

Government of West Bengal
Backward Classes Welfare Department
Writers' Buildings, Kolkata- 700 001

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No. 276 -BCW/5E-04/2014

Dated: Kolkata, the 22nd January, 2014

ORDER

Backward Classes Welfare Department requires the services of Data Entry Operators to cope up with the huge quantum of data entry work related with on-line applications for issuance of Caste certificates, Scholarships and various educational and developmental schemes for Scheduled Caste/ Scheduled Tribe and Other Backward Classes.

For maintenance of the huge data and smooth execution of the data entry work, the Governor is pleased to sanction hiring of 100 (one hundred) Data Entry Operators under Backward Classes Welfare Department through agency for a period of one year at a hiring charge not exceeding Rs. 11,000/- (Rupees eleven thousand) per month.

The Data Entry Operators will be hired through reputed agency and will be engaged in the Districts, Sub-Divisions, Secretariat and Directorate Head Quarter Offices as per the following list:

Sl.No.	Name of the Office	No. of Data Entry Operators	Total No. of Data Entry Operators
1.	Offices of the Sub-Divisional Officers	One each at the 66 (sixty-six) offices of the Sub-Divisional Officers	66
2.	Offices of the Project Officer-cum-District Welfare Officer/ District Welfare Officer, Backward Classes Welfare	One each at the 20 (twenty) offices of the Project Officer-cum-District Welfare Officer/ District Welfare Officer, Backward Classes Welfare	20
3.	Offices of the Backward Classes Welfare Officers	One each at the Backward Classes Welfare Officers at Jhargram, Basirhat, Alipurduar and Asansol	04
4.	Secretariat and Directorate Head Quarter and for engagement at Sub-ordinate offices as per future requirement		10

The Data Entry Operators will be hired by the concerned office of the Backward Classes Welfare under jurisdiction through reputed agency as per existing Government norms. They will be hired for a period of one year and in no case the monthly hiring charge for each such hired personnel would exceed Rs. 11,000/- (Rupees eleven thousand) per month inclusive of all charges.

This order issues with the concurrence of Finance Department vide U.O. No. 2510 Gr. P2 dated 31.10.2013 and the approval of the State Cabinet vide U.O. No. Cab.(D)- 1527 dated 05.12.2013.

Sd/- J. Chakrabarty
Deputy Secretary to the
Government of West Bengal

Copy forwarded for information and necessary action to:

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata- 700001.
2. Finance Department, Group- P2
3. The Commissioner, Backward Classes Welfare
4. The Pay & Accounts Officer, Kolkata Pay & Accounts Office, Unit-I, 81/2/2, Phears Lane, Kolkata- 700012.
5. The District Magistrate,.....
6. The Project Officer-cum-District Welfare Officer/ District Welfare Officer.....
7. The Backward Classes Welfare Officer,.....
8. The Sub- Divisional Officer,.....
9. The Block Development Officer,.....
10. The Treasury Officer,.....
11. The Guard File of this Department.


Deputy Secretary to the
Government of West Bengal