### Home (Social Welfare) Department

From: Shri K. S. Mitra

Joint Secretary, Govt. of West Bengal

To: The Accountant General, West Bengal

(Through the Finance Department of this Government)

No. 1867-SW/1E-21/59

Dated, Calcutta, the 15 June, 1961 Jyaistha 1883

Subject: Establishment of Care and After-Care institution at Lillooah under the name of Sundarbai Moolchand Mohotta Home

Sir,

I am directed to state by order of the Governor that the Governor has been pleased to approve of the establishment of:

- (i) Home for Women and Girls exposed to moral danger, and
- (ii) a Reception Centre and Court for female vagrants at 8 Stark Road, Lillooah,
   Howrah.

Institution	No. of persons to be accommodated
1. Rescue Home	80
2. Children's court & House of Detention	120
3. Home for Girls and Women exposed to moral danger	50
4. Reception Centre & Court for female vagrants	50
	300 .

- 2. The Governor is also pleased to approve of the transfer of the Rescue Home now located at 45 Lower Circular Road, Calcutta and the Children Court and the House of Detention now at 85 Lower Circular Road to the aforesaid address at Lillooah as soon as possible.
- 3. The Rescue Home is at present under the administrative control of this Department (vide this Deptt. G.O. No. 1626-S dt. 1.6.'61) and orders intimating the date of its transfer to Lillooah will issue shortly.
- 4. The Children Court and the House of Detention are now under the administrative control of the Law (Judicial) Deptt. of this Govt. Steps for issuing separate orders transferring the administrative control of the two institutions (viz. the Children Court and the House of Detention) to this Department and to their shifting to Lillooah are under the consideration of that Department. A copy of the orders will be forwarded as soon as received.
- 5. The number of persons to be accommodated in the institutions at Lillooah are shown in the margin.

- 6. The Governor has also been pleased to approve of a joint set-up for the aforesaid institutions particulars of which are shown in the enclosed statement. The posts will be eligible for usual allowances as admissible under the rules.
- 7. All the above mentioned institutions will be under the administrative control of the Home (Social Welfare) Department and Director of Social Welfare, West Bengal will be their Administrative Head. The Administrative Officer-cum-Superintendent as sanctioned in the set-up will be in their immediate charge and will be the drawing and disbursing officer in respect of those institutions.
- 8. The State Government in the Home (Social Welfare) Department will be the appointing authority of the gazetted post of Administrative Officer-cum-Superintendent of the aforesaid institution and the Director of Social Welfare will be the appointing authority in respect of the non-gazetted staff as per the approved set-up enclosed herewith.
- 9. Sanction is also hereby accorded to the absorption of the existing staff of the Rescue Home, Children Court and the House of Detention, Calcutta in the set-up in the corresponding scales of pay of the posts they have been holding in their respective institutions. A separate order showing the absorption of the existing staff in new set-up will issue from the Directorate of Social Welfare in due course.
- 10. Sanction is also hereby accorded by order of the Governor to the following expenditure to be incurred in connection with purchase of a motor vehicle and various articles of furniture required for the aforesaid institution and to the scales of recurring expenditure to be incurred in connection with the maintenance of the institutions.

#### Capital

#### Rs. 5,000/-1. Equipment for training 2. Furniture for office Rs. 5,000/-3. Cost of motor vehicle Rs. 20,000/-Clothings, bedding etc. (initial) @ Rs. 40/- for 250 Rs. 10,000/inmates at the initial stage Purchase of books etc. Rs. 1,000/-3,000/-Rs. Utensils 900/-Rs. Typewriters Rs. 1,000/-8. Games equipments Rs. 45,900/-

### Recurring per month

- 1. Officers & Staff. As per enclosed state-
- 2. Materials for training @ Rs. 2/- p.m. per inmate
- Contingencies, Telephone, Rs. 350/- p.m. Electricity, Stationery Games & Atheletics) \( \) 4. Rent, Rates & Taxes \( \text{@ Rs. 200/- per qr.} \)
- 5. Miscellaneous expenditure, repairs to furniture sanction etc. Rs. 900/-.
- 6. Diet charges @ Rs. 30/- p.m. per inmate.
- 7. Clothing @ Rs. 2/- per month per inmate.
- 8. Medical @ Re. 1/- p.m. per inmate.
- 9. Petrol, Mobil, repairs etc. @ Rs. 250/-
- 11. The charges will be debited to the head "57—Miscellaneous—Other Miscellaneous Expenditure—Development Schemes—Third Five Year Plan Social Welfare—Social Defence Establishment of Care and After-Care Institution at Lillooah" in the current years budget.
- 12. Necessary instructions may please be issued to the Treasury, Howrah for payment of bills when presented by the drawing and disbursing officer of the aforesaid institutions. A copy of the instruction may be forwarded to this Department in due course for communication to officers concerned,

Yours faithfully, Sd/- K. S. MITRA

#### Home (Social Welfare) Department

Writers' Buildings, Calcutta

No. 1955-S.W./1H-160

Dated, the 22nd June, 1961

#### NOTIFICATION

In exercise of the power conferred by sub-section (3) of section 1 of West Bengal Children Act, 1959 (West Bengal Act XXX of 1959), the Governor is pleased hereby to appoint the First day of July 1961 as the date on which all the provisions of the said Act except sections 9, 10, 20, 34 and 45 shall come into force in the following areas, namely:

- (1) Calcutta, that is to say the town of Calcutta as defined in section 3 of the Calcutta Police Act, 1866, together with the suburbs of Calcutta as defined by notification under section 5 of the Indian Ports Act, 1908.
- (2) Municipality of Howrah.
- (3) Police-stations of Bally, Jagacha, Sankrail and Domjur in the district of Howrah.
- (4) Police-stations of Baranagore, Barrackpore, Titagarh, Noapara, Khardah, Naihati and Jagatdal in the district of 24-Parganas.

By order of the Governor,

K. S. MITRA

7t. Secy. to the Govt. of West Bengal

### GOVERNMENT OF WEST BENGAL

#### Home (Social Welfare) Department

Writers' Buildings, Calcutta

From : Shri K. S. Mitra

Joint Secy. to the Govt. of West Bengal

To: The Accountant-General, West Bengal (Through the Finance Department of this Government)

No. 4246-SW/1E-30/62

Dated, Calcutta, the 29th Sept., 1962

Sir, I am directed to refer to G.O. No. 1140-SW dated the 17th April, 1959 regarding the establishment of an After-Care Home for ex-inmates of Reformatory, Industrial School & Borstal School at Banjetia House, Berhampore and to say by order of the Governor that the Governor has been pleased to approve of the enclosed set-up for the administration of the Home. The posts are temporary and will continue up to the 28th February, 1963 for the present. The posts of Supervisor and the three Mistry Instructors will be borne on the establishment of the Murshidabad Institute of Technology under the Education Depart-

ment and the cost of maintenance thereof will be met initially by that Department out of their Budget and recouped from the Home (Social Welfare) Department in the form of a grant-in-aid. This has the concurrence of the Education Department.

2. 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 above mentioned institution and to the scales of recurring expenditure to be incurred in connection with its maintenance:

### Capital

### Recurring per month Inmates 50

<ol> <li>Furniture for office and dormitory</li> <li>Clothes, bedding etc. (initial) @ Rs. 40/- per head</li> <li>Utensils</li> <li>Educational and recreational equipments</li> </ol>	Rs. 1,500/- Rs. 2,000/- Rs. 500/-	<ol> <li>Staff as per enclosed statement.</li> <li>Diet charges @ Rs. 30/-per head p.m.</li> <li>Materials for training @ Rs. 5/-per month per head</li> <li>Clothing @ Rs. 2/- per</li> </ol>	Rs.	1,500/- 250/-
equipments	200 1,000	month per head	Rs.	100/-
		<ol> <li>Contingent expense         (Telephone, electricity,         postage, stationery, games         &amp; athletics) @ Rs. 2/- p.m.         per head</li> <li>Miscellaneous expenditure         (Repairs to furniture,         sanitation, stationery for         inmates) @ Rs. 3/- per</li> </ol>	Rs.	100/-
		month per head	Rs.	150/-
AT		<ol> <li>Medicine @ Re. 1/- per head</li> <li>Rent, Rates &amp; Taxes @</li> </ol>	Rs.	50/-
		Rs. 50/- p.m.	Rs.	50/-
	-	9. T.A.	Rs.	50/-

- 3. The Director of Social Welfare, West Bengal will be the administrative head of the institution and appointing authority in respect of the rest of non-gazetted posts as per the enclosed set-up, will also be, until further orders, the drawing and disbursing officer in respect of the expenditure to be incurred for the maintenance of the institution which will be under the immediate charge of the Superintendent.
- 4. The Charge will be debited to the head "71—Miscellaneous—Other Miscellaneous Expenditure—Development Schemes—Third Five-Year Plan—Social Welfare—Social Defence—Establishment of an After-Care Home for ex-inmates of Reformatory, Industrial School and Borstal School at Banjetia House" in the current year's budget, augmented by
- 5. Necessary instructions may please be issued to the Treasury Officer, Berhampore, Murshidabad for payment of bills when presented by the drawing and disbursing officer of the aforesaid institution. A copy of the instructions issued may be forwarded to this Department in due course for communication to the officer or officers concerned.

