

GOVERNMENT OF WEST BENGAL
Home (Social Welfare) Department
Writers' Buildings, Calcutta

From : Shri S. Dutta, B.A., LL.B.
Asstt. Secretary, to the Government of West Bengal

To : The Accountant-General, West Bengal

(Through the Finance Department of this Government)

No. 1286-SW Date the 29th April, 1960, 9th Baisak, 1882

Sir,

I am directed by order of the Governor to say that the Governor has been pleased to sanction, on temporary basis, the establishment of a District shelter for the accommodation and training of 25 (twenty-five) women and girls in moral danger at Krishnagar, Nadia and the creation of the following posts on the scales of pay noted against each for the period from the 1st April, 1960 to the 28th February, 1961 for the present:—

Posts	Scale of pay
1. One Supdt.-cum-Manager (Non-Gazetted)	Rs. 200/- per month (fixed)
2. One Craft Teacher (whole time)	Rs. 100/- " "
3. One Darwan	Rs. 20- $\frac{1}{4}$ -25/- " "
4. One Servent (whole time)	Rs. 20- $\frac{1}{4}$ -25/- " "
5. One Cook (whole time)	Rs. 20- $\frac{1}{4}$ -25/- " "
6. One Sweeper (whole time)	Rs. 20- $\frac{1}{4}$ -25/- " "

2. The institution will be under the administrative control of the Home (Social Welfare) Department with the Director of Social Welfare, West Bengal as its administrative head—the Superintendent being its immediate charge.

3. The Superintendent will be provided with free unfurnished Quarters within the compound of the institution.

4. The incumbents of the posts will draw dearness and other allowance as admissible under the rules in addition to their pay in their respective scales as noted above.

5. Until further orders, the Director of Social Welfare will be the drawing and disbursing officer in respect of the institution and the appointing authority in respect of its staff.

6. Sanction is also hereby accorded, by order of the Governor to the following non-recurring and recurring expenditure to be incurred in connection with the purchase of articles of furniture etc. for the maintenance and training of its inmates.

Non-Recurring

	Rs.
1. Additions and alterations to buildings	2,000/-
2. Taktaposh, bedding etc.	1,000/-
3. Furniture and office equipment	2,000/-
4. Utensils and other related equipments	500/-
	—
	5,500/-
	—

(Rupees five thousand and five hundred)

Recurring

	Rs.
1. Diet @ Rs. 33/- per month per head	4/- P. M. per head
2. Clothing, washing, toilet etc.	Re.1/- " "
3. Medical expenditure	3/- " "
4. Raw materials for training centre	60/- P. M.
5. Telephone & Electricity charges	500/- per annum
6. Contingencies	

A separate order will issue with regard to the rent of the house when the shelter will be located.

7. The shelter is to be used also as a protective home under the Suppression of Immoral Traffic in Women's and Girls Act, 1956 and to serve the requirements of the neighbouring districts.

8. The charge will be debitable to the head "57-Miscellaneous-other misc. expenditure Development schemes-second five Year Plan-Social Welfare Establishment of district shelter in connection with the programme of after-care services and social and moral hygiene" in the budget for 1960-61.

Yours faithfully,

Sd/- S. DUTTA
Assistant Secretary

No. 1286/1(2)-S.W.
Copy forwarded to:

1. the Secretary-General, Social Welfare Board.
2. the Chairman, Social Welfare Advisory Board, West Bengal.

for information

Calcutta, the 29th April, 1960

Sd/- S. DUTTA
Assistant Secretary

No. 4065/1(35)-SW/4A-5/75

Copy forwarded to the:

1. Commissioner, Presidency/Burdwan/Jalpaiguri Division.
2. Inspector-General of Police, West Bengal.
3. Commissioner of Police, Calcutta, with reference to his No.2694-DD dt. 31-7-76.
4. District Officer of.....
5. Superintendent of Police offor information and communication to the Officers concerned.

Sd/- S. D. GUPTA
Assistant Secretary

GOVERNMENT OF WEST BENGAL

(Home Department) Social Welfare Branch

Writers' Buildings, Calcutta-1

No. 3525-S.W./1E-3/62

Dated the 20th August, 1962
29th Sravan, 1884

From : Shri K. S. Mitra

Joint Secretary to the Government of West Bengal

To : The Accountant-General, West Bengal

(Through the Finance Department of this Government)

Sir,

I am directed to refer to G.O. No. 1300-S.W. dated the 22nd April, 1959 regarding the establishment of a Girls' Home in the periphery of the Gope Palace, Midnapore and to state by order of the Governor that the Governor has been pleased to approve of the enclosed setup for the aforesaid Home. The posts are temporary and will continue up to the 28th February, 1963 for the present.

