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School Education Department Planning & Budget Branch Bikash Bhavan 5th Floor, Salt Lake, Kolkata-700091

No: 438-SE(P&B)/SL/5S-408/19

Date: 16/12/2019

From: Assistant Secretary to the Government of West Bengal School Education Department

To: The Commissioner, School Education, W.B., Bikash Bhavan, 7th floor, Saltlake, Kolkata-91.

Sub: Circulation of ROPA Rules 2019 in respect of Teaching and non-teaching staff of recognized aided Govt.Spond. or aided Schools, PTTI, employees of WBBPE, DPSC etc.

In enclosing 100(one hundred)copies of the memo no. 437- SE(P&B) /SL/5S-408/19 dated 13/12/2019, the undersigned is directed to request him to kindly circulate the same to all the District Inspectors of Schools (SE & PE), West Bengal for taking necessary action at their end.

Enclo: As stated above

Sd/-Assistant Secretary

Date: 16/12/2019

No: 438/1(30)-SE(P&B)/SL/5S-408/19

Copy along with copy of SE(P&B) /SL/5S-408/19 forwarded for information and necessary action to:

- 1. The President, West Bengal Council of Higher Secondary Education
- 2. The President, West Bengal Board of Secondary Education.
- 3. The Chairman, DPSC, Munshidabad (all Districts)
- 4. The President, West Bengal Board of Primary Education
- 5. OSD to Hon'ble MIC, School Education Department

6. Office Copy

Enclo: As stated above

Assistant Secretary

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Extraordinary Published by Authority

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FRIDAY, DECEMBER 13, 2019

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Date: 13.12.2019

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL SCHOOLEDUCATION DEPARTMENT PLANNING & BUDGET BRANCH

No. 437-SE(P&B)/SL/5S-408/19

MEMORANDUM

In view of the recommendations of the 6th Pay Commission constituted vide Resolution No. 8070-F(P) dated 27.11.2015 read with Resolution No. 8071-F(P) dated 27.11.2015 accepted by the Government, the Governor has been pleased to direct that the date of effect of the revised pay structure, the manner of fixation of pay in the revised pay structure and other conditions of service of the employees mentioned in para 2 below are set out in the following other paragraphs.

- 1. Date of effect this Memorandum shall be deemed to have come into force on the 1st day of January, 2016 notionally with actual financial effect from 01.01.2020.
- 2. Application (1) Save as otherwise provided by or under the provision of this Memorandum, this Memorandum shall apply to those employees of the following institutions or offices holding substantive/officiating posts as on 01/01/2016 and whose pay and allowances are borne by the Government of West Bengal in School Education Department.
 - (a) Teaching and non-teaching staff of recognised aided Government Sponsored or aided Schools upto class XII standard;
 - (b) Teaching and non-teaching staff of recognised aided Training Institutions for Primary Teachers;
 - (c) Employees of District Primary School Councils including Kolkata Primary School Council, Siliguri Sub-Divisional Primary School Council and Darjeeling (Hill Areas) District School Board; and
 - (d) Employees of West Bengal Board of Primary Education.
 - (2) This Memorandum shall not apply to -
 - (a) Employees of the DA getting Secondary and DA getting Primary Schools,
 - (b) Part-time Teachers,
 - (c) Para Teachers,

- (d) Employees /Teachers appointed on contractual/part-time basis,
- (e) Employees/Teachers not in whole time employment,
- (f) Employees /Teachers who have retired in the afternoon of the 31st December, 2015 or earlier and
- (g) Employees /Teachers re-employed after retirement.
- 3. **Definitions** –(1) in this Memorandum, unless the context otherwise requires,
 - (a) "Annexure" means the annexures I to III as appended to this Memorandum;
 - (b) "basic pay' in the revised pay structure means the pay drawn in the prescribed Level in the Pay Matrix;
 - (c) "employee" means a member of teaching and non-teaching staff of the recognized/Sponsored non-government aided educational institutions and other organizations as mentioned in para 2(1) above;
 - (d) "existing basic Pay" means the pay drawn in the prescribed existing Pay Band and Grade Pay but does not include any other type of pay;
 - (e) "existing Pay Band and Grade Pay" means the running Pay Band and the Grade Pay applicable to the post held by an employee on substantive/officiating/temporary capacity as on 1st day of January, 2016;
 - (f) "existing pay structure" means the present system of Pay Band and Grade Pay applicable to the post held by the employee on substantive/officiating /temporary capacity as on 1st day of January, 2016;