Yours faithfully,
Sd/- K. S. MITRA
Joint Secy. to the Govt. of West Bengal

#### APPENDIX A

# ESTIMATE OF STAFF FOR THE PROPOSED AFTER-CARE HOME FOR THE EX-INMATES OF THE REFORMATORY, INDUSTRIAL SCHOOL AND BORSTAL SCHOOL, MURSHIDABAD

Superior	Scales of pay	D.A.
<ol> <li>One Superintendent (Non-Gazetted)</li> </ol>	Rs. 225-10-325-15-475 (Efficiency bar after	
<ol> <li>One Supervisor</li> <li>One Lower Division Clerk</li> <li>Three Mistry Instructors         <ul> <li>(i) Carpentry</li> </ul> </li> </ol>	10th stage) Rs. 150-5-240-10-300 Rs. 125-3-140-4-200	Rs. 35/- p.m.
(ii) Smithy (iii) Fitting 5. One Part-time Medical Officer	Rs. 110-4-150	Rs. 20/- p.m. each
one an edited Medical Officer	Rs. 100/- fixed	
Inferior Two Cooks, Three Darwan-cum-Peons, Two Sweepers	Rs. 60-1-65-1-75 (each)	

### GOVERNMENT OF WEST BENGAL

### Home (Social Welfare) Department

Writers' Buildings, Calcutta

From: Shri S. M. Bhattacharji, I.A.S. Secy. to the Govt. of West Bengal

To: The Accountant-General, West Bengal
(Through the Finance Department of this Government)

No. 4926-SW/1H-4/62

Dated, Calcutta, the 27th November, 1962 the 6th Agrahayan, 1884

Sir,

I am directed by order of the Governor to refer to G.O. No. 100-SW dated the 11th January, 1960 regarding the establishment of a Home for non-delinquent children in the Borstal school site and to say that, the Governor has been pleased to approve of the enclosed non-gazetted portion of the set up for the administration of the Home. The posts are temporary and will continue up to the 28th February, 1963 for the present. A separate communication will follow in due course in connection with the creation of a gazetted post of Superintendent.

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

### Inmates—150 Recurring (per month)

	Rs. 22,500/-		Ks.	0,770
			D.	6,770/-
		8. Rent, Rates & Taxes @ Rs. 60/- per month T.A. and postage	Rs. Rs.	720/- 50/-
* .		7. Medicine @ Re. 1/- per month per head	Rs.	150/-
	,	stationery for inmates etc.)	Rs.	450/-
8. One cycle	Rs. 250/-	6. Misc. expenditure (repairs to furniture,	ris.	
equip. 7. One typewriter	Rs. 1,000/- Rs. 750/-	stationery, games and athletics), p.m. per head	Rs.	300/-
<ul><li>5. Utensils, etc.</li><li>6. Educational and recreational</li></ul>		Telephone, electricity,	13	
(initial)	Rs. 1,000/- Rs. 1,500/-	5 Contingent exp. (1.e.	41	
4. Purchase of books etc.		4. Clothing @ Rs. 2/- per head p.m.	Rs.	300/-
3. Clothes, bedding etc. (initial) @ Rs. 40/- per head	Rs. 6,000/-	mar head	Rs.	
2. Furniture for office and dormitory	Rs. 2,000/-	3. Materials for vocational training @ Rs. 2/- p.m.	р.	300/-
training	Rs. 10,000/-	a Diet charges (a) RS. 30	Rs.	1,500/
<ol> <li>Equipment for vocational</li> </ol>	D 10 000/-		R.	4,500/-
		1. Staff as per enclosed		

- 3. The Director of Social Welfare, W.B. who will be the administrative head of the institution and appointing authority in respect of the non-gazetted posts as per the enclosed set up, will also be, until further orders, the drawing and disbursing officer in respect of the exp. to be incurred for the maintenance of the institution which will be under the immediate charge of the Supdt. when appointed.
- 4. The charges will be debited to the head "71—Misc.—Other Misc. Exp.—Development Schemes—Third Five-Year Plan—Social Welfare—Social Defence—establishment of Home for Non-delinquent children under Borstal School site", the current year's charges being met from the provision in the current year's budget, augmented by reappropriation or otherwise, if necessary.
- 5. Necessary instructions may please be issued to the Treasury Officer, Berhampore, Murshidabad for payment of bills when presented by the drawing & disbursing officer of the aforesaid institution. A copy of the instructions issued may be forwarded to this Deptt. in due course for communication to the officer or officers concerned.

Yours faithfully Sd/- Illegible Secretary

### No. 4926/1-SW/1H-4/62

Copy forwarded to the Director or Social Welfare, W.B. for information and necessary action.

A further communication will follow in due course with regard to the post of Supdt. of the Home. The question of creation of the post is already under consideration of Govt.

> Sd/- Illegible Asstt. Secretary

# No. 4926/2-SW/1H-4/62

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

Sd/- Illegible Asstt. Secretary

No. 4926/3(2)-SW/1H-4/62

Copy forwarded to the:

 Commissioner, Presidency Division
 District Magistrate, Murshidabad for information.

Sd/- Illegible

No. 4926/4-SW/1H-4/62

Copy forwarded to the Inspector of Accounts, Social Welfare Directorate for information.

Sd/- Illegible Asstt. Secretary

Estimate of staff for the proposed Home for Non-delinquet Children in the old Borstal School site, Berhampore, Murshidabad:

Superior staff	4	No. of post	Scale of pay
<ol> <li>Part-time Medical Officer</li> <li>Lower Division Assttcum-C</li> <li>Store-keeper</li> <li>Teachers preferably basic/tra</li> <li>Matrons</li> <li>Compounder</li> </ol>		1 1 1 2 2 1	Rs. 75/- (fixed) Rs. 125-200/- -do- -do- Rs. 80-105/- Rs. 125-200/-
Inferior staff			
<ol> <li>Darwans</li> <li>Peon</li> <li>Cook</li> <li>Cook-mate</li> <li>Sweeper</li> <li>Night-Guard</li> </ol>	1.	3 1 1 1 1 2	Rs. 60-75/- -do- -do- -do- -do-

### GOVERNMENT OF WEST BENGAL

#### Home (Jails) Department

NOTIFICATION

No. 5371-H.J.

Dated Calcutta, the 2nd January, 1963

The undersigned is directed by order of the Governor to say that the Governor is pleased to approve of the administrative control of the Borstal and Industrial Schools at Berhampore,

Murshidabad under Notification No. 2152-H.J. dated 5.9.49 and Notification No. 64-HJ dated 9.1.50 being transferred to the Home (S.W.) Department of this Government with effect from the 1st January, 1963.

The A.G., West Bengal has been informed.

By order of the Governor Sd/- M. Dey Assistant Secretary

No. 5371/1-H.J.

Copy forwarded to the Inspector-General of Prisons, West Bengal for information and necessary action.

- The present premises of the Industrial and Borstal Schools should on removal of the schools to the Babulbona kuthi, be kept vacant for the time being for utilisation, if necessary in future for the purpose of accommodation of prisoners under the D. I. Rules 1962.
- The assets, liabilities, funds etc. on account of the schools together with the staff thereof, should be transferred to the Social Welfare Branch.

Sd/-Illegible Assistant Secretary

No. 246/M-19/63 dated 7th January, 1963

Copy forwarded to the Superintendent, Borstal School, Berhampore, for information. The administration of the school has been transferred to the Home (S.W.) Department with effect from 1.1.63.

Sd/- S. BHATTACHERJEE Assistant Inspector-General of Prisons West Bengal

### GOVERNMENT OF WEST BENGAL

Home (Social Welfare) Department

No. 284-S.W./IH-43/61

Dated, the 8th February, 1963

#### NOTIFICATION

IIn exercise of the power conferred by sub-section (3) of section 1 of the West Bengal Chidren Act, 1959 (West Bengal Act XXX of 1959), the Governor is pleased hereby to appoint the 14th February, 1963 as the date on which all the provisions of the said Act except sections 9, 10, 20, 34 and 45 shall come into force in Sealdah, Government Railway Police District.

By order of the Governor

S. M. BHATTACHARJI Secretary to the Government of West Bengal

# Home (Social Welfare) Department

No. 479-S.W./4A-4/63

### NOTIFICATION

Dated 15th March, 1963

In exercise of the power conferred by sub-section (3) of section 1 of the West Bengal Children Act, 1959 (West Bengal Act XXX of 1959), the Governor is pleased hereby to appoint the first day of April, 1963 as the date on which section 34 of the said Act shall come

- (1) Calcutta, that is to say, the town of Calcutta as defined in section 3 of the Calcutta Police Act, 1866 together with the Suburbs of Calcutta as defined by notification under section 1 of the Calcutta Suburban Police Act, 1866, and the Port of Calcutta as defined by notification under section 5 of the Indian Ports Act, 1908.
- (2) Municipality of Howrah.
- (3) Police-stations of Bally, Jagacha, Sankrail and Domjur in the district of Howrah.
- (4) Police-stations of Baranagore, Barrackpore, Titagarh, Noapara, Khardah, Naihati and Jagatdal in the district of 24-Parganas.
- (5) Sealdah Government Railway Police District.

