

Government of West Bengal
Department of Urban Development and Municipal Affairs
(Municipal Affairs Branch)
NAGARAYAN, 6th Floor,
DF – 8, Sector – I, Salt Lake, Kolkata – 64

No. 273(118)/UDMA-15011(20)/1/2023-LS-MA

Dated, the 6th day of April, 2023

From: Deputy Secretary to the Govt. of West Bengal.

To: The Chairman/Chairperson, Board of Administrators/Administrator,
.....Municipality/Notified Area Authority,
P.O. -, Dist-.....

Sub: Manner for submission of proposal for extension of tenure of Executive officers posted on contractual re-employment basis in different Municipalities/Notified Area Authorities.

Sir/Madam,

In connection with this Department's Order earlier letter No. 152/UDMA-15011(20)/1/2023-LS-MA dated 20th day of February, 2013 (copy enclosed), I am directed to inform that henceforth all the proposals regarding extension of tenure of the Executive Officers posted on contractual re-employment basis in different Municipalities/ Notified Area Authorities, are required to be sent to this Department through the concerned District Magistrate at least before 30 (thirty) days before the date of termination of the term in vogue.

I am further directed to inform you that advance proposal without proper channel will not be considered by this Department.

Enclo: As stated.

Yours' faithfully,


06.04.2023
Deputy Secretary

No. 273/1(150)/UDMA-15011(20)/1/2023-LS-MA

Dated, the 6th day of April, 2023

Copy forwarded for information to:-

- 1) Senior Special Secretary, Urban Development and Municipal Affairs Department.
- 2) District Magistrate,, P.O. -, Dist.
- 3) Additional Secretary, Urban Development and Municipal Affairs Department.
- 4) Director of Local Bodies, West Bengal.
- 5) Executive Officer, Municipality/Notified Area Authority.
- 6) P.S. to Hon'ble Minister-in-Charge, Urban Development and Municipal Affairs Department
- 7) Sr. P.S. to Principal Secretary, Urban Development and Municipal Affairs Department.
- 8) Guard file of Statutory Wings of this Department.


06.04.2023
Deputy Secretary

Government of West Bengal
Department of Urban Development and Municipal Affairs
(Municipal Affairs Branch)
NAGARAYAN, 6th Floor,
DF – 8, Sector – I, Salt Lake, Kolkata – 64

No. 152/UDMA-15011(20)/1/2023-LS-MA

Dated, the 20th day of February, 2023

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

To: The Chairman/Chairperson, Board of Administrators/Administrator,
.....Municipality/Notified Area Authority,
P.O. -....., Dist-.....

Sub: Manner for submission of proposal for extension of tenure of Executive officers posted on contractual re-employment basis in different Municipalities/Notified Area Authorities.

Sir/Madam,

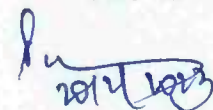
In connection with this Department's Order No. 315(121)/MA/O/C-9/2A-109/95 dated 31st day of July, 2012, I am directed to inform that the proposals for extension of tenure of the Executive Officers posted on contractual re-employment basis in different Municipalities/ Notified Area Authorities, are required to be sent to this Department with the following documents:

1. A letter from the Chairman/Chairperson, Board of Administrators/Administrator of the Urban Local Body concerned;
2. A Performance Report from the Chairman/Chairperson, Board of Administrators/Administrator as per format in Form A annexed herewith and
3. A declaration of the officer concerned, as per format in Form B annexed herewith.

I am also directed to inform that the proposal for extension of tenure of the Executive Officers must reach this Department at least before 15 (fifteen) days before the date of termination of the term in vogue.

Encls: As stated.