2. The State Government in the Home (Social Welfare) Department will be the appointing authority of the Gazetted post of Superintendent and the Director of Social Welfare, West Bengal will be the appointing authority in respect of the non-gazetted post as per the enclosed set up.

3. The Governor is also pleased to accord approval to the transfer of the administrative control of the Works-cum-Production Centre, Midnapore now under the Refugee, Relief & Rehabilitation Department to this Department with effect from a date to be intimated separately and to the absorption of such of the existing staff of the Centre as will be found suitable in the set up of the Girls' Home in scales of pay as may be admissible having regard to the posts which they have been respectively holding and the pay they have been drawing. Separate orders showing the absorption of the abovementioned staff will issue from the

Directorate of Social Welfare, West Bengal in due course. The Works-cum-Production Centre will, after transfer, form a part and parcel of the Home.

4. Sanction is also hereby accorded by order of the Governor to the following expenditure to be incurred in connection with the purchase of articles of furniture, etc. required for the aforesaid institution and to the scales of recurring expenditure to be incurred in connection with its maintenance:

Capital		Recurring (per month) Inmates—350	
	Rs.		Rs.
1. Equipments for training	6,000/-	1. Officers and staff as per enclosed statement	
2. Furniture	5,000/-	2. Diet @ Rs. 30/- per capita	10,500/-
3. Clothes, bedding etc. (initial) @ Rs. 40/- per head	14,000/-	3. Materials for general training and education @ Rs. 2/- per head	700/-
4. Utensils	3,000/-	4. Contingencies— Telephones } Electricity } Stationery }	400/-
5. Games equipments including one Radio set	1,500/-	5. Rent, Rates and Taxes	75/-
6. One Type-writer	900/-	6. Miscellaneous expenditure including repairs to furniture, etc.	1,050/-
7. Purchase of books	1,500/-	7. Clothing @ Rs. 2/- per head	700/-
8. One motor vehicle and one cycle	20,000/-	8. Medical expenses @ Re. 1/- per head	350/-
		9. Petrol, Mobil, repairs to motor vehicles	300/-
		10. Travelling allowance	75/-
		11. Purchase of raw materials for the Training-cum-Production Centre @ Rs. 5/- per month per head (for 100 for the present)	500/-
	Total 51,900/-		
		Total	14,650/-

5. The Director of Social Welfare will be the administrative head of the institution and the Superintendent will hold its immediate charge and be the drawing and disbursing officer.

6. In partial modification of the Government orders referred to above, it is also hereby ordered that the Home will afford accommodation to children of the ages of 0-18 years, admission of children of the age groups above six years being restricted to females only.

7. The charges will be debited to the head "71-Miscellaneous — Other Miscellaneous Expenditure—Development Scheme—Third Five—Year Plan—Social Welfare—Social Defence Establishment of a Girls' Home in the periphery of the Gope Palace" in the current year's charges being met from the provision made in the current year's budget.

8. Necessary instructions may please be issued to the Treasury Officer, Midnapore for payment of bills when presented by the drawing and disbursing officer of the aforesaid institution. A copy of the instruction issued may be forwarded to this Department in due course for communication to the officers concerned.

Yours faithfully,

Sd/- K. S. MITRA
Joint Secretary

No. 3525/1-SW/1H-3/62

Copy forwarded to the Director of Social Welfare, West Bengal for information and necessary action.

2. Action is already being taken in connection with the filling up of the post of Superintendent of the Girls' Home, Midnapore.

3. A further communication will follow in this regard as soon as possible.

Calcutta, the 20th August, 1962
the 29th, Sravan, 1884

Sd/- S. DUTT
Assistant Secretary

No. 3525/2-SW/1H-3/62

Copy forwarded to the Treasury Officer, Midnapore for information and necessary action.

Calcutta, the 20th August, 1962
the 29th Sravan, 1884

Sd/- S. DUTT
Assistant Secretary

No. 3525/3(3)-SW/1H-3/62

Copy forwarded to the:

1. Commissioner, Burdwan Division
2. District Magistrate, Midnapore
3. Refugee, Relief & Rehabilitation Department,

for information [with reference to the correspondence resting with this Department memo No. (ii) 1300/1(7)-SW dt. 29.4.59/ (iii) 3319-SW dt. 7.8.62]

[2. They are requested to furnish the requisite information as already asked for in connection with the transfer of the control of the Works-cum-Production Centre as approved by the Cabinet as quickly as possible.]

for [3] only.