Explanation.— the expressions "existing basic pay" and "existing Pay Band and Grade Pay" in respect of an employee, who was on the 1st day of January, 2016, on deputation or on foreign service or on leave or who would have on that date officiated in one or more lower posts but for his officiating in a higher post, shall mean such basic pay, Pay band and Grade pay applicable to the post which he would have held but for his being on deputation or on foreign service or on leave or officiating in a higher post;

- (g) "existing emoluments "means the sum of existing basic pay and existing dearness allowance allowed to the basic pay as on 1st day of January, 2016;
- (h) "Pay Matrix" means Matrix specified in Annexure –I with levels of pay arranged in vertical cells as assigned to corresponding existing Pay Band and Grade Pay;
- (i) "Level" in the Pay Matrix shall mean the Level corresponding to the existing Pay Band and Grade Pay as specified in Annexure –I;
- (j) "pay in the Level" means pay drawn in the appropriate Cell of the Level as specified in Annexure –I;
- (k) "revised pay structure" means the Pay Matrix and the Level specified therein corresponding to the existing Pay Band and Grade Pay of the post unless a different revised level is notified separately for the post;
- (l) "revised emoluments" means the pay in the Level of an employee in the revised pay structure admissible to him;
- (m) "substantive post" means Govt. sanctioned post either permanent or additional irrespective of retention.
- 4. Level of posts From the date of commencement of this Memorandum, the Level of posts shall be determined in accordance with the various Levels as assigned to the corresponding existing Pay Band and Grade Pay as specified in the Pay Matrix.
- 5. Drawal of pay in the revised pay structure Save as otherwise provided in this Memorandum, an employee shall draw pay in the Level in the revised pay structure applicable to the post which he is holding as on 01.01.2016 or to which he is appointed on or after 1st day of January, 2016:

Provided that an employee may elect to continue to draw pay in the existing pay structure until the date on which he earns his next increment or any subsequent increment in the existing pay structure or until he vacates his post or ceases to draw pay in the existing pay structure:

Provided further that in cases where an employee has been placed in a higher Pay Band and or higher Grade Pay by way of promotion or upgradation as per provisions of ROPA-2009 or as per Government decisions between 1st day of January, 2016 and 25th September, 2019 may elect to switch over to the revised pay structure from the date of such upgradation or promotion as the case may be.

Explanation 1 – The option to retain the existing pay structure under the first proviso to this memorandum shall be admissible only in respect of one existing Pay Band or Grade Pay.

Explanation 2 – The aforesaid option shall not be admissible to any employee appointed to a post on or after the 1st day of January, 2016 by way of direct recruitment and he shall be allowed pay only in the revised pay structure from the date of such appointment.

Provided that the primary school teachers who joined service on and after 01.01.2016 but prior to 01.08.2019 will be allowed to come under the revised pay structure with effect from the date of up-gradation of their pre-revised pay structure which is 01.08.2019.

Explanation 3- Where the employee exercises the option under the proviso to this Memorandum to retain the existing pay structure in respect of a post held by him in an officiating capacity on a regular basis for the purpose of regulation of pay in that pay structure under the existing order applicable to the post, his substantive pay shall be the substantive pay which he would have drawn had he retained the existing pay structure in respect of the permanent post on which he holds a lien or would have held a lien had his lien not been suspended or the pay of the officiating post which has acquired the character of substantive pay in accordance with any order for the time being in force, whichever is higher.

6. Exercise of option – (1) The option under the provisos to paragraph 5 of this Memorandum shall be exercised in writing in the form appended to Annexure-II so as to reach the authority mentioned in sub-para (2) within three months of the date of publication of this Memorandum:

Provided that (i) in the case of an employee, who on the date of publication of this Memorandum, is on leave or on deputation or on foreign-service, the said option shall be exercised in writing so as to reach the said authority within three months of his return from such leave or deputation or foreign service, as the case may be; and

- (ii) Where an employee is under suspension on the date of publication of this Memorandum, the option may be exercised by him within three months of the date of his return to his duty or within three months of the date of publication of this Memorandum whichever is later.
- (2) The option shall be submitted by the employee to the Head of the Institute / Head of Office, as the case may be. The Head of the Institute shall submit his option to the President of the Managing Committee/Administrator and in absence of valid Managing Committee or Administrator the option is to be submitted to the concerned ADI or AI/S, as the case may be. The Head of the institute of PTTI shall submit his option to the District Inspector of Schools (PE) concerned.
- (3) If the option is not received by the Head of the Institute/Head of office within the time specified in sub-para (1), the employee shall be deemed to have elected to be governed by the revised pay structure with effect from the 1st day of January, 2016.
 - (4) The option once exercised shall be final.

