

**MINUTES OF THE MONTHLY REVIEWING MEETING HELD IN THE
CHAMBER OF THE MANAGING DIRECTOR, WBSWC ON 13.05.2019.**

The Meeting began at 3 PM in the Chamber of the Managing Director, WBSWC. The Officers under this Corporation viz. Secretary, Accounts Officer, Assistant Secretary, Storage Officer, Audit Officer, Asstt. Director (Proj.), Asstt. Director (Comml.), Chief Engineer, Superintending Engineer, Executive Engineer (Elec), Zonal Officer (Estb.) & Zonal Officer (A/cs) were present in the meeting.

The following points were discussed and decisions taken:

1. The matter of comprehensive manpower proposal was discussed in detail aiming at the following :
 - a. Minimum manpower to be provided by WBSWC for each godown of different capacities. Each godown of 5000 MT capacity shall have one Supdt., one QC Assistant and one DEO cum clerk.
 - b. Qualifications of uniform nature for the posts of Assistant Managers, Managers etc. for making easy promotional avenues etc.
 - c. Provision of filling up higher posts from feeder categories through Limited Direct Recruitment consisting of evaluation of merit as well as selection through exam and interview.
 - d. Separate QC set up with field level, supervisory level and higher levels like A.D. & D.D. etc. at H.O.
 - e. Promotional avenues of the Clerks / QC Asstt. / Superintendents etc. in the organization pyramid structure.
2. Engineering wing will reconsider/review their manpower require for coming 2-3 years with a view that present construction works etc. will attain a state of saturation within the period.
3. All Sections of H.O. will prepare their respective report format for Monthly Review Meeting and the Secretary, SWC will convene a meeting on the Thursday 16.05.19 and final meeting will be held on 17.05.2019 (Friday) with the M.D., WBSWC.
4. A separate proposal for Dress (Security personnel) will be prepared by the S.O., WBSWC by 20th May 2019 including costing.

5. A comprehensive proposal will be prepared by Estb. & Project Section jointly for minimum furniture/accessories/tools/first aids/misc. items to be kept under disposal of every field unit.
6. Proposal of deployment of the Clerk-cum-DEOs have been discussed and the same will be implemented from next week.

Memo No.382/1(2)/Genl.A(1)-2/SWC/17-18

Date : 14/05/2019.

Copy forwarded for information & necessary action to :-

1. The Secretary, WBSWC.
2. The Accounts Officer/D.D. (Food)/Chief Engineer/Superintending Engineer / Executive Engineer (Elec.)/ Asstt. Secretary / Storage Officer/Audit Officer/Asstt. Director (Proj) / Asstt. Director (Comml.) / Zonal Officer (Estb.)/Zonal Officer (A/cs).



Managing Director