Calcutta the 20th August, 1962
the 29th Sravan, 1884

Sd/- S. DUTT
Assistant Secretary

No. 3525/4-SW/1H-3/62

Copy forwarded to the Inspector of Accounts, Social Welfare Directorate for information and for keeping it in the guard file.

Calcutta, the 20th August, 1962
the 29th Sravan, 1884

Sd/- S. DUTT
Assistant Secretary

No. 3525/5-SW/1H-3/62

Dated the 20th August, 1962
the 29th Sravan, 1884

Copy forwarded to the Superintendent, Girls' Home, Gope Palace, Midnapore, for information and necessary action.

Calcutta, the 3rd October, 1962
the 11th Aswin, 1884

Sd/- S. DUTT
Assistant Secretary to the Govt.
of West Bengal

**Estimate of staff for the proposed Girls' Home in the
periphery of the Gope Palace, Midnapore**

Posts	Scales of pay
<i>Superior Gazetted</i>	
1. One Superintendent	Rs. 250-15-550 (Efficiency bar after 8th & 16th stages)
<i>Non-Gazetted</i>	
2. Two Asstt. Superintendents	175-7-245-8-325 (Efficiency bar after 10th stage)
3. One Junior Social Worker	150-5-250 (Efficiency bar after 10th stage)
4. Five Teachers	125-3-140-4-200 (Efficiency bar after 10th stage)
5. One Instructor in Charge (Weaving)	175-7-245-8-325 (E.B. after 10th stage)
6. One Weaving Instructor	150-5-250 (E.B. after 10th stage)
7. One Artisan Assistant (Weaving)	80-1-85-2-105
8. Five Workshop Attendants	65-1-85
9. One Tailoring Instructor	175-7-245-8-325 (E.B. after 10th stage)
10. Five Skilled Operatives	140-5-210
11. One Part-time Medical Officer	150/- (fixed)
12. One Compounder (Trained)	125-3-140-4-200 (E. B. after 10th stage)
13. One Physical Instructor (Lady)	175-7-245-3-325 (E.B. after 10th stage)
14. One Head Clerk	200-10-300
	155

Posts	Scales of pay
15. One Accountant	Rs. 125-3-140-4-200 (with higher initial start at Rs. 164/- in the 12th stage of the time scale)
15a. One Cashier	125-3-140-4-200 (with higher initial start at Rs. 164/- in the 12th stage of the time scale)
16. One Storekeeper	125-3-140-4-200 (E.B. after 10th stage)
17. One Lower Division Clerk	125-3-140-4-200 (E.B. after 10th stage)
18. One typist	125-3-140-4-200 (E.B. after 10th stage)
19. Two matrons	80-1-85-2-105
20. Seven Helpers	65-1-85
21. Three Darwans	60- $\frac{1}{2}$ -65-1-75
22. Two Peons (including one orderly)	60- $\frac{1}{2}$ -65-1-75
23. One Cycle Peon	60- $\frac{1}{2}$ -65-1-75
24. Two Malis	60- $\frac{1}{2}$ -65-1-75
25. Three Cooks	60- $\frac{1}{2}$ -65-1-75
26. Four Sweepers	60- $\frac{1}{2}$ -65-1-75
27. One Motor Driver	100-3-136-4-140
28. One Part-time Cleaner	15/- (fixed)
29. One Part-time Washerman	15/- (fixed)
30. Three Night Guards	60- $\frac{1}{2}$ -65-1-75

SCHEDULE

1. All Bengal Women's Union, 89, Elliot Road, Calcutta-16.
2. Association for Social Health in India, 9, Ashoke Avenue, Calcutta-47.
3. Nari Seva Sangha, 1/1, Gariahat Road, Judhpur Park, Calcutta-68.
4. Bengal Social Service League, 1/6, Raja Dinendra Street, Calcutta-9.
5. Calcutta Social Project, 172/3, Rash Behari Avenue, Calcutta-29.
6. Ramkrishna Ashram Mahila Samity, P.O. Nimpith, (Joynagar), Dist., 24-Parganas.
7. Sarbartha Sadhak Palli Samaj, 1, Brindabone Ghosh Lane, Calcutta-12.
8. Lok Seva Samity, P.O. Khirpai, Dist., Midnapore.
9. Karma Kutir, 32, Ballygunge Place, Calcutta-19.
10. Mahila Seva Samity, 8, Government Place (North), Calcutta-700 001.
11. Rani Jhansi Bahini, 7/5/A, Beadon Street, Calcutta-6.
12. Women's Co-ordinating Council, 8, Government Place, Calcutta-1
13. West Bengal Social Welfare Advisory Board, 11A, Mirza Ghalib Street, Calcutta-15.
14. Prabartak Sangha, Chandanagar, Dist., Hooghly.
15. The Refuge, 125A, Bipin Behari Ganguly Street, Calcutta-12.
16. Children Welfare Association, Rakhal Mukherjee Road, Sarsuna, Calcutta-61.
17. Nari Kalyan Samity, No.2, Government Colony, P.O., & Dist., Malda.
18. Pipla Pally Samity, Village and P.O. Pipla, Dist., Malda.