Note-1:- An employee, who died on or after the 1st day of January, 2016 and could not exercise the option within the prescribed time limit, shall be deemed to have opted for the revised pay structure on and from the 1st day of January, 2016 or from such subsequent date as is considered most beneficial to him, if he was alive.

- 7. Fixation of initial pay in the revised pay structure (1).— The initial pay of an employee who elects, or is deemed to have elected under para 6 to be governed by the revised pay structure on and from the 1st day of January, 2016, shall, unless in any case the Government by special order otherwise directs, be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien or would have held a lien if such lien had not been suspended, and in respect of his pay in the officiating post held by him, in the following manner, namely:-
 - (a) In the case of all employees,-
 - (i) The pay in the applicable level in the Pay Matrix shall be the pay obtained by multiplying the existing basic pay (pay in Pay Band and Grade Pay) excluding Additional Grade Pay or Special Pay, if any, by a factor of 2.57, rounded off to the nearest rupee and the figure so arrived at will be located in that level in the Pay Matrix and if such an identical figure corresponds to any Cell in the applicable Level in the pay matrix, the same shall be the pay, and if no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix, as per Annexure-III.

Illustration -1.

| 1. | Existing Pay Band: | Pay Band | P.B.1 4900-16200 | | |
|----|--|-----------|------------------|-------|--|
| l | P.B.1 | Grade Pay | 1700 | 1800 | |
| 2. | Existing Grade Pay | Level | 1 | 2 | |
| | 1800 | 1 | 17000 | 17600 | |
| | | 2 | 17500 | 18100 | |
| 3. | Existing Pay in the Pay Band: 7410 | 3 | 18000 | 18600 | |
| | | 4 | 18500 | 19200 | |
| | | 5 | 19100 | 19800 | |
| 4. | Existing Basic Pay | 6 | 19700 | 20400 | |
| | 9210 (=7410+1800) | 7 | 20300 | 21000 | |
| | | 8 | 20900 | 21600 | |
| 5. | Pay after multiplication by a fitment Factor | 9 | 21500 | 22200 | |
| | of 2.57 :9210X2.57=23669.70 | 10 | 22100 | 22900 | |
| | (rounded off to 23670) | 11 | 22800 | 23600 | |
| 6. | Level corresponding to Grade Pay1800 : Level 2 | 12 | 23500 | 24300 | |
| | | 13 | 24200 | 25000 | |
| 7. | Revised Pay in the Pay Matrix | 14 | 24900 | 25800 | |
| | (either equal to or next higher to | 15 | 25600 | 26600 | |
| | 23670 in Level 2) : 24300 | | | | |

Illustration -2.

| 1. | Existing Pay Band: | Pay Band | P.B. : | 3 7100-3 | 7600 | |
|----|--|-----------|--------|----------|-------|-------|
| | P.B.3 | Grade Pay | 3200 | 3600 | 3900 | 4100 |
| 2. | Existing Grade Pay: 4100 | Level | 8 | 9 | 10 | 11 |
| | | 1 | 27000 | 28900 | 32100 | 33400 |
| | | 2 | 27800 | 29800 | 33100 | 34400 |
| 3. | Existing Pay in the Pay Band: 14000 | 3 | 28600 | 30700 | 34100 | 35400 |
| | | 4 | 29500 | 31600 | 35100 | 36500 |
| | | . 5 | 30400 | 32500 | 36200 | 37600 |
| 4. | Existing Basic Pay 18100 (=14000+4100) | 6 | 31300 | 33500 | 37300 | 38700 |
| | | 7 | 32200 | 34500 | 38400 | 39900 |
| 5. | Pay after multiplication by a fitment | 8 | 33200 | 35500 | 39600 | 41100 |
| | Factor of 2.57 :46517 | 9 | 34200 | 36600 | 40800 | 42300 |
| | | 10 | 35200 | 37700 | 42000 | 43600 |
| 6. | Level corresponding to Grade Pay | 11 | 36300 | 38800 | 43300 | 44900 |
| | 4100 : Level 11 | 12 | 37400 | 40000 | 44600 | 46200 |
| 7. | Revised Pay in the Pay Matrix | 13 | 38500 | 41200 | 45900 | 47600 |
| | (either equal to or next higher to 46517 in Level11):47600 | 14 | 39700 | 42400 | 47300 | 49000 |