By order of the Governor, S. M. Bhattacharji Secretary to the Government of West Bengal

Registered No. C207

### THE CALCUTTA GAZETTE

No. 930(I)

### Extraordinary

Published by Authority

Agrahayana	10
B- und yana	10

Wednesday, Dec. 1, 1965

Saka 1887

Part: Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

### GOVERNMENT OF WEST BENGAL

### Department of Relief and Social Welfare

No.3659-S.W./4A-12/65

NOTIFICATION

Dated 1st December 1965

In exercise of the power conferred by sub-section (1) of section 29 of the West Bengal Children Act, 1959 (West Bengal Act XXX of 1959); the Governor is pleased to authorise the persons mentioned in the schedule below to take a child into custody for bringing him before a Court, if there are reasonable grounds to believe that the child is a neglected child.

### THE SCHEDULE

- District Magistrates
- 2. Sub-divisional Officers
- 3. Magistrates
- 4. Block Development Officers
- 5. Iudicial Officers
- 6. Probation Officers
- 7. Justices of Peace
- 8. Presidents of Anchalik Parishads
- 9. The Director of Social Welfare, West Bengal
- 10. The Controller of Vagrancy, West Bengal

By order of the Governor, J. K. Roy Joint Secretary to the Govt. of West Bengal

No. 3553-HJ date 20.9.76 from the Home (Jails) Deptt., West Bengal to the IG of Prisons, West Bengal

Sub: Cases of stray children (neglected children) lodged in Jails.

The undersigned is directed to refer to his memo No. 4797/PR-34(1)/76, dated 9-9-76 on the subject noted above and to state that eligible cases may be referred to the District Magistrates concerned who may direct the Public Prosecutors to take the same up with the appropriate Courts for orders either under section 26 or under section 31 of the West Bengal Children Act, 1959. Suitable instructions on the lines indicated above may be issued to the Jails Superintendent.

No. 5170(50)/PR-34(1)/76 dt. 8.11.76

Copy forwarded to the Superintendents of all Central, District, Special and Subsidiary Jails (except Lalgola Special Jail, Berhampore Special Jail and Institute of Correctional Services, Barasat) for information and necessary action under sections 26 and 31 of the West Bengal Children Act, 1959 and report the action taken in respect of transfer of such inmates to Homes in Districts under Director of Social Welfare, West Bengal, 45 Ganesh Chandra Avenue, Cal., so that further action may be taken from their end. (Appendix No. 12 of West Bengal Jail Code Vol. II.)

Sd/- S. K. Roy DIG of Prisons, West Bengal

No. 5170(50)/1/PR-34(1)/76 dt. 8.11.76

Copy forwarded to the Director of Social Welfare, 45 Ganesh Ch. Avenue, Calcutta 13 for information and necessary action, if any, from his end.

Sd/- S. K. Roy

DIG of Prisons, West Bengal

No.  $5170(50)/1/PR-34(1)/76_{\odot}$  dt. 8.11.76

Copy forwarded to District Magistrates and District Judges for favour of kind information and necessary action, if any.

Sd/- S. K. Roy DIG of Prisons, West Bengal

No.5170(50)/3/PR-34(1)/76 dt. 8.11.76

Copy forwarded to the Chief Probation Officer, West Bengal, 45 Ganesh Ch. Avenue, Calcutta 13 for information and necessary action. The Probation Officers under him may be instructed accordingly.

Sd/- S. K. Roy DIG of Prisons, West Bengal

### GOVERNMENT OF WEST BENGAL

### Home (Social Welfare) Department Writers' Buildings, Calcutta

From : Shri S. Dutta, B.A., LL.B.

Dy. Secretary to the Govt. of West Bengal

To : The Accountant-General, West Bengal (Through the Finance Department of this Government)

No. 1087-SW/1S-2/63

Dated, Calcutta, the 2nd May, 1963 the 12th Baisak, 1885

Sir,

I am directed by order of the Governor to say that the Governor has been pleased to sanction establishment of an Industrial School in the compound of the After-Care Home for ex-inmates of Reformatory, Industrial and Borstal Schools at Banjetia, Murshidabad for the purpose of the West Bengal Children Act, 1959. The Governor has also been pleased to approve of the enclosed set up for the administration of the school. The posts are temporary and will continue for the present up to the 29th February, 1964. A further order will issue in due course with regard to the creation of a post of Superintendent and other posts which are considered to be essentially necessary for the administration of the school.

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
above mentioned institution and to the scales of recurring expenditure to be incurred in
connection with its maintenance.

	Capital		Recurring per month (Inmates-50)	
		Rs.		Rs.
1.	Furniture for office and dormitory	1,000/-	. Staff as per statement.	
2.	Clothes, beddings, etc. initially at Rs. 40/- per head	2,000/-	Dict charges at Rs. 30/- per head Materials for training at Rs. 5/- per head	1,500/- 250/-

Capital			Recurring month (Inmates-50)	
		Rs.		
3.	Utensils	500/- 4.	Clothing at Rs. 2/- per head	100/-
4.	Educational and recrea- tional equipments	5. 750/-	Contingent expense (postage, stationery, games, athletics, etc.)	75/ <b>-</b>
		6.	Misc. expenses (repairs, sanitation, personal hygiene of inmates, stationery etc.) at Rs. 3/- per head	150/-
		7.	Medicine at Re. 1/- per head	50/-

- 3. The Director of Social Welfare, West Bengal who will be the administrative head of the institution and appointing authority in respect of the non-gazetted posts as per the enclosed set up will also be, until further orders, the drawing and disbursing officer in respect of the expenditure to be incurred for the maintenance of the institution which will be under the immediate charge of the Superintendent.
- 4. The charge is debitable to the head "71—Misc.—Other Misc. Expdt.—Development Schemes—Third Five-Year Plan—Social Welfare—Child Welfare—Services essential for the implementation of the West Bengal Children Act, 1959" in the current year's budget, the current year's charges being met from the provision in the budget for 1963-64.
- 5. Necessary instruction may please be issued to the Treasury Officer, Berhampore, Murshidabad for payment of bills when presented by the drawing and disbursing officer of the aforesaid institution. A copy of the instruction may be forwarded to this Department in due course for communication to the officer or officers concerned.

Yours faithfully, Sd/- Illegible Dy. Secretary to the Govt. of West Bengal

No.....

Copy forwarded to the Accountant-General, West Bengal for information.

This has the concurrence of the Finance Department.

Calcutta The 2nd May, 1963 The 12th Baisak, 1885

Sd/- Illegible Asstt. Secretary, Finance Deptt.

No. 1087/1SW/1S-2/63

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

Calcutta The 2nd May, 1963 The 12th Baisak, 1885

Dy. Secy. to the Govt. of West Bengal

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No. 1087/2-SW/1S-2/63

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

Calcutta The 2nd May, 1963 The 12th Baisak, 1885

Sd/- S. DUTTA

Dy. Secy. to the Govt. of West Bengal

No. 1087/3-SW/1S-2/63

Copy forwarded to the:

- (1) Commissioner, Presidency Division
- (2) District Magistrate, Murshidabad for information.

Calcutta The 2nd May, 1963 The 12th Baisak, 1885

Sd/- S. Dutta Dy. Secy. to the Govt. of West Bengal

No. 1087/4(2)-SW/1S-2/63

Copy forwarded to the:

- (1) Judical Department of this Govt.
- (2) Presidency Magistrate, Juvenile Court, 8, Stark Road, Lillooah, Howrah.

for information. The date with effect from which the institution is to commence functioning will be intimated in due course.

Calcutta The 2nd May, 1963 The 12th Baisak, 1885

Sd/- S. DUTTA

Dy. Secy. to the Govt. of West Bengal

No. 1087/5(2)-SW/1S-2/63

Copy forwarded to the:

- (1) Inspector-General of Police, West Bengal
- (2) Commissioner of Police, Calcutta

for information.

Calcutta The 2nd May, 1963 The 12th Baisak, 1885

Sd/- S. Dutta Dy. Secy. to the Govt. of West Bengal No. 1087/6-SW/1S-2/63

Copy forwarded to the Asstt.-in-Charge, Budget and Verification of Accounts, Home (Social Welfare) Deptt. for information and for keeping it in the guard file.

Calcutta The 2nd May, 1963 The 12th Baisak, 1885

Sd/- S. DUTTA Dy. Secy. to the Govt. of West Bengal

### Set up of the Industrial School, Banjetia, Murshidabad

		Posts			Numb	er of Posts		Scales of Pay
Superior  1. Teacher (Prefera		l/basic traine	 ed)			2	Rs.	125-3-140-4-200/-
2. Part-tim	e Physical	Instructor				1	Rs.	50/- per month
3. Compou	ınder					1	Rs.	125-3-140-4-200/-
Inferior 4. Peon	••					1	Rs.	60-1-65-1-75/-
5. Night C	Guard			.:		1	Rs.	60-1-65-1-75/-
6. Mali						1 -	Rs.	60-1-65-1-75/-

Sd/- S. Dutta Dy. Secy. to the Gout. of West Bengal Home (Social Welfare) Deptt.

### GOVERNMENT OF WEST BENGAL

### Home (Social Welfare) Department

Writers' Buildings, Calcutta

From: Shri S. Dutta, B.A., LL.B.

Dy. Secy. to the Govt. of West Bengal

To: The Accountant-General, West Bengal

No. 2738-SW/1H-3/63

Dated, Calcutta, the 9th October, 1963

I am directed to say by order of the Governor that the Governor has been pleased to sanction establishment of a Reformatory School for Juvenile Delinquents in the Babulbona Sanction establishment of a Recommendation of the Babulbona Bernampore, Murshidabad for the purposes of the West Bengal Children Act, 1959.