GOVERNMENT OF WEST BENGAL

Department of Relief & Social Welfare Writers' Buildings, Calcutta-1

No. 6782-S.W.
5P-13/66

Dated Calcutta, the 5th December, 1966

From : Shri S. Dutta, B.A., LL. B.,
Deputy Secretary to the Government of West Bengal.

To : The Accountant General, West Bengal

Sub : Taking over of the control and management of Howrah Homes (Women's Section),
Santragachi Howrah by the Department of Relief and Social Welfare).

Sir,

I am directed, by order of the Governor, to say that, for sometime past, the Government have been considering, at the request of the authorities of the Howrah Homes, the question

of taking over control of the Women's Section of the Homes for proper development of the Institution under Government auspices as a measure of upliftment of the Socio-economic conditions of the distressed women of the locality and its neighbourhood. The Governor has now been pleased to approve of the taking over of the control and management of the Women's Section of the Howrah Homes, Santragachi, Howrah by the Department of Relief and Social Welfare with effect from the 1st December, 1966 or as soon thereafter as possible. The exact date will be intimated separately.

2. The aforesaid institution will continue to be located in its present building, "Subodh Niketan" within the campus of the I.T.I. Howrah, as agreed to by the Commerce and Industries Department until a separate arrangement for its accommodation is made, and will impart training in the following courses:—

(a) Cutting and Tailoring—Two years course—Admission Capacity—100

(b) Lady Brabourne Diploma Course—Three years course—Admission Capacity—50

3. The Governor is also pleased to sanction the enclosed set-up up to 28.2.67 for the present for running the institution.

4. Sanction is also hereby accorded by order of the Governor to the following expenditure to be incurred in connection with the purchase of articles of furniture etc. required for the aforesaid institution and to the scales of recurring expenditure to be incurred in connection with its maintenance:—

Non-Recurring

Expenditure for machines and equipments (Capital)

Name of articles	No. of articles	Cost
		Rs.
1. Sewing Machines	20	6,500/-
2. Drafting Tables	20	2,000/-
3. Tables for framing	3	150/-
4. Black Boards	6	300/-
5. Almirahs	6	1,800/-
6. Instructor's Chairs	6	150/-
7. Instructor's Tables	5	300/-
8. Hand Tools and others	—	2,500/-
9. High Benches	20	2,000/-
10. Wooden Platforms	—	200/-
11. Furniture for Superintendent's office	—	1,000/-
		<u>16,900/-</u>

Less the existing articles to be received from the Howrah Homes, Women Section, if found serviceable.

Recurring

1. Officers and staff as per enclosed statement.
2. Contingencies and raw materials (a Rs. 5/- per head per month.
3. Sports @ 0.50 Re. per trainee per month.
4. Medical (a 0.50 Re per trainee per month.
5. The Director of Social Welfare will be the administrative head of the institution. The post of Gazettee Superintendent will be filled up by Government in the Relief and Social Welfare Department. The Director of Social Welfare will be the appointing authority in respect of non-gazettee staff.
6. The Superintendent of the institution will be the drawing and disbursing officer in respect of the expenditure to be incurred for the maintenance of the staff. But so long as the Superintendent, is not appointed, the Director of Social Welfare will be the drawing and disbursing officer of the institution.
7. The charges involved will be met from the provision under the head, "71— Miscellaneous-other Miscellaneous expenditure-Development Schemes-Fourth Five-year plan-Social Welfare -Women Welfare-Establishment of a centre for training of girls and women in crafts, light engineering and small scale industries" in the current year's budget.
8. This order issues with the concurrence of Finance (Budget) Department of this Government (vide their U/o. no. BV/4219 dated 24.10.66.
9. Necessary instructions may please be issued to the Treasury Officer, Howrah for payment of bills when presented by the drawing and disbursing officer of the aforesaid institution.

