

SCHEDULE
FINANCE (AUDIT) DEPARTMENT
List of appointing disciplinary and appellate authorities in Class III and Class IV Services

[Vide rules 6(2), 9(b) and 15(2)]

Authority empowered to impose penalties and the penalty which it may impose with reference to the item Nos. (i) to (viii) or rule 8.

Description	Appointing Authority	Authority	Penalties	Appellate Authority
(1)	(2)	(3)	(4)	(5)
I—Secretariat Departments				
Class III and Class IV Service—				
(1) Class III Service	Deputy Secretaries to Government or where there are no such posts, Assistant Secretaries to Government	(i) Deputy Secretaries to (i) to (iii) Government or where there are no such posts, Assistant Secretaries to Government (ii) Secretaries to Government (iv) to (viii) or where there are not such posts, Joint Secretaries in charge of Departments	(i)—(iii) (iv)—(viii)	Secretaries to Government or where there are no such posts, Joint Secretaries to Government in charge of Departments. Chief Secretary to Government
(2) Class IV Service	Assistant Secretaries to Government or where there are not such posts, the Registrars	(i) Assistant Secretaries to (i) to (iii) Government or where there are no such posts the Registrars. (ii) Deputy Secretaries to (iv) to (viii) Government or where there are not such posts, the Assistant Secretaries.	(i)—(iii) (iv)—(viii)	Deputy Secretaries to Government or where there are no such posts. Assistant Secretaries to Government. Secretaries to Government or where there are no such posts. Joint Secretaries to Government in charge of the Departments.
II - Departments of officers outside the Secretariat				
Class III and Class IV Service—				
(1) In Directorates	(i) Head of Directorate for Class III posts	Director	All	Secretary of the administrative Department

	(ii) Deputy Director or any officer next below Director for class IV posts.	Deputy Director or any authority next below Director	All	Director
(4) Where the cadre is on a Statewide basis and the incumbents are liable to transfer in the normal course of their services.	Head of office directly subordinate to Government	Heads of offices directly subordinate to Government	All	Secretaries to Government in the administrative Departments or where there are no such posts, Joint Secretaries to Government in charge of Departments.
(5) In Engineering Establishments under Government (in respect of staff borne on the Circle cadre)				
For Class III and Class IV service Passed Account Clerk	Superintendent Engineers	Superintending Engineers	All	Chief Engineers
Passed Accounts, Clerk	Accountant-General, West Bengal	Deputy Accountant-General, West Bengal	(i)—(iii)	Accountant-General, West Bengal
(6) In Forest offices under Government (in respect of the staff borne on the Divisional Cadre)—	Conservator of Forests Divisional Forest Officers	Accountant-General, West Bengal	(iv)—(viii)	Secretaries to Government in the Departments concerned or where there are no such posts the Joint Secretary in charge of Departments.
(i) Class III Service	Deputy Inspector-General of Police	Divisional Forest Officers Conservator of Forests	(i)—(iii) (iv)—(viii)	Conservator of Forests Chief Conservator of Forests
(ii) Class IV Service	Superintendent of Police	Divisional Forest Officers	All	Conservator of Forests.
(7) In District Police Officers (in respect of staff borne on a Range Cadre)—				Inspector Genera of Police Deputy Inspector General of Police
(i) Class III Service		Deputy Inspector General of Police	All	
(ii) Class IV Service		Superintendent of Police	All	

<p>(8) Food and Supplies Department— (II) (a) Class III Staff (excluding those in the revised scale of Rs. 400-15-490-20-750) in the office of the Central Despatch Office, Central Receiving Office, Office of the Special Officer, Constructions, Record Room, Secretariat Accounts Section, Telephone.</p>	Deputy Secretary	Deputy Secretary	Deputy Secretary	Secretary
<p>(b) Class IV Staff (excluding those in the revised scale of Rs. 400-15-490-20-750) in the office of the Central Despatch Office, Central Receiving Office, Office of the Special Officer, Construction, Record Room, Secretariat Accounts Section, Telephone.</p>	Assistant Secretary	Assistant Secretary	Assistant Secretary	Secretary
<p>(c) Carpenter in the Secretariat</p>	Deputy Secretary	Deputy Secretary	Deputy Secretary	Secretary
<p>(III) Class III staff (excluding those in the revised scale of Rs. 400-15-490-20-750) and Class IV staff in the—</p>				

