as applicable to Gr-II coaches of other disciplines

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4. Football Coach Gr-II	2	Group-B	375-10-424-15-650	Below 40 yrs. relaxable in spl.cases.	Graduate, NIS Coaching certificate with 5 yrs. coaching experience or an equivalent foreign qualification. desirable sportsman of National/International repute	No	Direct	One post is vacant if desired by the Council a Gr.I post may be sanctioned on the same terms and conditions as applicable to Gr.I coaches of other disciplines.
5. Hockey Coach	1	Group-B	-Do-	-do-	-do-	No	Direct	If desired by the Council a Gr.I post may be sanctioned on the same terms & conditions as applicable to Gr.I coaches of other discipline.
6. Athletic Coach	1	Group-B	-do-	-do-	-do-	No	Direct	-do-
7. Weight lifting coach	1	Group-B	-do-	-do-	-do-	No	Direct	-do-
8. Accountant	1	Group B	330-10-400-15-550/-	Below 30 yrs. relaxable in spl.cases	B.Com.Degree with 5 yrs. experience in accounting.	not applicable	direct/promotion	If desired by the Council the post may be filled up by promotion.
9. Head Clerk	1	Group-B	375-10-415-15-610-20-650/-	Not applica-ble.	Passed Higher Secondary or an equivalent examination.	No	Direct/or Promotion	If desired by the Council the post can be filled up by direct recruitment.
10. U.D. Clerk-cum-Steno.	1	Group-0	250-5-300-7½-375-10-475/-	Below 30 yrs. relaxable in spl. cases.	Passed H.E. Exam. with a certificate of a recognised inst.having 100/60 w.p.m.	No	Direct/or Promotion	If desired by the Council a spl. pay or short-hand allowance of Rs.20/- p.m. may be sanctioned for doing the work of Stenographer.
11. Accounts Assistant	1	Group-G	230-5-275-7½-365-10-425/-	-do-	Passed H.S.(Com) or an equivalent exam.	Not applicable	Direct	

12.	Audio-visual Operator	1	Group C	230-5-275-7 1/2-365-40-425/-	-do-	Passed H.S. or an equivalent Exmn. Knowledge of Operating A.V. Unit.	Not applicable	Direct	The Council may relax the qualification in case of exceptional candidate.
13.	Asst. Audio-Visual Operator.	1	Group D	Vide remarks column.	-do-	Upto Class VIII & knowledge of operating A.V. Unit.	-Not applicable	Direct/ Promotion	The Council in its meeting on 21.4.77 decided to create one such post for which appointment letter was issued stating terms and conditions with a consolidated pay of Rs.325/- p.m. The terms were accepted by the incumbent but he did not join; as such the post is lying vacant. If desired by the Council, the post may be filled up either by promotion or by direct recruitment in the scale of Rs.180-5-245-7-350/-.
14.	Driver.	1	Group D	180-5-245-7-350/-	-Do-	Upto Class VIII & Driving License.	-	Direct/ Promotion	If desired by the Council a Grade-I post of Driver may be created in lieu of the existing Grade-II post on such terms & conditions as applicable to a Gr.I Driver of the State Govt.
15.	Peon	3	-do-	135-1-137-2-177-3-180/-	-do-	Upto Class VIII	-	Direct	Shri Dharendra N. Dutta gets a spl. pay of Rs.20/- for operating the duplicating machine.
16.	Night-Guard	1	-do-	-do-	-do-	-do-	-	Direct	

ND.