ESTIMATE OF STAFF FOR THE PROPOSED HOWRAH HOMES

(Women-Section) Santragachi, Howrah

Name of posts	No. of posts	Scales of pay
<i>Superior Gazetted</i>		
1. Superintendent	1	Rs. 250-15-550/- (E.B. after 8th and 16th stages)
<i>Non-Gazetted</i>		
1. Head Clerk-cum-Cashier	1	210-10-300/-
2. Clerk-cum-Typist	1	125-3-140-4-200/- (E.B. after the 10th stage)

3. Store Clerk	1	-do-
4. Orderly to Superintendent	1	60-1-65-1-75/-
5. Peon	1	-do-
6. Night Guard-cum-Durwans	2	-do-
7. Sweeper	1	-do-
8. Cutting and Tailoring Instructor	1	150-5-250/- (E.B. after 10th stage)
9. Skilled Operatives	3	140-5-210/-
10. Workshop Assistants	2	80-1-85-2-105/-
11. Instructor	1	150-5-250/- (E.B. after 10th stage)
12. Craft Teachers	2	125-3-140-4-200/- (E.B. after the 10th stage)
13. Workshop Attendants	2	65-1-85/-

11,12 and 13 for Lady Braboune Course.

A copy of the insturction issued may be forwarded to this Department in due course for communication to the officers concerned.

Yours faithfully,
Sd/- S. DUTTA
Deputy Secretary

No. 6782/1(7)-SW.

Copy with copy of the enclosure forwarded to the:—

1. Finance (Budget) Department
2. Director of Social Welfare, West Bengal
3. Commerce and Industries (Industries) Department with reference to their No. 6018 Ind dated 4.10.66
5. Treasury Officer, Howrah
6. District Magistrate, Howrah
7. Commissioner, Presidency Division, Calcutta

Calcutta, the 5th December, 1966

Sd/- S. DUTTA
Deputy Secretary

1. Syllabus for one-year Course in Tailoring Trade

PRACTICAL

- (a) Ejar Pant or Knicker
- (b) Under Pant
- (c) Pyjama (Different types)
- (d) Panjabi (Normal & Corpulent)
- (e) Shirt (Normal & Corpulent)
- (f) Fatua
- (g) Petty coat (Different types)
- (h) Blouse (Different types)
- (i) Frock (Different types)
- (j) Ladies Panjabi
- (k) Half Pant or Shorts
- (l) Full Pant or Trousers

Theory

- (i) Defining Tailoring
- (ii) Defining Sewing Machine, its care and maintenance
- (iii) Tools and equipments and their uses
- (iv) Measures and measuring
- (v) Various types of human bodies
- (vi) Selection of needles, threads and their uses
- (vii) System of cost calculation
- (viii) Procedure of receiving the order

Embroidery

Machine Stitch

1. Running Stitch
2. Satin Stitch
3. Cut Work
4. Fine Work

Hand Stitch

1. Run Stitch
2. Cress Stitch
3. Herribone
4. Chain Stitch

Assistant Secretary to the Government of West Bengal
R & W (W) Deptt. Writers' Buildings
Calcutta-700 001

GOVERNMENT OF WEST BENGAL

Relief and Welfare Department (Welfare Branch)

Writers' Buildings, Calcutta-1

No. 310-SW.

Dated, the 21st Januarr, 1981

From : Shri N. L. Basak,
Joint Secretary to the Govt. of West Bengal

To : The Accountant General, West Bengal,
4, Brabourne Road, Calcutta-1

Sub : Establishment of Centres for training of destitute girls and women in tailoring and cutting and knitting.

Sir,

I am directed, by order of the Governor, to say that the Governor has been pleased to sanction the establishment of 10 (ten) Centres for training of destitute tribal girls and women

9. Attendance of Trainee

Instructor of training centre shall record attendance of trainees in the appropriate Register just after beginning of training class each day.

10. Maintenance of Registers, Books of Accounts, Records etc.

At every Training Centre the following Registers and Records shall be maintained.

- (i) Stock Register for Machines, Tools, Equipments and Accessories.
- (ii) Stock Register for Furniture, Fitting etc.
- (iii) Stock Register for Raw Materials.
- (iv) Stock Register for finished products and sales.
- (v) Stock Register for Stationary articles.
- (vi) Job Register.
- (vii) Requisition forms for purchase of stores.
- (viii) Cash Memo.
- (ix) Monthly Progress Reports.
- (x) Leave Register.
- (xi) Quarterly Statement of Expenditure.

GOVERNMENT OF WEST BENGAL

Relief & Welfare Department (Welfare)

Writers' Buildings, Calcutta-1

No. 123-SW/II-2/81

Dated, the 21st January, 1982

From : Sri D. K. Ghoshal,
Assistant Secretary,

To : The Pay and Accounts Officer,
Calcutta Pay and Accounts Office,
81/2/2 Phears Lane, Calcutta-12,

Sir,
India is one of the signatories to the resolution proclaiming 1981 as the International Year of Disabled Persons. This casts on the State Govt. a special responsibility to implement specific programme for the Welfare of the disabled. In 1981 the Govt. of West Bengal in the Deptt. of Relief and Welfare not only laid the ground work of a pattern of services for the handicapped that would remove the barriers of prejudice and discrimination against the disabled but also is actively engaged in making plans for the development of their potential as human resources.

