	THE OFFICE OF THE DISTRICT MAGISTRATE BIRBHUM		Controlled Copy Copy No:-
DOCUMENT NO.	SOP ESTT 11/1/REV:		
SECTION TITLE:	PROCEDURE FOR PROMOTION OF EMPLOYEES		
SECTION NO.	REVISION DATE	PAGE	ISSUE DATE
7.5	NIL	PAGE 1 OF 4	10.09.10.

1. **Purpose:** To process for promotion for the post of SO.S/H.A./Accountant/H.C./ Addl. Accountant/Dy. Accountant/U.D.C/L.D.C./Record Supplier.

2. **Scope:** This procedure is applicable for all the staff of Birbhum Collectorate.

3. **Responsibility :** Officer-in-charge has the overall responsibility to implement the procedure.

Unit Head is the overall responsible.

Individual responsibility as mentioned in the procedure.

4. **Abbreviation** : O/C : Officer-in-charge.
D.A. : Dealing Assistant.


5. **Reference:** West Bengal Service Rules (Part – I & Part-II)
Quality Manual Section: 7.5

6. Procedure:

6.1 As per rule generally 50-point rosters (QSF ESTT 10) shall be used to maintain the post of Head clerk/ Accountant/ Addl. Accountant/Deputy Accountant/UDC/LDC/Record Supplier except the post of Office Superintendent/Head Assistant, which are the single cadre post.


6.2 In case of promotion to the post of O.S., firstly, D.A. shall initiate a note sheet regarding proposal for appointment on promotion to the post of O.S. On the note sheet he shall furnish at least five no. UDCs those who are permanent and most senior in the UDC gradation and who have no adverse report regarding Court matter/Disciplinary matter/Vigilance matter and O.P.R and D.A. shall propose also on the note to send list of selected UDCs to the Commissioner, Burdwan Division for his approval as the Commissioner is the authority for appointment to said post, and place before D.M. through O/C, A.D.M.(G).

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Management Representative	DM,Birbhum

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- 6.3 After receiving the approved file, D.A. shall prepare a draft forwarding letter addressing to the Commissioner, Burdwan Division and place before D.M. for his kind signature.
- 6.4 After signature of D.M., the letter along with all connected papers shall be sent to the Commissioner for his approval.
- 6.5 After receiving approval from the Commissioner, the candidate so selected and approved by the Commissioner shall be appointed on promotion to the post of O.S.
- 6.5 In case of promotion to the post of Head Assistant, firstly, D.A. shall initiate a note on the concerned file and proposes a name of U.D.C. who is most senior in UDC gradation and who have no adverse report towards court matter/Disciplinary matter/Vigilance matter and O.P.R along with draft promotion order and place before D.M. for his approval through O/C and A.D.M.
- 6.6 After approval of the D.M., D.A. shall issue letters to the all concerned after putting issue number and keep it safe custody.
- 6.7 In case of promotion to the post of Head clerk/Accountant/Addl. Accountant/Deputy Accountant, as per vacancy roster (QSF ESTT 11) of these posts, D.A. shall classify the category of vacancy/vacancies according to the 50 point roster and put it into zone of consideration (i.e. 5 x no. of vacancy) and select the name of the candidate who is most senior within the zone and place before D.M. for approval towards obtaining Vigilance clearance report, disciplinary report, O.P.R s from the concerned section/office.
- 6.8 After receiving such report, D.A. shall place a proposal for the candidate/candidates for appointment to those promotional posts before D.M. along with draft order of promotion for approval and signature after verifying satisfactory report through the O/C and A.D.M.

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- 6.9 After approval of D.M., D.A. shall issue appointment order to the all concerned after putting issue no. on the order and keeps the file for safe custody.
- 6.10 In case of promotion to the post of L.D.C./Record Supplier, these posts generally shall be filled in from the Group `D` employee as per rules and G.Os.
- 6.11 As per 50 point roster, D.A. shall classify the category of vacancy and place a zone of consideration for picking up of candidate who is senior within the zone and who have requisite qualification for such post.
- 6.12 The D.A. shall initiate a note sheet on the concerned file and proposes the names of the candidates for his/their suitability test and for the purpose he proposes to the D.M. on the note sheet to form a Selection Committee.
- 6.13 After approval of the D.M., all the candidate/candidates shall be called for an interview for their suitability. After taking interview, the Selection Committee shall place the name/names of the candidates who is selected for the post. Thereafter, D.A. shall propose the names as selected by the Committee on the note sheet along with draft appointment order and place before D.M. through O/C and A.D.M. for approval and signature.
- 6.14 After approval of D.M., D.A. shall issue appointment order to the all concerned after putting issue no. and date and keep it in safe custody.

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7. Records:

Sl. No.	Record	Format	Retention period	Responsibility	Distribution
1.	Receipt Register	W.B.F. No. 16	Permanent	Establishment	Nil
2.	Issue Register	W.B.F. No. 19	Permanent	Establishment	Nil
3	50 Point Roster	QSF ESTT 10/1	Permanent	Establishment	Nil
4	Vacancy Roster	QSF ESTT 11/1	Permanent	Establishment	Nil

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