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- 2. The Superintendent, Borstal School, Berhampore, Murshidabad will until further orders, be in immediate charge of the Reformatory School also in addition to his present duties and will be the drawing and disbursing officer in respect of the expenditure to be incurred for its maintenance. The Director of Social Welfare, West Bengal will be its administrative head.
- 3. With regard to the per capita cost of maintenance of the aforesaid Reformatory School as well as the initial charges for clothing, bedding etc. for the inmates, I am to add by orders of the Governor that the scales of expenditure in respect of similar items as are applicable to the inmates of the Borstal School will until further orders apply to the inmates of the Reformatory School.
- 4. The charges will be debitable to the Head "71—Misc.—Other Misc. Expenditure—Development Scheme—Third Five Year-Plan—Social Welfare—Social Defence—Establishment of a composite—Reformatory, Industrial and Borstal School" in the State Budget, the current year's charges being met out of the provision made under the aforesaid head in the Budget for 1963-64.
- 5. Necessary instructions may please be issued to the Treasury Officer, Berhampore, Murshidabad for payment of bills when presented by the drawing and disbursing officer of the aforesaid institution. A copy of the instructions issued may be forwarded to this Department in due course for communication to the officers concerned.
- The order issues with the concurrence on the Finance Department (vide their u/o No. 3607 dated the 20th Sept., 1963).

Yours faithfully,

Sd/- S. Dutta Dy. Secy. to the Govt. of West Bengal

No. 2738/2SW/1H/3/63

Copy forwarded to:

The Finance Deptt. and Director of Social Welfare, West Bengal for information and necessary action.

Sd/- S. Dutta.

#### GOVERNMENT OF WEST BENGAL

### Home (Social Welfare) Department

Writers' Buildings, Calcutta

From: Shri S. Dutta, B.A., LL.B.

Dy. Secy. to the Govt. of West Bengal

To : The Accountant-General, West Bengal

No. 1848-SW/SWD(P)

Dated the 6th/9th July, 1964

I am directed by order of the Governor to say that the Governor has been pleased to sanction establishment of a School for the Deaf and Dumb at Raiganj, West Dinajpur. The Governor has also been pleased to approve of the enclosed set up for the administration of the School. The posts are temporary and will continue for the present up to the 28th

February, 1965. The Graduate teacher, will act until further orders, as in charge of the institution in addition to his normal duties.

2. 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 above mentioned institution and to the scales of recurring expenditure to be incurred in connection with its maintenance.

Capital

Recurring per month

Capital			Inmates—20 for the present (to be raised to 50 in due course)	
<ol> <li>Repair to tubewell</li> <li>Furniture for office, school and dormitory</li> <li>Clothings, bedding, etc. (initial)         <ul> <li>Rs. 40/-</li> </ul> </li> <li>Utensils and othe related equipments</li> <li>Recreational and game equipments</li> <li>Hearing aids</li> <li>Purchase of books, etc. (Library for staff)</li> <li>Office Clock, Typwriter, Cycle</li> </ol>	Rs. 300/- 1,000/- 1,000/- 500/- 2,000/- 1,000/- 1,200/-	2. 3. 4. 5. 6. 7. 8.	Staff as per enclosed statement. Diet charges @ Rs. 30/- per head Clothing @ Rs. 2/- per head Contingent expenses (Postage, stationery, games, etc.) Misc. expenses (repairs, sanitation, personal hygiene of inmates etc.) @ Rs. 3/- per head Medicine @ Rs. 2/- per head Travelling Allowance Electricity or Kerosene charge Materials for training @ Rs. 5/- per head	Rs.  600/- 40/- 50/- 60/- 40/- 25/- 35/-
	10,000/-			950/-

- 3. It is proposed to acquire the land and building belonging to Sm. Gita Rani Roy, Raiganj, West Dinajpur for the purpose of the institution to be established as per the Government order, pending acquisition of the property under the Land Acquisition Act of 1894. The building is to be taken on rent of Rs. 200/- (Rupees Two hundred) only per month assessed by the District Magistrate and Collector, West Dinajpur.
- 4. The Director of Social Welfare, West Bengal, who will be the administrative head of the institution and appointing authority in respect of the non-gazetted posts as per the enclosed set up will also be, until further orders, the drawing and disbursing officer in respect of the expenditure to be incurred for the maintenance of the institution.
- 5. The charges with regard to the repairing of the tubewell is debitable to the 103—Capital outlay, etc. and for the rest of the itmes to the head "71—Misc.—Other Misc. Expenditure—Development Schemes—Third Five-Year Plan—Social Welfare—Welfare of the Handicapped—Establishment of a School for the Deaf and Dumb in North Bengal", the current years charges being met from the provision in the budget for 1964-65.
- 6. Necessary instruction may please be issued to the Treasury Officer, Raiganj for payment of bills when presented by the drawing and disbursing officer of the aforesaid institution. A copy of the instruction may be forwarded to this Department in due course for communication to the officers concerned.
- 7. This has the concurrence of the Finance Department of this Government (vide their u/o No. BI 2773 dated 25.6.64).

Yours faithfully,

Sd/- S. DUTTA

Dy. Secy. to the Govt. of West Bengal

# No. 1848/1-SW dated 6/9th July, 1964

Copy forwarded to the Finance (Audit) Deptt. of this Govt. for information and necessary action.

Sd/- S. Dutta Dy. Secretary

# No. 1848/2-SW dated 6/9th July, 1964

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

(2) The question for raising the initial pay of teachers with training in education of Deaf and Dumb may be considered if suitable candidates are not available.

- (3) A Telephone need not be installed in the school immediately. Final decision in the matter will be communicated in due course.
- (4) A Govt. order sanctioning a permanent advance of Rs. 100/- only for the institution for six months, for the present, will issue soon.

Sd/- S. Dutta Dy. Secretary

# Set up of the School for the Deaf and Dumb at Raiganj, West Dinajpur

	Posts	No. of Posts	Scale of Pay
Superior	Non-gazetted		,
1. Gradu of dea	nate Teacher with training in education f and dumb	1	Rs. 175-7-245-6-325/-
2. Internation of	nediate Teachers with training in edu- f deaf & dumb	2	Rs. 125-3-140-4-200/-
Tailor	ng, Clay-modelling1 )	3	Rs. 125-3-140-4-200/-
4. Lower	Division Clerk-cum-Store Keeper	1	Rs. 125-3-140-4-200/-
5. Part-ti	me Medical Officer	1	Rs. 50/- (fixed)
6. Compo	ounder	1	Rs. 125-3-140-4-200/-
Inferior			
7. Cook		1	Rs. 60-1-65-1-75/-
8. Servant	t	1	Rs. 60-1-65-1-75/-

9.	Peon	1 Rs.	60- <u>1</u> -65-1-75/-
10.	Sweeper	1 Rs. 6	60 <b>-1-</b> 65-1-75/-
11.	Durwan-cum-Night Guard	1 Rs. 6	60-1-75/-

Sd/- S. Dutta Dy. Secretary to the Govt. of West Bengal

### GOVERNMENT OF WEST BENGAL

### Department of Relief & Welfare (Welfare)

Writers' Buildings, Calcutta 700 001

No. 9793-S.W./(2)-1/78

Calcutta, the 30th November, 1978

From : Shri A. Chattarjee

Assistant Secretary to the Govt. of West Bengal

To: The Accountant-General, West Bengal 4 Brabourne Road, Calcutta 700 001

> Subject: Introduction of Training-cum-Production Centre in Printing, Composing and Book-binding for Deaf and Dumb boys at Raiganj, West Dinajpur.

Sir,

I am directed by order of the Governor to say that the Governor has been pleased to sanction a scheme for training of inmates of Deaf and Dumb School, Raiganj, West Dinajpur in printing, composing and book-binding by means of opening a Training-cum-Production Centre for imparting useful training of the inmates of the Deaf and Dumb School for their ultimate rehabilitation after release from the school and to run the scheme economically. The Governor has also been pleased to sanction the expenditure as per enclosed statement for implementation of the scheme at Deaf and Dumb School, Raiganj, West Dinajpur.

2. The Governor has further been pleased to create two temporary posts as detailed below with effect from the date of actual appointment up to 28.2.79 for the present.

Name of Posts	No. of Post	Scale of Pay
(a) Duftry	l (one)	Rs. 135-1-137-2-177-3-180/-
(b) Machineman-cum-Helper	l (one)	Rs. 135-1-137-2-177 2 100

The Director of Social Welfare, West Bengal will be the appointing authority in respect

- The receipt accrued in this regard by way of sale proceeds or otherwise shall be deposited under the Receipt head, "088—Social Security and Welfare-(V) Other Receipts-(2) other items".
- 4. The expenditure involved in this regard is debitable to the head, "288—Social Security & Welfare—(Excluding Civil Supplies, Relief & Rehabilitation of Displaced Persons and Welfare of Scheduled Castes, Scheduled Tribes and other Backward Class)—D-Social Welfare-(III) Education and Welfare of Handicapped—State Plan (Fifth Plan)—Establishment of Composit Homes for deaf, mute and blind boys and girls" in the State budget.
- 5. This order issues with the concurrence of the Finance Department vide their U.O. 978-F.A. dated 29.11.78.