(i) Headquarters office of different Directorates and Office of the Controller of Finance.	Directorate Controller of finance in charge of administration. Additional Director of Transportation in charge of administration and joint Controller of Finance in their respective Directorate and office so long the posts of Director of Transportation and Controller of Finance are kept in abeyance.	Respective appointing authority	Respective appointing authority	Secretary
(ii) Office of the Controller of Sugar	Director of District Distribution, Procurement and Supply	Appointing authority	Appointing authority	Secretary
(IV)(a) Class III staff (excluding those in the revised scale of Rs. 400-15-490-20-70 and clerical posts, typists and Nazis in mofussal offices under different Directorates).	Director in charge of administration, additional Director of Transportation in charge of administration so long the post of Director of Transportation is kept in abeyance.	Respective Appointing authority	Respective Appointing authority	Secretary
(b) Clerical from the rank of Upper Division Clerks upwards in mofussal offices under different Directorates.	Director in charge of administration, Additional Director of Transportation in charge of administration so long the post of Director of Transportation is kept in abeyance.	Respective Appointing authority	Respective Appointing authority	Secretary
(c) Clerical posts including typists and Nazis below the rank of (i) Office of the District Controller of Food and Supplies/Sub-Divisional Controller of Food and supplies/ Assistant District Controller of Food and Supplies in charge of office. and supplies/ Assistant District Controller of Food and Supplies in charge of office.	District Controller of Food and Supplies within their respective jurisdiction.	Respective Appointing authority	Respective Appointing authority	Director of District Distribution, Procurement and Supply.

(ii) Office of the Deputy Controller Rationing, Asansol.	Deputy Controller of Rationing, Asansol	Deputy Controller of Rationing, Asansol	Deputy Controller of Rationing, Asansol	Deputy Controller of Rationing, Asansol	Director of Rationing
(iii) Motor Transport Office	Director of Transportation, Additional Director of Transportation to long the post of Director of Transportation in charge of administration is kept in abeyance.	Appointing authority...	Appointing authority...	Appointing authority...	Secretary
(d) Class IV Staff in the—					
(i) Office of the Deputy Controller of Rationing Asansol	Deputy Controller of Rationing, Asansol	Appointing Authority	Appointing Authority	Appointing Authority	Director of Rationing
(ii) Office of the District Controller of Food and Supplies	District Controller of Food and Supplies in their respective offices.	Respective Appointing authority	Respective Appointing authority	Respective Appointing authority	Director of District Distribution, Procurement and Supply.
(iii) Office of the Sub-Divisional Controller of Food and Supplies/ Assistant District Controller of Food and Supplies in charge of office.	Sub-divisional Controller of Food and Supplies/Assistant District Controller of Food and Supplies in charge of their respective offices.	Respective Appointing authority	Respective Appointing authority	Respective Appointing authority	Director of District Distribution, Procurement and Supply.
(iv) Motor Transport Office	Director of Transportation, Additional Director of Transportation in charge of administration so long the post of Transportation is kept in abeyance.	Appointing Authority	Appointing Authority	Appointing Authority	Secretary.
9. In establishments where the staff is borne on a district wide cadre—					

For Class III and Class IV All Service	(a) In office other than Registration Offices Heads of Offices belonging to West Bengal Service Class I, or where there are no such officers, the officers just above the Heads of Offices.	The Heads of Offices and District Headquarters belonging to West Bengal State Service Class I or where there are no such officers, the officers just above the Heads of Offices.	All	(a) If such the Head of Office is subordinate to a "Head of the Department" such Head of the Department. (b) If the Head of Offices is himself the Head of the Department and is subordinate to another Head of the Department, such Head of the Department. (c) If the Head of Office is himself the Head of the Department and is not subordinate to any Head of the Department, Secretary to the Government in the administrative department or where there is no such officer Joint Secretary in charge of the Department.
10. In all other Establishments— Class III and Class IV Services	(a) In the of the Registrar of Assurance and Sub-Registrar of Calcutta, Registrar of Assurance, Calcutta. (b) In the other offices— The Head of Offices belonging to West Bengal State Service Class I (in respect of their own establishment) or where there are no such officers, the officers, just above the Heads of Offices.	Register of Assurance, Calcutta The Health of Office belonging to West Bengal State Services Class I (in respect of their own establishment) or where there are not such officers, the officers just above the Heads of Offices.	All	Inspector-General of Registration (a) If such the Head of Office is subordinate to a "Head of Department" such Head of Department. (b) If the Head of Office is himself the Head of the Department and is subordinate to another Head of the Department, such Head of Department. (c) If the Head of Office is himself the Head of the Department and is not subordinate to any Head of the Department, Secretary to the Government in the administrative Department or where there is no such officer, Joint Secretary in charge of the Department.

Note 1 : Block Development Officers will continue to be the Appointing Authority and Punishing Authority in respect of Class III and Class IV services or posts declared before the promulgation of the rules.

Note 2 : In this schedule, the "Head of an Office" in relation to a Government servant means the principal Head of the Office or establishment. It includes the Head of the Department [Vide Appendix I of the West Bengal Service Rules (Part I) if he himself is the Head of an Office or establishment.

Note 3 : "Pay" refer to the revised scale of pay under the West Bengal Services (Revision of Pay and Allowances) Rules, 1970.