

GOVERNMENT OF WEST BENGAL
Technical Education, Training and Skill Development Department
Karigari Bhavan (3rd Floor), B/7, AA- III,
New Town, Kolkata - 700160

Memo No. I/572505/2024

Date: 06-11-2024

From: The Additional Secretary to the Govt. of West Bengal

To: The Director,
Technical Education and Training, West Bengal.

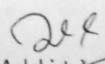
Sub: Policy guidelines for deployment of Contractual and Part-time teaching and non-teaching staff deployed in different Government Polytechnics under the administrative control of the Department of T.E.T.&S.D.

With reference to the above noted subject, the undersigned is directed to state that the policy guidelines / conditions for deployment of Contractual and / or Part-time teaching and non-teaching staff deployed in different Government Polytechnic Institutes is annexed herewith for taking necessary action in this regard.

Encl: As stated.


Additional Secretary
to the Govt. of West Bengal

- Copy forwarded for information and necessary action to the: -
1. P.S. to HMOS (IC) & Ex-officio Addl. Secy., Department of T.E.T.&S.D.;
 2. Pr.P.S. to the Addl. Chief Secretary, Department of T.E.T.&S.D., Govt. of West Bengal;
 3. Guard file.


The Additional Secretary
to the Govt. of West Bengal



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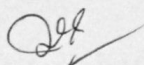
AnnexurePolicy for Deployment of all Contractual and Part-time teaching and non-teaching staff deployed in different Government Polytechnics under the administrative control of the Department of Technical Education, Training and Skill Development, Govt. of West Bengal

For the purpose of Deployment of the Contractual and Part-time teaching and non-teaching staff working in different Polytechnic institutions under the Department of T.E.T.&S.D,WB, the State of West Bengal is divided into five (5) zones namely: -

- Zone"A": Kolkata, Howrah;
Zone"B": Hooghly, Uttar 24 Parganas, Dakshin 24 Parganas, Nadia;
Zone"C": Purba Medinipur, Murshidabad, Birbhum, Purba Bardhaman, Paschim Bardhaman;
Zone"D": Bankura, Purulia, Paschim Medinipur, Jhargram;
Zone"E": Malda, Uttar Dinajpur, Dakshin Dinajpur, Darjeeling, Jalpaiguri, Cooch Behar, Alipurduar, Kalimpong.

General Policy :

- i. All deployments of contractual or part time staff shall be made based on the priority of requirement of the respective institutes as well as to enhance administrative and academic efficiency of the institute. It should not be construed as a privilege or a matter of right.
- ii. When both the husband and wife are engaged as contractual or part-time staff under the administrative control of this Deptt., efforts would be made to arrange for their contiguous posting, as far as practicable.
- iii. Generally, deployment orders especially for contractual or part-time teaching staff should be issued in such a



manner that it becomes effective at the beginning of each academic semester of the institutes. However, any contractual or part time staff may be relocated mid-semester if deemed necessary or expedient by the administrative authority for satisfactory administrative reasons.

- iv. The above provisions will also apply in cases of deployment sought for by mutual consent.
- v. Notwithstanding anything contained in this policy, if the administrative authority is of the opinion that it is necessary or expedient to do so in the general interest of the polytechnic education, it may deploy any contractual or part-time teaching or non-teaching staff in any of the zones and in any of the Polytechnics within such zone.
- vi. All such deployments shall be effected with the concurrence of the administrative authority of the Department of T.E.T.&S.D.

B. Conditions for transfer of Contractual and Part-time Lecturers :

- i. The usual tenure in a given zone will be 4 (Four) years. However, the administrative authority may exercise discretion to relax the above provision according to the merit of individual cases.
- ii. Every Contractual and Part-time Lecturers will have to serve at least once in Zone "E" during his/her total period of engagement.
- iii. Any Lecturer, whether Contractual or Part-time, with less than 3 (Three) years of service remaining, will be favorably considered for deployment to his/her home district if there is requirement in the same department/discipline/trade in the Polytechnic institutes of his/her home district, provided he/she had served in Zone "E" for at least 4(four) years during his/her total period of engagement.
- iv. The female Lecturers, whether Contractual or Part-time, above 50 years of age may be considered for deployment in the Polytechnic institutes of the zone closest to her

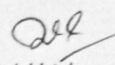
residence if there is appropriate requirement of contractual or part-time staff of the respective institutes in that zone.

C. Policy in respect of members of Contractual and Part-time staff (other than Lecturer / Group - D) :

- i. Normally, a Contractual / Part-time staff (other than Lecturer / Group - D) has to serve at least two zones out of the aforesaid five zones in his/her total engagement period and duration of stay in one zone will be for a period not less than 4(four) years in one tenure.
- ii. The female staff (other than Lecturers / Group - D), whether Contractual or Part-time, above 50 years of age may be considered for deployment in the Polytechnic institutes of the zone nearest to her residence if the requirement of contractual or part-time staff in the respective institutes satisfies.

D. Policy in respect of members of Contractual and Part-time Group - D:

- i. Normally, the Contractual / Part-time Group - D employees will be deployed within the same zone of his/her present posting after an engagement of 5(five) years' in one Polytechnic institute. Moreover, if a district has more than one Government Polytechnic, they may be considered for deployment in any other Polytechnic in the same district after the completion of their 5(five) years of engagement in one Polytechnic.
- ii. The female contractual / part-time Group - D staff above 50 years of age may be considered for deployment in the Polytechnic institutes nearest to her residence if there is appropriate requirement of contractual or part-time staff of the respective institutes.


The Additional Secretary
to the Govt. of West Bengal