Yours' faithfully,



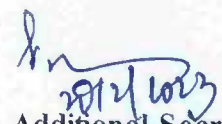
Additional Secretary

No. 152/1(150)/UDMA-15011(20)/1/2023-LS-MA

Dated, the 20th day of February, 2023

Copy forwarded for information to:-

- 1) Senior Special Secretary, Urban Development and Municipal Affairs Department.
- 2) District Magistrate,, P.O. -, Dist.
- 3) Director of Local Bodies, West Bengal.
- 4) Deputy Secretary, Urban Development and Municipal Affairs Department.
- 5) Executive Officer, Municipality/Notified Area Authority.
- 6) P.S. to Hon'ble Minister-in-Charge, Urban Development and Municipal Affairs Department
- 7) Sr. P.S. to Principal Secretary, Urban Development and Municipal Affairs Department.
- 8) Guard file of Statutory Wings of this Department.


Additional Secretary

FORM – A

PERFORMANCE REPORT OF THE EXECUTIVE OFFICER

MUNICIPALITY/NOTIFIED AREA AUTHORITY

For the period from _____ to _____

1. ATTENDANCE

1	Total number of working days during the period under review	:	
2	Number of days the incumbent was on leave	:	
3	Number of days of late attendance and early departure during the period under review	:	
4	Number of days of unauthorised absence without leave	:	
5	Number of days of effective attendance of the incumbents during the period under review (item 1 minus item 4)	:	
6	Percentage of the late attendance or early departure as against the total working days during the period under review (item 3/item 1)	:	

**2. RECORD ASSESSMENT WITH ONE OF THE FOLLOWING WORDS
(OUTSTANDING/VERY GOOD/GOOD/AVERAGE)**

Sl. No.	Item	Assessment
1	Personality	
2	Capacity for sustained work	
3	Tact and ability to work with others	
4	Ability to control subordinates	
5	Reliability in carrying out instructions	
6	Ability to state a case	
7	Initiative	
8	Power of taking responsibility	
9	Power to inspire confidence in general public	
10	Devotion to duty	
11	Knowledge of his work	

3. Status of implementation of Online Services during the period under review :

A. e-Grihanaksha

- (i) Whether Building Plans are sanctioned within 15 days after successful submission of required documents by applicants – Yes / No ?
- (ii)

No of Building Plan Submitted	No of Building Plan sanctioned	No of Building Plan rejected	No of Building Plan Pending with reason

B. e-Mutation

No of application submitted for mutation	No of mutation cases approved	No of application of mutation rejected	No of application of mutation pending with reason

C. e-Trade License

No of New Trade License issued	No of application submitted for renewal of Trade License	No of Trade License renewed	No of application for renewal of Trade License pending	If pending, reason behind it

D. OPTICS

Whether introduction of OPTICS done – yes or No ?	
If no, reason behind non-introduction of OPTICS	

4. AUDIT

A. Internal Audit

Whether Internal Audit has been done – yes or no ?	
If yes, upto which Financial year ?	

B. Statutory Audit

Statutory Audit completed upto which financial year	Total no of Audit Para settled till date	Financial year wise no of unsettled Audit Para	If unsettled, reason behind it

5. Public Grievance Monitoring :

- (i) Whether Public Grievances are disposed of within 7 days – Yes/ No ?
(ii)

No of Grievance received	No of Grievance addressed	No of Grievance pending	If pending, reason of pending

6. GENERAL**STATE OF HEALTH**

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INTEGRITY

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GENERAL ASSESSMENT

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OVERALL GRADING (OUTSTANDING/VERY GOOD/GOOD/AVERAGE)

Signature of the Chairperson, Board of
Administrators/Administrator of
the Municipality/NAA

FORM – B

DECLARATION OF THE OFFICER

I, Sri/Smt. _____ (Name of the Officer) presently acting as Executive Officer of _____ Municipality/Notified Area Authority in the District of _____, do hereby declare that I am willing to serve _____ Municipality/Notified Area Authority as the Executive Officer and I am physically and mentally alert to perform my duties as Executive Officer of the Municipality.

Dated :

Full Signature

Executive Officer

_____ **Municipality/Notified Area Authority**