

Government of West Bengal
Personnel and Administrative Reforms Department
Nabanna, Howrah-711102

No: 29-BSK/BSK-10/2021

Date: 25th November, 2021

Notification

The State Government has set up Bangla Sahayata Kendras (BSK) throughout the State to provide Government services free of cost on an online platform www.bsk.wb.gov.in at the doorsteps of the citizens at different locations such as the DM/SDO/BDO Offices, Health Centres, SI of School Offices, Public Libraries and Urban Local Bodies.

With the scope in services of BSKs expanding, now also involving monetary transactions, a Programme Management Unit (PMU) has been constituted vide Notification No. 22-BSK/BSK-10/2021 dated 30.10.2021 of the Personnel and Administrative Reforms Department (P&AR) to exercise superintendence, control, and management of BSKs under the overall supervision of the Government Officers.

The Finance Dept. has approved the draft Memorandum of Association (MOA) of the Project Management Unit, West Bengal for Bangla Sahayata Kendras and the draft regulation of the PMU for the BSK bye-laws vide U.O No Group D/2021-2022/0078 dated 26.07.2021. The Law Department has vetted the draft MOA vide U.O No 125 dt. 17.09.21.

The Finance Department vide its U.O No. Group P2/2021-2022/0209 dated 10.09.21 has approved the proposal for engagement of personnel in the PMU with following personnel in different categories on purely contractual/deputation basis.

Serial No	Category	Number	Mode of Engagement
1	Chief Operating Officer (COO)	1	Contractual
2	Chief Technology Officer (CTO)	1	Contractual
3	Chief Finance Officer (CFO)	1	Contractual
4	Senior Software Personnel	2	Contractual
5	Accounts Officer	2	Contractual/ Deputation
6	Audit Officer	1	Contractual/ Deputation
7	Reconciliation Personnel	2	Contractual
8	Help Desk Personnel	2	Contractual
9	Peon / Process Server	2	Contractual/ Deputation

The Finance Department in its approval has designated the P&AR Department as the Nodal Dept for selection of manpower in the PMU.

Further, in terms of the approval of the Finance Department, the period of contractual engagement of personnel in the PMU is for a period of one year which may be renewed subject to the condition of satisfactory discharge of duty by the concerned personnel. However, the personnel may be terminated early, before the expiration of one year, on grounds of indiscipline and proven misdemeanour.

Each engagement will be based on execution of prior contract and terms of engagement to be determined for this purpose by the Personnel and Administrative Reforms Department.

On obtaining approval of the Finance Department, the proposal of engagement of personnel in the PMU was referred to the State Cabinet in its meeting dated 9th November 2021 for approval. The State Cabinet vide its U.O no CAB(D)-118 dt: 12.11.2021 accorded approval on the proposed engagement.

Now, the Programme Management Unit being already constituted, the P&AR Department is hereby notified to take necessary steps towards engagement of personnel on contractual/deputation basis in the PMU under such terms and conditions as approved by the Finance Department vide its U.O No. Group P2/2021-2022/0209 dated 10.09.21.

All concerned are being informed.


**Addl. Chief Secretary to the
Government of West Bengal**

No: 29(89)-BSK/BSK-10/2021

Date: 25th November 2021

Copy forwarded for kind information and necessary action to

1) The Chief Secretary, West Bengal.

2-55) The Additional Chief Secretary/ Principal
Secretary/Secretary.....Department

56) The Principal Secretary to the Hon'ble Chief Minister, Govt of West Bengal

57) The Secretary, Chief Minister's Office & State Nodal Officer, BSK

58-79) The District Magistrate (All), West Bengal.

80-86) The Municipal Commissioners (all)

87) The CEO, Webel Technology Ltd.

88) The Head, State e-Governance Team, P&AR Department.

89) The e-Governance Consultant


**Addl. Chief Secretary to the
Government of West Bengal**