Yours faithfully,

Sd/- A. CHATTERJEE Assistant Secretary

### STATEMENT

### Expenditure for implementation of the scheme "Training-cum-Production Centre" in the Deaf and Dumb School, Raiganj, West Dinajpur

### Non-Recurring

1. Treadle Printing Machine (Quarter Royal for Half Crown)	Rs.	10,000-00
2. Paper cutting machine—24"	Rs.	•
3. Perforating machine, Punching machine and Stiching machine	Rs.	1
4. Metal Type	Rs.	8,000.00
<ol><li>Blanks (Lead Quarts, Cotation etc.) and three quintals Brass material brass bull, border, check etc.</li></ol>	ıls, Rs.	3,000.00
6. Wooden Box for keeping Type, Galley and Galley Rack	Rs.	4,000-00
7. Other Wooden Furniture	Rs.	2,000.00
8. Transportation and installation of printing machines and other alli- machinery parts and articles	ed Rs.	2,000-00
Tota (Rupees Thirtyfi		35,000·00 and) only

Recurring

Maintenance @ Rs. 100/- (Rupees One hundred) only per month.
 Staff as detailed in para 2 of G.O. No. 9793-S.W. dt. 30.11.78.

Sd/- A. CHATTERJEE
Assistant Secretary to the Govt. of W.B.
Relief & Welfare Deptt. (Welfare)
Writers' Buildings, Calcutta

No. 9793/1(7)-S.W.

Copy with a copy of enclosure forwarded to the:

- Finance (Budget) Department.
- District Magistrate, West Dinajpur.
- (3) Sub-Divisional Officer, Raiganj, West Dinajpur.
- (4) Director of Social Welfare, West Bengal with the request to implement the scheme during the current financial year. The recruitment to the posts should be made in accordance with the instructions as contained in Labour Department No. 5120(60)-LW dt. 17.10.77, 129(60)-LW dt. 25.1.78 and 130(60)-LW dt. 25.1.78.

A report in this regard showing the progress achieved should be sent to Government by 15.1.79.

- (5) Teacher-in-Charge, Deaf and Dumb School, Karnajora, Raiganj, West Dinajpur.
- (6) Cell III of this Department.
- (7) Sub-Treasury Officer, Raiganj, West Dinajpur for information and necessary

Calcutta, the 30th November, 1978

Sd/- A. Chatterjee Assistant Secretary

### GOVERNMENT OF WEST BENGAL

### Relief and Welfare Department

#### Welfare Branch

From: Shri N. L. Basak

Joint Secretary to the Government of West Bengal.

: The Accountant-General, West Bengal 4 Brabourne Road, Calcutta 700 001

No. 12186-S.W./1H-5/81

Dated, Calcutta, the 13th August, 1981

In continuation of G.O. No. 1848-S.W. dated 7.7.64, I am directed, by order of the Governor, to say that the question of opening of Girls' Wing of the School for Deaf & Dumb at Raiganj, West Dinajpur has been under consideration of Government for sometime past. After careful consideration of the matter Governor has been pleased to decide the opening of a Girls' Wing of the School for Deaf & Dumb, Raiganj, West Dinajpur with immediate effect to commemorate the International Year of the Disabled Persons, 1981 with 20 (twenty) inmates for the present and with the intention to raise it to 50 (fifty) in due course.

2. The Governor has also been pleased to sanction creation of additional set-up as stated below:

Post	Number of Post	Scale of Pay
<ol> <li>Asstt. Superintendent</li> </ol>	1 (One)	Rs. 300-10-420-15-600/-
2. Lady Asstt. Teacher	1 (One)	(E.B. after 8th and 16th stages) Rs. 230-5-275-7½-365-10-425/-
3. Lady Tailoring Instructor	1 (One)	(E.B. after 8th & 16th stages) Rs. 230-5-275-7½-365-10-425/-
<ol> <li>Lady Matron</li> <li>Cook-cum-Helper (Preferably Female)</li> </ol>		(E.B. after 8th & 16th stages) Rs. 135-1-137-2-177-3-180/- Rs. 135-1-137-2-177-3-180/-

for the administration of the school with immediate effect. The posts are temporary and will continue up to the 28th February, 1982 for the present.

- 3. The Teacher-in-Charge will act, until further orders as in-charge of the entire institution.
- 4. Director, Social Welfare, West Bengal will also be the administrative head of the Girls' Wing of the Institution and appointing authority in respect of the non-gazetted posts sanctioned above. Existing drawing and disbursing officer of the institution will also act, until further orders as Drawing & Disbursing Officer of the Girls' Wing of the institution.
- Following expenditure for maintenance of the institution may be made in the manner cited below:

Non-recurring		Recurring
Cots for the inmates Utensils Furnitures Sewing machines & allied accessories Garments Books, Board, Paper etc.	Rs. 3,000 Rs. 1,000 Rs. 3,000 Rs. 1,000 Rs. 300 Rs. 10,300	Diet, Clothings, Medicine, Personal hygiene, Kerosene, Materials for training etc.— As per existing rates.  Rent—To be fixed by Housing Deptt., Govt. of W. Bengal.

- 6. To run the Deaf & Dumb School some sort of special knowledge in dealing with the problem of deaf and dumb is necessary. Therefore, the post of Assistant Superintendent and Lady Assistant Teacher be not filled until recruitment rules for these posts are framed by Government.
- 7. The Governor is also pleased further to sanction an allotment of Rs. 20,500/- (Rupces twenty thousand and five hundred) only to the Director of Social Welfare, West Bengal for maintenance of the institution during the current financial year in the following manner:

(a) Non-recurring	Rs. 10,300·00		
(b) Recurring	Rs. 10,200·00		
		Rs.	20,500.00

8. The charge may be met from the provision under the head, "288—Social Security & Welfare (excluding Civil Supplies, Relief & Rehabilitation of displaced persons and Welfare of Scheduled Cast/Scheduled Tribes and other backward classes)—D-Social Welfare—education and welfare of Handicapped—State Plan (Sixth Plan and Annual

Plan - Establishment of composit Homes for Deaf, Mute and Blind boys and girls" from the State Budget.

- 9. The charge for the current financial year may be met from provision under the same head in the State Budget of 1981-82.
- 10. This order issues with the concurrence of the Finance Deptt. vide their U.O. No. Group-E/1016 dated 11.8.81. Yours faithfully,

Sd/- N. L. Basak Joint Secretary

No. 12186/1(8)-S.W.

Copy forwarded to:

(1) The Pay & Accounts Officer, Calcutta Pay & Accounts Office, 81/2/2 Phears Lane, Calcutta-700 012.

(2) The Finance (Budget) Department of this Government.

(3) The District Magistrate, West Dinajpur.

(4) The S.D.O., Raiganj, West Dinajpur. He is requested to kindly see that purchase of items mentioned under non-recurring expenditure in para 5 is made with due regard to financial rules.

(5) The Treasury Officer, Balurghat, West Dinajpur.

(6) The Sub-Treasury Officer, Raiganj, West Dinajpore.
(7) The Teacher-in-Charge, Deaf & Dumb School, P.O. Karnajora, Raiganj,

(8) The Director of Social Welfare, West Bengal, 45 Ganesh Chandra Avenue, Calcutta 700 013. He is requested to kindly furnish his recommendation in respect of forming of recruitment rules for the post of Asstt. Superintendent and Lady Asstt. Teacher immediately. Recruitment to posts mentioned at Sl. Nos. 3, 4 & 5 of para 2 should immediately be made as per existing employment policy of Government.

He is also requested to kindly send a report to Government within 4 (four) months of this order showing the latest position of the scheme for information and necessary action. Sd/- D. K. GHOSHAL

Assistant Secretary

Calcutta, the 13th/17th August, 1981

# GOVERNMENT OF WEST BENGAL

## Home (Social Welfare) Department

Writers' Buildings, Calcutta

From : Shri S. Dutt. B.A., LL.B.

Dy. Secy. to the Govt. of West Bengal

: The Accountant-General, West Bengal

No. 4075-SW/1S-10/63

Dated, Calcutta, the 26th December, 1964

I am directed by order of the Governor to say that the Governor has been pleased to sanction the establishment of a Reformatory School as well as an Industrial School for girls, other than juvenile delinquents, in premises named "Ananda Math" in Purulia. The Governor has also been pleased to approve of the enclosed set up for the administration of the schools. The posts which are temporary, are sanctioned with effect from the date of actual appointment and will continue for the present up to the 28th February, 1965.

2. Sanction is also hereby accorded by order of the Government to the following expenditure to be incurred in connection with the purchase of articles of furniture, etc. required for the above mentioned institutions and to the scales of recurring expenditure to be incurred in connection with their maintenance.

