

GOVERNMENT OF WEST BENGAL
OFFICE OF DISTRICT MAGISTRATE
BACKWARD CLASSES WELFARE
1 No. Station Road, Rishi Bankim Sarani, Barasat,
North 24-Parganas, Kolkata-700 124.
E-mail: pobcwnorth24parganas@gmail.com, Ph: (033) 2552 4078

Memo No.250 /BCW/BST

Date: 20.09.2017

Engagement Letter for Contractual Data Entry Operator

With reference to the Order of the BCW Department, Govt. of West Bengal vide No.1774-BCW/5E/04/2014 dt.29/5/2017, the following candidates are hereby engaged for the post of Data Entry Operator(Contractual) under BCW, Department, North 24 Parganas. The Candidates are directed to join before the undersigned within 9th October,2017.

Sl No	Name	Father's Name	Address	Place of Posting
1.	Biswajit Ghosh	Kartick Chandra Ghosh	Durgapur Road Ghola Bazar, Near Onker Park, P.O.-Ghola Bazar, P.S.- Ghola, North 24 Parganas, PIN-700111	Office of the S.D.O, Bongaon
2.	Baishali Das	Prabir Kumar Das	Rabindra Nagar, Pannajhil No. 1, P.O.- Noapara, P.S.- Barasat, North 24 Parganas, PIN-700125	Office of the S.D.O, Barasat
3.	Surendra Mohan Trivedi	Samarendra Mohan Trivedi	Vill+P.O.- Bahara, P.S.- Kandi, Murshidabad, PIN-742138	Office of the S.D.O, Barrackpore
4.	Sudipta Kumar Hira	Lt. Harendra Nath Hira	Tentultala, West Saptagram, Bisharpara, Nimta, North 24 Parganas, PIN-700158	Office of the P.O.-cum-D.W.O.
5.	Ananda Adhikary	Lt. Samar Adhikary	61/1/F Adhar Das Road, P.O.+P.S.- Budgebudge, South 24 Parganas, PIN-700137	Office of the S.D.O, Bidhannagar
6.	Sadikul Haque Molla	Fazlur Rahaman Molla	Abad Kharampur, P.O.- Kharampur, P.S.- Hasnabad, North 24 Parganas, PIN-743456	Office of the S.D.O, Basirhat

The terms and conditions of the engagement are given below:

- 1) The Data Entry Operators are engaged on purely contractual and temporary basis for 1(one) year only. The contract may be renewed on yearly basis by the authority on satisfactory performance of the Data Entry Operator.
- 2) The Data Entry Operators will be entitled to a consolidated remuneration of Rs. 11,000/- (Rupees eleven thousand) only per month on his/her performance and attendance in that month.
- 3) They will be entitled to get the benefit of enhancement of Professional Fee @ Rs. 500/- per year during the first five year and @ Rs. 600/- per year thereafter, subject to rendering of continuous and satisfactory service and on assessment of requirement of the job/ Project by the Department.
- 4) The monthly remuneration in the form of Professional Fee shall be drawn by the concerned office and disbursed directly to the Data Entry Operator. The Income Tax and other Taxes, as applicable as per rule, shall be deducted at source from the Professional Fee. The selected Data Entry Operator will submit his/her bank details with a cancelled cheque and photocopies of the 1st page of the bank pass book and PAN Card.
- 5) The Data Entry Operators will be allowed 30 (thirty) days off in a calendar year provided that it shall not entail absence of more than 7 (seven) consecutive days at a time including

Saturday, Sunday, holidays or weekly off days and further that such days-off shall not be carried forward to next calendar year.

- 6) If the Data Entry Operator keeps herself / himself absent from the service of the Employer without notice or enjoy leave of absence or is found guilty of misconduct or commits the breach of his / her agreement, or an act of indiscipline or willfully refuse to offer paper and documents within the specified time as per direction of the Employer, it shall be lawful for the Employer to dismiss him / her summarily forthwith without prejudice to other rights and remedies as against him / her or without any notice whatsoever when and in such as even he / she shall loose all remuneration which may then be due to him / her.
- 7) The Data Entry Operator will have the liberty to leave his contractual engagement after giving thirty days notice in writing. Similarly, this engagement is terminable at any point of time at the discretion of the Authority with one month notice.
- 8) An Agreement on contractual engagement with the Data Entry Operators will be executed within (07) seven days after joining.

By 20.9.17
Additional District Magistrate (Treasury)
Barasat, North 24 Parganas,

Memo No. : 2501 /1(18)/BCW/BST

Date: 20.09.2017

Copy forwarded for information and necessary action to:

1. The Commissioner, BCW & TD Directorate, Govt. of West Bengal. 8, Lyons Range, Kol-1
2. The Commissioner, BCW Department, Govt. of West Bengal. Administrative Building, DJ-4, Sector-II, Salt Lake, Kolkata- 700091
3. The Deputy Secretary, BCW & TD Department, Administrative Building, DJ-4, Sector-II, Salt Lake, Kolkata- 700091
- 4-8. The Sub-Divisional Officer, Barasat/ Barrackpore/ Bidhannagar/ Basirhat/ Bongaon, North 24 Parganas
9. The PO cum DWO, BCW, Barasat, North 24 Parganas.
10. The Treasury Officer-I, Barasat Treasury, North 24 Parganas.
11. The CA to District Magistrate, Barasat, North 24 Parganas.
- 12- 17.....
18. Establishment section of this Office.

By 20.9.17
Additional District Magistrate (Treasury)
Barasat, North 24 Parganas,