2. In the aforesaid perception and to set the pace for realising the rights of the handicapped and for restoring to them their just and equal place in society the Governor has been pleased to sanction establishment of a vocational training centre at 3 Amalangu Sen Road, (formerly 31 S. K. Deb Rd.), Patipukur, Calcutta-56 in the following trades:

- (a) Printing Press-cum-Book Binding including Envelope making.
- (b) Metal Unit (Lathe) comprising viceman (Fitter) Wori, Turning, Drilling etc.
- (c) Cutting and Tailoring including Embroidery and Wool Knitting for Male and Female both.

With a view to imparting gainful training for their economic rehabilitation in the society as per scheme enclosed herewith.

3. The Governor has also been pleased to shift the Tailoring and Cutting Centre of Rashbehari Avenue, Calcutta sanctioned in G.O. No. 8076-SW dated 16.5.81 to the premises at 3 Amalangu Sen Road, Calcutta-56 to substitute the Cutting and Tailoring Centre sanctioned in para-2(c) above with the variation that this centre will exclusively be utilised for imparting training to the physically handicapped only. Fund already allotted for this centre may be utilised for their present purpose.

4. In relaxation of the existing ban imposed in F.D. Memo. No. 7806-FB dated 10.11.80 the Governor has been pleased to sanction creation and filling up of the following temporary posts as a special case with immediate effect and for the period up to 28.2.82 for the present for the following trades:

Metal Unit (Lathe)

Name of post	No. of post	Scale of pay	Qualification and job requirement
		Rs.	
1. Instructor (Lathe)	1 (one)	380-15-500-20-700-25-850-30-910 (Scale No. 9)	1. L.M.E. with two years experience in workshop. He will be responsible for imparting training under his section and will also be responsible for maintenance and repair of the machineries in his section.
2. Work Attendent (Lathe)	1 (one)	230-5-250-6-280-7-350-8-414 (Scale No. 2)	2. Class-VIII passed with experience in a mechanical workshop. He will work under the Instructor according to his advice and direction.

Printing Press-cum-Book Binding

Name of post	No. of post	Scale of pay	Qualification and job requirement
		Rs.	
1. Instructor	1 (one)	300-10-400-15-565-20-685/- (for secondary pass candidate)	As per approved rules. He will be responsible for imparting training under his section and will also be responsible for maintenance and repair of the machineries in his section.

2. Work Attendent 1 (one) 230-5-250-6-280-7-350-8-414 (scale No. 2) Class VIII pass with two years experience in a printing press. He will work under the instructor and work according to his advice and direction.

5. The Governor has further been pleased to sanction an allotment of Rs. 25,000/- (Rupees Twenty-five thousand) only to the Director of Social Welfare, West Bengal for meeting part of the non-recurring expenditure of the Vocational Training Centre for the handicapped for the present.

6. The charge may be met from the provision under the head, "288-Social Security and Welfare Excluding Civil Supplies, Relief and Rehabilitation of the Displaced Persons and Welfare of the Scheduled Castes, Scheduled Tribes and other backward Classes(-D-Social Welfare-III-Education and Welfare of the handicapped State Plan (Annual Plan and Sixth Plan) Establishment of Centres for training of Orthopaedically handicapped-Grant-in-Aid/Contributions" from the current year's State Budget.

7. This order issues with the concurrence of the Finance Department vide their U.O. No. Group-E/1394 dated 24.12.81.

Yours faithfully,

Sd/-
Assistant Secretary

GOVERNMENT OF WEST BENGAL

Relief and Welfare Department (Welfare Branch)

Writers' Buildings, Calcutta-1

No. 13383-SW
5S-18/79

Dated, the 15th December, 1979

From : Shri A. R. Saha, I.A.S.,
Secretary to the Government of West Bengal

To : The Accountant General, West Bengal.

(Through Finance Department of this Government)

Subject : Introduction of Widow Pension Scheme.

Sir,

I am directed by order of the Governor to say that for sometime past the question of extending financial assistance to the destitute widows of this State had been engaging the attention of Government. After careful consideration of the matter in all respects, the Governor has been pleased to sanction the introduction, with immediate effect, of the scheme for grant of pension to the destitute widows as per Rules viz. "West Bengal Widow Pension Rules" enclosed.