Capital		Recurring for month	In Ini	nmates - Ulti-
1. Additions and alterations etc. as per the Construc-		eto to many	tial efor- atory 50	
tion Board's estimate 2. Furniture (including an Iron Safe)	1,13,350/-	2. Diet charges @ Rs. 30/- In per head tri	ialory 50 ial 50	75
3. One Clock & one Radio (Battery set)	500/-	(initially for 100 inmates) Rs. 3,000/- To Clothing @ Rs. 2/- per head (initially for 100	otal 100	150
4. Clothings, beddings etc.  @ Rs. 40/- P.M. for		inmates)	00/- 30/-	
100 inmates (initial) 5. Purchase of books and training materials for	4,000/-	5. Medical expenses @ Re. 1/- per head		
100 inmates (initial) 6. Utensils	1,000/- 1,000/-	(initially for 100 inmates) 100 6. Contingencies including	00/-	
7. Recreational equipments	1,000/-	kerosene, office stationery, athletics etc. @ Rs. 2/- per head (initially for 100 inmates) 2. 7. Miscellaneous expenses, Sanitation, repairs of furni- ture, Books and Stationery	200/-	
8. Motor Vehicles [to be purchased through the Home (Transport)]	*> .		300/- 25/-	
Department 9. Type Writer Machine (To be purchased through the O & M Officer,	22,000/-	9. T.A.	50/-	
Finance Department)	1,000/-	10. Petrol, Mobil, repairs of Motor Vehicle etc.	200/-	
	•			

3. The Director of Social Welfare, West Bengal will be the administrative head of these two institutions and appointing authority in respect of the non-gazetted posts as per the enclosed set up. The two institutions will be under the immediate control of the

Superintendent, a Gazetted officer, who will be also their drawing and disbursing officer. The Government in the Home (Social Welfare) Department will be the appointing authority in respect of the Gazetted post.

- 4. The charge with regard to the additions and alterations to the buildings as per Construction Board's estimate will be debitable to the head "103—Capital outlay etc." and for rest of the items to the head "71—Misc.—Other Miscellaneous Expenditure—Development Schemes—Third Five-Year Plan—Social Welfare—Child Welfare—Establishment of new Reformatory and Industrial Schools for non-delinquent Children", the current year's charges being met from the provision in the budget for 1964-65.
- 5. Necessary instructions may please be issued to the Treasury Officer, Purulia for payment of bills when presented by the drawing and disbursing officer of the aforesaid institution. A copy of the instruction may be forwarded to this Department in due course for communication to the officers concerned.
- 6. This has the concurrence of the Finance Department of this Government vide their u/o No. B.I. 4220 dated the 5th December, 1964.

Yours faithfully,

Sd/- S. DUTTA

Dy. Secy. to the Govt. of West Bengal

No. 4075/1-SW

Copy with copy of enclosures forwarded to the Finance (Audit) Department of this Government for information.

Calcutta, The 26th December, 1964

Sd/- S. Dutta Deputy Secretary

No. 4075/2-SW

Copy with copy of enclosures forwarded to the Director of Social Welfare, for information and necessary action.

2. A government order sanctioning a permanent advance Rs. 750/- only for the institutions for present will issue soon.

Calcutta, The 26th December, 1964

Sd/- S. DUTTA Deputy Secretary

Set up of the Reformatory School and the Industrial School for Girls other than juvenile delinquents in the premises of "Ananda Math" near Purulia:

Posts
Number of posts
Scales of pay plus usual allowances

1. Superintendent (Gazetted)
One
Rs. 250-15-550/- (E.B. after 8th-16th stages)
Rs. 75/- fixed

3. Compounder (Pharmacist) 4. Lower Division Assistant-cum-Cashier 5. Store-keeper 6. Teachers preferably basic trained 7. (PT) Physical Instructor 8. Craft Teacher 9. Matrons 10. Typist 11. Driver  Inferior	One One One Three One One One One One Three One	Rs. 125-3-140-4-200/- -do- -do- Rs. 75/- fixed Rs. 125-3-140-4-200/- Rs. 80-1-85-2-105/- Rs. 125-3-140-4-200/- Rs. 100-3-136-4-140/-
12. Darwans 13. Peons 14. Cook 15. Cook-mate 16. Sweeper 17. Night Guards 18. Part-time Cleaner 19. Part-time Washerman	Two (a) Two One One One Two (a) One One	Rs. 60-½-65-1-75/dodododododo- Rs. 15/- fixed Rs. 15/- fixed

(a) One Darwan & one Night Guard have been appointed by the D.C., Purulia with effect from 30.9.63 and 28.11.63 respectively. Their salary would be drawn from the establishment of the above schools with effect from the date of their absorption under the Directorate of Social Welfare.

Sd/- S. DUTTA

Dy. Secy. to the Govt. of West Bengal

Home (Social Welfare) Department

The following newly constructed buildings, with complete inventory of fittings etc. of "Anandamath" buildings, Purulia are being handed over to the Sub-Divisional Officer, Purulia in good and serviceable conditions:

Main building with sanitary arrangements.

2. Superintendent's quarters with sanitary arrangements.

3. Class-IV staff quarters, one block-4 units.

4. Clerks' quarters, one block-2 units.

5. Hostel building with sanitary arrangements.6. Dining Hall with smokeless chullah—1 block.

7. W.C.-1 (one) block-4 units.

8. W.C. and bath-1 (one) block-4 units.

9. Bath rooms-4 units.

- 10. Goomti house-one block.
- Store room—one block.
- 12. Gate-2 nos. in front and back.
- 13. Wells-4 nos. including water raising arrangements.

Taken over

Handed over

Sd/- Illegible Sub-Divisional Officer-1 Purulia Sd/- Illegible
Executive Engineer
Purulia Division, Constrn. Board Directt.
Public Works Deptt.

# Relief & Social Welfare Department

From : Shri S. Dutt, B.A., LLB

Dy. Secy. to the Govt. of West Bengal

To: The Accountant General, West Bengal

No. 14327-SW/IE/56/65

Calcutta, the 13th July, 1965

Subject: Establishment of a school for the Blind at Cooch Behar

Sir.

I am directed by order of the Governor to say that the Governor has been pleased to sanction establishment of a School for the Blind at Cooch Behar. The Governor has also been pleased to approve of the enclosed set up for the administration of the School. The posts are temporary and will continue for the present up to the 28th February, 1966 and the incumbents will in addition to pay draw allowances as admissible under the existing rules and orders of Government.

2. 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 above mentioned institution and to scales of recurring expenditure to be incurred in connection with its maintenance.

Capital	Recurring per month	Inmates—50 Students at the initial stage	
	Rs.		Rs.
<ol> <li>Clothes, bedding etc. @         Rs. 40/- per head</li> <li>Utensils &amp; other related         equipments</li> <li>Recreational games and         musical instruments</li> <li>Walking sticks and glasses @         Rs. 15/- per head</li> <li>Purchase of books etc.</li> <li>Typewriter, foolscap size</li> <li>Two clocks:         <ul> <li>(i) One for office</li> <li>(ii) One for dormitory</li> </ul> </li> <li>Janata Radio set</li> </ol>	2,000/- 750/- 1,000/- 750/- 500/- 800/- 200/- 150/-	<ol> <li>Staff as per enclosed statement</li> <li>Diet charges @ Rs. 30/-per head</li> <li>Clothing @ Rs. 2/-per head</li> <li>Contingencies (Postage stationery, games etc.)</li> <li>Travelling Allowances</li> <li>Telephone &amp; Electricity charges</li> <li>Materials for training @ Rs. 5/- per head</li> <li>Rent, Rates &amp; Taxes</li> <li>Misc. expenses for sanitation, repairs of furniture, books and stationery etc. @ Rs. 3/-per head</li> <li>Medicine @ Rs. 2/- per head</li> </ol>	1,500/- 100/- 100/- 50/- 75/- 250/- 50/-

3. It is proposed to acquire under Land Acquisition Act of 1894 the land and building known as "Megh Mandir" belonging to the Cooch Behar Raj Estate for the purposes of the institution to be established as per the Government order. Separate orders regarding acquisitation of the building and its renovation etc., will issue in due course.

- 4. The Director of Social Welfare, West Bengal will be the Controlling Authority of the institution while the Gazetted Superintendent will be its immediate head and the Drawing and Disbursing Officer in respect of the expenditure to be incurred in connection with
- 5. Government in the Department of Relief & Social Welfare will be the Appointing Authority in respect of the Gazetted post of Superintendent and the Director of Social Welfare, West Bengal will be the Appointing Authority in respect of non-Gazetted posts
- 6. The charges involved will be debitable to the head "71-Misc-other Misc. Expenditure—Development Schemes—Third Five Year Plan—Social Welfare—Welfare of handicapped—Establishment of a School for the Blind in North Bengal" in the State Budget for 1965-66.
- 7. Necessary instructions may please be issued to the Treasury Officer, Cooch Behar for payment of bills when presented by the drawing and disbursing officer of the aforesaid institution. A copy of the instruction may be forwarded to this Department in due course for communication to the officers concerned.
- 8. This has the concurrence of the Finance Department of this Government (vide their U/O No. AVII-231 dated 27.3.65).

Yours faithfully, Sd/- S. DUTTA Deputy Secretary

No. 14327/1-SW

Copy forwarded to the Finance (Audit) Department of this Government for information.

Sd/- S. Dutta Deputy Secretary

Calcutta The 13th July, 1965

No. 14327/2-SW.

Copy forwarded to the Director of Social Welfare, West Bengal for information and necessary action. He will please indicate immediately if it will be possible to appoint a part-time compounder and if so, on what pay. As the transaction in the School may not be heavy, the Clerk-cum-Typist may also work as Storekeeper and Cashier.

Calcutta The 13th July, 1965

Sd/- S. DUTTA Deputy Secretary

No. 14327/3-SW

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

Calcutta The 13th July, 1965 Sd/- S. DUTTA Deputy Secretary

### No. 14327/4(3)-SW

### forwarded to the:

1. Land & Land Revenue Department of this Government.

Commissioner, Jalpaiguri Division, Siliguri.