2. The Governor is also pleased to place a total allotment of Rs. 1,00,000/- (Rupees one lakh) only to marginally noted District Magistrates/Deputy Commissioners and the Controller of Vagrancy, West Bengal under the head "Grant of pension to the Destitute Widows-grant-in-aid/contributions" the opening of which is hereby sanctioned under the

GOVERNMENT OF WEST BENGAL
Relief and Welfare Department (Welfare Branch)

Writers' Buildings, Calcutta-1

No. 12425-S.W.
IE-45/81

Dated, Calcutta, the 4th Sept., 1981

From : Shri N. L. Basak
Joint Secretary to the Govt. of West Bengal

To : The Accountant General, West Bengal
4 Trailokya Maharaja Sarani, Calcutta 700 001

Subject: Establishment of a Destitute home for girls/women named
"Sahid Bandana Smriti Mahila Abas", Cooch Behar

Sir,

I am directed to say that as a part of the programme of institutional services for the welfare of children in need of care and protection a proposal for establishment of a destitute Home for girls, elderly women above 18 years of age and women in distress in their old age in North Bengal was under consideration of the Government for a long time. After careful consideration of the matter the Governor has been pleased to sanction establishment of a destitute home named "Sahid Bandana Smriti Mahila Abas, Cooch Behar" for 100 (One hundred) inmates of destitute girls elderly women above 18 years of age and distressed old men at Cooch Behar with immediate effect. As there is no such Home for this section of distressed old women in North Bengal 25% of the capacity will be kept reserved for them.

2. The Governor has also been pleased to sanction creation of temporary posts as detailed in the enclosed statement for administration of the Home with immediate effect. The posts will continue for the period upto 28.2.82 for the present and will carry scale of pay as mentioned in the Statement along with other allowances sanctioned by the Government from time to time.

3. The Director, Social Welfare, West Bengal will be the administrative head of the institution in respect of all matters and appointing authority in respect of the non-gazetted posts sanctioned in para 2 above.

4. The Superintendent, Blind School, Cooch Behar, in addition to his own duties will take the charge of the "Sahid Bandana Smriti Mahila Abas," Cooch Behar with immediate effect and he will also act as drawing and disbursing officer of this home until further orders.

5. Following expenditure for maintenance of the home may be incurred in manner cited below:

Non-recurring	Rs.	Recurring
1. Furniture and equipments	30,000/-	1. Diet, medical, clothing @ Rs. 76.50 per inmate per month.
2. Clothing, bedding including cost @ Rs. 20/- per inmate	20,000/-	2. Materials for training and general education @ Rs. 15/- per inmate per month for 50% inmate in general education and
3. Cooking utensils @ Rs. 50/- per inmate	5,000/-	

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4. Radio, other recreational regular periodicals items and Library	3,500/-	3. 50% inmate in vocational training. Contingency @ Rs. 500/- per month.
5. Training equipments including tailoring table etc. (5 sewing machines and 2 wool knitting machines)	30,000/-	4. Travelling allowances @ Rs. 2,500/- per annum.
		5. Electricity and telephone charges @ Rs. 500/- per month.
		6. Rent and taxes @ Rs. 500/- per annum.
		7. Staff salary as per their grade pay.
Total:	88,500/-	

6. The charge may be met from the provision under the head, "288-Social Security and Welfare (Excluding Civil Supplies, Relief and Rehabilitation of Displaced Persons and Welfare of Scheduled Castes, Scheduled Tribes and other Backward Classes)—D-Social Welfare-(IV) Women's Welfare—State Plan and Sixth Plan—Establishment of Destitute Home for girls etc." from the State budget.

7. Funds for meeting necessary expenditure as per above pattern are being sanctioned separately.

8. This order issues with the concurrence of the Finance Department vide their U/O No. Group-E/1019 dated 29.8.81.

Yours faithfully
Sd/- N. L. BASK
Joint Secretary

No. 12423/1-SW
IE-45/81

Copy forwarded for information and necessary action to the Director of Social Welfare, West Bengal, 45 Ganesh Chandra Avenue, Calcutta-700 013.

2. Recruitment to posts sanctioned herewith should immediately be made as per existing employment policy of Government and also as per existing recruitment rules. The post of Weaving Instructor and Tailoring Instructor should be filled up only after the Scheme for Weaving and Tailoring Training is started. Equipments in this regard should also be made.

3. At present only 27 new posts as detailed in the Statement are created against his proposal for creation of 45 new posts. These 27 new posts have been considered adequate by Government at present to start the home. The post of Superintendent, for the home is being created separately with the approval of Cabinet. There is always a scope for review of staff positions after practical difficulties are focused in the administration of the home after certain period of running of the home.

4. He is, therefore, requested to come up for further posts, if considered necessary in due course after explaining the position. A report showing the latest position of the Scheme should also be sent to Government withing 4 months of this order.

Calcutta,
Dated, the 4th September, 1981

Sd/-
Assistant Secretary

GOVERNMENT OF WEST BENGAL
Relief and Welfare Department (Welfare Branch)

Writers' Buildings, Calcutta 1

ANNEXURE 'A'

A. Duties of Junior Social Worker

The main objective of Welfare Services for destitute is to rehabilitate them as normal citizens in the community they belong to. This cannot be attained unless the children placed with the institutions are studied and classified according to their needs and experience of life, so that individualized service could be rendered to them. Effort to rehabilitate them as normal citizens through marriage or otherwise is strengthened through the services of case work.

Thus these most important part of the institutional services are performed by the trained junior Social Worker who maintains the case history of all the inmates maintained in the Home.

For this purpose the junior Social Worker has to make regular home contacts with the guardian parent of the inmates to ascertain their economic and social background.

He/She is to follow up individual cases, to record the trend habits, behavioural changes and the improvements made and also to suggest correctional measures to be adopted in respect of the delinquent inmates. The services of trained Social Worker is provided both for offering case work service as well as supervision. Their services include pre-vocational guidance, recreational activities, correctional approaches and citizenship education. All these important functions are performed by the Junior Social Worker.

B. Duties of Matron

Their main duties are as follows:—

1. To provide motherly care and protection of the inmates who are in need of care and protection.
2. To supervise the works of helpers and cook.
3. To keep special attention of the children below the age-group of 3-6 and adolescent inmates.
4. To prepare the menu chart and ensure cleanliness in the dormitory and kitchen.
5. To keep special vigilance on sick and delinquent inmates.
6. To ensure all-round physical, mental and psychological development of the children.
7. To keep vigilance on personal hygiene, recreational activities, physical and social care of inmates.

It is under whom that all the helpers posted in Home are to work.

C. Duties of Helpers

The Main responsibility of the helpers is to assist the administration in the matter of looking after the well-being and all-round development of the children to satisfy their physically, mental and emotional needs. They being the grass root level workers having direct contact with the inmates, are to perform the following duties:—

1. To guard the children round the clock against committing any mischief or misbehaving with the fellow inmates or being ill-treated by the fellow inmates.
2. To ensure discipline in all walk of the lives of inmates.
3. To treat the children most affectionately and to establish a near home atmosphere in the homes by their leadership, affectionate touch of the hearts and fellow feelings.
4. To comfort them at the time of their sufferings in fever, arrange for special diets and to see that they are properly taken care of.
5. Perform guarding duties while the inmates are in the dormitories and also within the premises of the Home.
6. To help the inmates in their recreational activities and also in other activities such as gardening, farm works, etc.
7. To perform such other duties as are entrusted to them by the Superintendent.

**Statement of temporary posts sanctioned in G.O. No. 12425-SW
dated 4th September, 1981 for administration of "Sahid Bandana
Smriti Mahila Abash", Cooch Behar**

Sl. No.	Name of post	No. of post	Scale of pay	Scale no.
1. Teacher		1 (one)	(a) Rs. 300-685 (if trained otherwise)	6
			(b) Rs. 280-611	5
2. Music teacher		1 (one)	Rs. 340-750	7
3. Physical Instructor		1 (one)	Rs. 425-1050	11
4. Junior Social worker		1 (one)	Rs. 340-750	7
5. Head Clerk-cum-Accountant		1 (one)	Rs. 380-910	9
6. Cashier-Store keeper		1 (one)	Rs. 300-685	6
7. L.D. Asstt.-cum-Typist		1 (one)	Rs. 300-685	6
8. Weaving Instructor		1 (one)	Rs. 340-750	7
9. Pharmacist-Compounder		1 (one)	(a) Rs. 360-815 (for Diploma Holder)	8
			(b) Rs. 300-685 (for others)	6
10. Matron		2 (two)	Rs. 245-455	3
11. Helper		4 (four)	Rs. 230-414	2
12. Darwan-cum-Night Guard		3 (three)	Rs. 220-388 (instead of 230-414)	2
13. Cook		2 (two)	Rs. 230-414	2
14. Sweeper		2 (two)	Rs. 220-388	1
15. Peon		2 (two)	Rs. 220-388	1
16. Nurse		1 (one)	Rs. 300-685	6
17. Tailoring Instructor		1 (one)	Rs. 340-750	7
18. Medical Officer (part-time)		1 (one)	Remuneration at the rate approved for medical officer of similar size homes	

Job description in respect of posts mentioned Sl. Nos. 4, 10 and 11 of the above statement are also enclosed herewith.

Sd/-
Assistant Secretary