3. Deputy Commissioner, Cooch Behar.

### for information:

2. He is requested to kindly initiate Land Acquisition proceedings in respect of the property and to forward a draft notification under section 4 of the Land Acquisition Act 1894 to this Department in the Land Acquisition and the Land Acquisition act 1894 to this Department immediately.

Sd/- S. DUTTA Deputy Secretary

#### No. 14327/5-SW

Copy forwarded to the:

Judicial Department of this Government.

2. Home (General Administration) Department.

Local Self Government of this Government.

4. Director, Fire Services, West Bengal.

#### For information:

- (2. They are requested to kindly make over the building to this Deptt. for the establishment of the Blind School.
- 3. The question of its acquisition under the Land Acquisition Act of 1894 is already under consideration of this Department.)

Calcutta ) for 2 to 4 only, Sd/- S. Dutta Deputy Secretary

No. 14327/6-SW

Copy forwarded to the Budget cell of this Department for information.

Calcutta The 13th July, 1965

Sd/- S. DUTTA Deputy Secretary

### Set up for the School for the Blind at Cooch Behar

Scale of pay

Superior Gazetted

 One Superintendent Non-Gazetted

250-15-550/- (E.B. after 8th & 16th stages)

2. One Part-time Medical Officer

3. One Part-time Compounder

(Pharmacist)

60

75/- fixed

<ol> <li>One Clerk-cum-Typist</li> <li>One Junior Social Worker-cum-Head Teacher</li> <li>One Music Teacher</li> <li>Two Helpers</li> </ol>	125/3/140/4/200/- (E.B. after 10th stage) 175-7-245-8-325/- (E.B. after 10th stage) 125-3-140-4-200/- (E.B. after 10th stage) 65-1-85/-
8. One Cook 9. One Cook Mate 10. One Servant 11. One Sweeper 12. One Night Guard 13. One Mate 14. One Darwan 15. Two Peons (including one orderly)	60-½-65-1-75 -dodododododododo

<sup>\*</sup>Pay of the part-time compounder will be communicated shortly.

Sd/- S. DUTTA

Deputy Secretary to the Govt.

of West Bengal

### GOVERNMENT OF WEST BENGAL

### Department of Relief & Social Welfare

Writers' Buildings, Calcutta

No. 7677-SW/1M-7/69(Vag)

Dated, Calcutta, the 17th July, 1969

From: Shri A. K. Dutta,

Assistant Secretary to the Govt. of West Bengal

To: The Accountant General, West Bengal (Through the Finance Deptt. of this Govt.)

Sir,

I am directed, by order of the Governor, to say that the Governor has been pleased to direct that with effect from the date of issue of this order the administrative control of the "Dhrubashram" 30, Sri Gopal Mullick Road, Ariadaha, 24-Parganas along with the existing posts shown in the enclosed statement be transferred from the Directorate of Vagrancy to the Directorate of Social Welfare, West Bengal.

- 2. The Director of Social Welfare, West Bengal will be the Administrative Head of the Institution and appointing authority in respect of the non-gazetted posts. The Institution will be under the immediate control of the Manager, a gazetted officer who will continue to be its drawing and disbursing officer. The Government in the Department of Relief and Social Welfare will be the appointing authority in respect of the Gazetted posts.
- 3. The charges involved may be debited to the appropriate detalled heads subordinate to the head "39-Misc. —Social and Developmental Organisations excluding Welfare of Schedule tribes and classes and other backward classes-Misc. —Dtc. of Social Welfare" in

the current year's Budget, the funds under which will be augmented by reappropriation or otherwise suitably before the close of the current financial year.

4. This order issues with the concurrence of the Finance Department of this Government vide their U/O notes No. AVI/262 dt. 17-7-69.

Yours faithfully, Sd/- A. K. DUTTA Assistant Secretary

### Memo. No. 1100/C.V. dated 21/22.7.69

Copy forwarded to the Manager, Dhrubashram for information and necessary action. It appears that the following posts sanctioned for his Home have not been included in the list above. He may, therefore, take-up the matter with the appropriate authority.

1. Accountant 1 (one)
2. Assistant Instructor 2 (two)
2. Assistant Instructor 2 (two)
3. Cook 2 (two)

Sd/- B. Majumder Controller of Vagrancy West Bengal

# STATEMENT SHOWING THE EXISTING POSTS IN THE "DHRUBASHRAM", ARIADAHA, 24-PARGANAS

Name of posts	Scale of pay		f posts Permanent	Total
2	3	4	5	6
	· · · · · · · · · · · · · · · · · · ·	•		1
Manager	(a) Gazetted Rs. 250-15-550 (E. after 8th & 16th Stage)	В. ×	One	One
Asstt. Headmaster-cum Asstt. Supdt.	(b) Non-Gazetted Rs. 225-10- 325-15-475 (E.B. after 10th stage	× ,	One	One
Medical Officer	225-10-325-15-475 (E.B. after 10th stage)	$\times$	One	One
Physical Instructor	175-7-245-8-325 (E.B. after 10th stage)	×	One	One
Junior Social Worker	150-5-250 (E.B. after 10th stage)	One	×	One
(i) Graduate Teacher with basic training	175-7-245-8-325 (E.B. after 10th stage)	×	Three	Three

Name of posts	Scale of pay	No. o	Permanent	Total
2	3	4	5	6
(ii) Craft Instructors	125-3-140-4-200 (E.B. after 10th stage)	×	Three	Three
Compounder	-do-	×	One	One
Mother Teacher (the posts of teacher are resi- dential ones)	-do-	×	Two	Two
Lower Division Clerk	-do-	×	Two	Two
Music Teacher	-do-	One	×	One
Nurse	100-3-136-4-140	One	×	One
Chief Helper	80-1-85-2-105	×	One	One
Helper	65-1-85	×	Twelve	Twelve
Peons	60-1-65-75	×	One	One
Mali	-do-	One	×	One .
Darwan	-do-	One	×	One
Orderly	-do-	×	One	One
Sweeper	-do-	×	Three	Three
		Relie	Sd/- A. K. D 18-7-69 Assistant Secr of & Welfare I	retary

# Department of Relief & Social Welfare Social Welfare Branch

No. 581-SW 1E-15/69 Dated, Calcutta, the 19/24th Feb., 1970

Government of West Bengal

From : Shri A. K. Dutta

Asstt. Secretary to the Govt. of West Bengal

To: The Accountant General, West Bengal (Thro' the Finance Deptt. of this Govt.)

Sir,

I am directed, by order of the Governor, to say that the Governor has been pleased to sanction the establishment of a Composite Reformatory School for 150 delinquent and non-

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delinquent boys up to the age of 11 years at Kadai, Berhampore, Murshidabad and to approve for the set up of the school the retention of the posts, as indicated in the enclosed statement out of those sanctioned in G.O.S No. 2145-SW. dated 17.3.69 and 3234-SW. dt. 27.3.69 for the Reformatory School and Industrial School for boys at Saidabad, Berhampore, Murshidabad for the period from 1.2.70 to 28.2.71, the schools at Saidabad having been abolished with effect from 1.2.70.

- The charge is debitable to the head "71-Misc.-other Misc. Expenditure-Dev. Schemes-Annual Plan Schemes (1966-69) & Committed Expenditure-Social Welfare-Social Defence-Estt. of a new Reformatory School and Borstal School for delinquent children" in the State Budget.
- 3. This order issues with the concurrence of the Finance Department of this Covt. vide their u/o notes no. 41/70 dt. 16.2.70.

Yours faithfully, Sd/- A. K. Dutta Assistant Secretary

#### No. 581/1(7)-SW

Copy forwarded for information to the:

1. Commissioner, Presidency Division

District Magistrate, Murshidabad
 Director of Social Welfare, W. B. The School sections of the new Reformatory and the adjacent N.D. Home should function jointly as a single unit in the new institution sanctioned above where the Head Master, Physical Instructor and Junior Social Worker would perform duties in respect of inmates of both institutions along with the existing teaching staff.

4. Supdt., Reformatory School for delinquent & Non-delinquent boys, Kadai, Berhampore,

Murshidabad.

5. Supdt., N.D. Home for Boys, Berhampore, Murshidabad

6. Treasury Officer, Berhampore

7. Budget Cell of this Deptt.

Calcutta, the 19th February, 1970

Sd/- A. K. DUTTA Assistant Secretary

Name of Posts	No. of posts	Scale of pay plus usual allowance
γ.		Rs.
1. Superintendent (Gazetted)	One	350-15-550(E.B.) after 8th and 16th stage)
2. Compounder (Pharmacist)	One	125-3-140-4-200 (E.B. after 10th stage)
3. Teacher	One	-do-
4. Craft Teacher	Two	-do-
5. Store Keeper	One	-do-
6. L.Dcum-Cashier	One	-do-
	64	

Name of Posts	No. of posts	Scale of pay plus usual allowance
7. Typist	One	-do-
8. Matron	One	-do-
9. Supervisors	Two	-do-
10. Darwans	Two	80-1-85-2-105
11. Night-Guards	Two	-do-
12. Peon	One	60-1-65-75
13. Orderly	One	-do-
14. Cook	One	-do-
15. Cook-mate	One	-do-
16. Sweepers	Two	-do-
17. Junior Social Worker	One	150-5-250 (E.B. after 10th stage)
18. Medical Officer (gazetted)	One	Part-time on a fixed pay of Rs. 150/- per month
19. Physical Instructor	One	175-7-245-8-325 (E.B. after 10th stage)
20. Teacher-in-charge(Headmaster)	One	150-5-250 (E.B. after 10th stage)
		Sd/- A. K. DUTTA

### Department of Relief & Social Welfare

Writers' Buildings, Calcutta

No. 3034-SW 1E-15/68

Calcutta, the 31st March, 1970

From: Shri A. K. Dutta

Asstt. Secretary to the Government of West Bengal

To: The Accountant General, West Bengal (Through the Finance Department of this Government)

 Sub : Establishment of a composite Reformatory School for delinquent & Non-delinquent boys at Kadai, Berhampore, Murshidabad

Sir,

In continuation of G.O. No. 581-SW. dated 24.2.70 on the above subject, I am directed, by order of the Governor, to say that the Governor has been pleased to sanction the following

scales of recurring expenditure in connection with the maintenance of the Reformatory School for 150 dellings. Murchidabad for 150 delinquent and non-delinquent boys at Kadai Berhampore, Murshidabad.

	Rs. 5,700/-
(a) Diet charges @ Rs. 38/- per month per head	Rs. 300/-
	Rs. 150/-
(c) Medical expenses @ Re. 1/- per month per head	Rs. 300/-
(d) Contingencies (d) Rs. 7/- Der month per men	Rs. 450/-
(e) Misc. expenses @ Rs. 3/- per month per head	. O. t. dankin da

- 2. The Director of Social Welfare, W. B. will be the administrative head of the institution and appointing authority in respect of the non-gazetted posts. The Government in the dept. of Relief & Social Welfare will be the appointing authority in r/o the Gazetted Superintendent who will be the drawing and disbursing officer of the institution.
- 3. The Governor is also pleased to sanction retention of the marginally noted posts, out of those sanctioned in G. O. No. 3234-SW. dt. 27.3.69 for the Industrial School at Saidabad, for the period from 1.2.70 to 28.2.70.

-	Name of post	No. of posts	
1.	Assistant Superintendent	1 (One)	
2.	Mali	1 (One)	
3.	Night-guard	1 (One)	

- The charges are debitable to the head "71-Misc. -Other Misc. Expdtr.-Dev. Scheme-Annual Plan Schemes (1968-69) and Committed expenditure-Social Welfare-Social Defence-Esstt. of a new Reformatory and Borstal school for delinquent children" in the state budget.
- 5. The order contained in paras 1 and 2 above should be deemed to have had effect from 1.2.70.
- 6. This issues with the concurrence of the Finance Deptt. of this Govt. vide their U.O. No. AVII/126 dt. 30.3.70.

Yours faithfully,

Sd/- A. K. Dutta Assistant Secretary

No.3034/1(3)-SW

Copy forwarded for information to the

1. Director of Social Welfare, West Bengal

2. Supdt. Reformatory School, Kadai, Berhampore Murshidabad

3. Treasury Officer, Berhampore, Murshidabad

Calcutta, the 31st March, 1970

Sd/- A. K. Dutta Assistant Secretary

# Department of Relief & Welfare

Writers' Buildings, Calcutta-1

No. 1978-SW 1E-108/74

Calcutta, the 10th March, 1975

From : Shri S. N. Ghosh, I.A.S.

Deputy Secretary to the Govt. of West Bengal

To: The Accountant Ganeral, West Bengal

Sir,

I am directed, by order of the Governor, to say that the Governor has been pleased to sanction, the establishment of a Home for destitute boys at Rampurhat, Dist. Birhbum for the accommodation, care and training of 100 (hundred) destitute boys in the age group of 6-18 years and the creation of the temporary posts, as shown in the enclosed statement, with effect from the date of actual appointment, up to the 31st March, 1975 for the present.

2. Sanction is also hereby accorded, by order of the Governor, to the following non-recurring expenditure to be incurred in connection with the purchase of articles of furniture etc. required for the above-mentioned institution and to the scale of recurring expenditure to be incurred in connection with its maintenance:

### Non-Recurring

- 1. Furniture, office equipment, hurricane lantern and training equipment, etc. @ Rs. 80/- per head ... Rs. 8,000/-
- Clothing & bedding including winter garments @ Rs. 80/- per head
- 3. Purchase of utensils ... Rs. 8,000/... Rs. 2,500/-
- Radio & recreational items

.. Rs. 1,000/-

Total Rs. 19,500/-

(Rupees nineteen thousand and five hundred only)

### Recurring

- Diet charges, @ Rs. 50/- per head per month
- Materials for training and general education @ Rs. 3/- per head per month
- 3. Rent as per fair rent certificate from Land Acquisition Collector, Birbhum
- 4. Medical expenses @ Re. 1/- per head per month
- 5. Clothing Washing & toilet @ Rs. 4/- per head per month
- 6. Contingencies per month Rs. 200/-
- 7. Travelling allowance per month Rs. 100/-
- Lighting charges per month Rs. 200/ Staff as per enclosed statement
- 3. The Director of Social Welfare, West Bengal will be the administrative head of the institution and the appointing authority in respect of the non-gazetted posts of the institution. The Block Development Officer, Rampurhat I will, until further orders, be the drawing and disbursing officer and the Director of Social Welfare, West Bengal the Controlling Officer in respect of the expenditure of the institution.
- 4. The Governor is also pleased to sanction an ad-hoc permanent advance of Rs. 250/(Rupees two hundred and fifty) only for meeting the emergent expenditure of the Home.
  The charges will proceed against the head "Deposit and Advances—Advances not bearing interest—Permanent Advances" of the State budget.
- 5. The charges in respect of the expenditure sanctioned in paras 1 and 2 above are debitable to 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-VI-Welfare of poor and Destitute-State Plan (Fifth) Plan)—Establishment of Destitute Homes for boys at Birbhum, West Dinajpur, Midnapore, etc." in the State Budget the current year's expenditure being met from the budget for 1974-75.

6. This order issues with the concurrence of the Finance Deptt. of this Government vide Yours faithrully, their u/o N.o 73-F.A. dt. 1.2.75.

Sd/- S. N. GHOSH Deputy Secretary

#### No.1978/1-SW

Copy forwarded for information to Finance Deptt, of this Government.

Sd/- K. P. SAHA Asstt. Secretary

### No. 1978/2(7)-S.W. dated 10th March, 1975

Copy forwarded for information to the:

1. Director of Social Welfare, West Bengal. Further communication in regard to the creation of the gazetted post of Supdt. of the institution will follow:

District Officer, Birbhum

3. Agriculture & Community Development (C.D.) Raj Bhaban, Cal-1, with reference to their notes dt. 19.2.75 in this Deptt. file No. 1E-108/74

4. Commissioner of Burdwan Division

- S.D.O. Rampurhat, Birbhum
- B.D.O. Rampurhat-I, Birbhum

Treasury Officer, Birbhum

Sd/- K. P. SAHA Assistant Secretary

### STATEMENT Set-up of the Home for Destitute Boys at Rampurhat, Birbhum

Sl. No.	Name of posts	No. of post	Scale of pay
1	2	3	Rs.
1.	Lower Division Assistant-cum- Cashier	One	230-4-275-7½-367-10-425/- (E.B. after 8th & 16th stages)
2.	Mother Teacher	Two	-do-
	Craft Teacher	Two	180-5-245-7-360/- (E.B. after 8th & 16th stages)
4.	Orderly Peon	One	135-1-137-2-177-3-180/- (E.B. after 8th & 16th stages)
5.	Office peon	One	-do-
6.	Helper	Three	-do-
7.	Cook	One	-do-
8.	Durwan	Two	-do-
9.	Cook-mate	Two	75/- (fixed) each
10.	Part-time Sweeper	Two	50/- (fixed) each
	Servant	One	75/- (fixed) each

Sd/- K. P. SAHA Assistant Secretary to the Govt. of West Bengal

### Relief & Welfare Department

Writers' Buildings, Calcutta-1

No. 5029-SW 4A-2/76

Dated, Calcutta, the 27th Oct., 1976

From: Shri S. K. Dasgupta, Assistant Secreatry to the Govt. of West Bengal

To : The Director of Social Welfare, West Bengal

### MEMORANDUM

The undersigned is directed by order of the Governor, to say that the Governor has been pleased to sanction the opening of a wing for care, accommodation and training of 50 destitute male children in each of the institutions indicated below:

- Reformatory School for delinquent and non-delinquent Boys' at Kadai, Berhampore, Murshidabad.
- 2. Home for non-delinquent Boys' Berhampore, Murshidabad.
- 2. The Accountant General, West Bengal is being informed.

Sd/- S. K. DAS GUPTA Asstt. Secretary

No. 5029/1(4)-SW

Copy forwarded for information to the:

- The Accountant General, W.B.
   This has the concurrence of the Finance deptt. of this Govt. vide their u/o. No. 789-FA dt. 20.9.76.
- (2) The District Magistrate, Murshidabad.
- (3) The Supdt., Reformatory School at Kadai, Berhampore, Murshidabad.
- (4) The Supdt., Home for Non-delinquent children, Berhampore, Murshidabad.

Calcutta The 27th Oct., 1976 Sd/- S. K. DAS GUPTA Asstt. Secretary