- (ii) If the minimum pay or the first Cell in the applicable Level is more than the amount arrived at as per sub-para (i) above, the pay shall be fixed at minimum pay or the first Cell of that applicable Level.
- (2) An employee under suspension, shall continue to draw subsistence allowance based on existing pay structure and his pay in the revised pay structure shall be subject to the final order on the pending disciplinary proceedings.
- (3) Where the existing emoluments exceed the revised emoluments in the case of any employee, the difference shall be allowed as personal pay to be absorbed in future increases in pay.
- 8. Fixation of pay in the revised pay structure in respect of an employee appointed as fresh recruits on or after 01.01.2016.— The pay of employees appointed by direct recruitment on or after the 1st day of January, 2016 shall be fixed at the minimum pay or the first Cell in the Level, applicable to the post to which such employees are appointed:

Provided that where the existing pay of such employee appointed on or after the 1st day of January, 2016 and before the publication of this Memorandum, has already been fixed in the existing pay structure and if his existing emoluments happen to exceed the minimum pay in the revised pay structure as applicable to the post to which he is appointed on or after the first day of January, 2016, such difference shall be treated to be personal pay to be absorbed in future increments in pay.

Provided further that the pay of an employee, while holding a post as an employee mentioned under para 2(1) of this Memorandum, is appointed to another post on or after the 1st day of January, 2016 through direct recruitment as per the provision of existing recruitment rules and procedures after applying with due permission of the appointing authority, shall be fixed in the Level applicable to the new post at the Cell, which is equal to his last pay of the old post and if there exists no such Cell in the applicable Level of the new posts, the pay shall be fixed (i) at the immediate higher Cell of that Level if the new post carrying higher Level than that of the old post and (ii) at the immediate lower Cell of that Level if the new post is in the lower level (up to the second lower Level) in relation to the old post when the difference shall be treated as personal pay to be absorbed in future increment.

Illustrations

- (a) An employee drawing pay of Rs.34500 in Level 9 is directly appointed to a post carrying Pay in Level 9, his pay shall be fixed at Rs.34500 in Level 9.
- (b) (i) An employee drawing pay of Rs.33200 in Level 7 is directly appointed to a post carrying Pay in Level 8, his pay shall be fixed at Rs.33200 in Level 8.
 - (ii) An employee drawing pay of Rs.30500 in Level 6 is directly appointed to a post carrying Pay in Level 9, his pay shall be fixed at the immediate higher Cell i.e. at Rs.30700 as available in a Cell in Level 9.
- (c) (i) An employee drawing pay of Rs.34200 in Level 8 is directly appointed to a post carrying Pay in Level 7, his pay shall be fixed at Rs.34200 as available in a Cell in Level 7.
 - (ii) An employee drawing pay of Rs.34200 in Level 8 is directly appointed to a post carrying Pay in Level 6, his pay shall be fixed at the immediate lower Cell i.e. Rs.33300 in level 6 and the difference of Rs.900 (=34200-33300) shall be treated as personal pay to be absorbed in future increment in Level 6.

In all the above cases the next increment will fall due on the 1st July after completing 6 months or more qualifying service in the new post.

Note 1: If the Pay of an employee in the revised pay structure found less than an employee junior to him belonging to the same cadre and same institution, the pay of senior employee in the length of approved service of the same institution, shall be stepped up to same pay as that of his junior provided the aforesaid anomaly has arisen as at the time of pay fixation under the revised scale of pay only.

9. Increments in Pay Matrix. – After fixation of pay in the appropriate Level in the Pay Matrix, the subsequent increment in the Level shall be at the immediate next higher Cell vertically arranged in that Level provided that an untrained secondary school teacher shall be allowed annual increments in the revised pay structure for a period of 5 (five) years of his service on the condition that such untrained teacher will have to get himself trained from any institute recognised by NCTE within 5 years from the date of appointment. However, an untrained teacher with 10 years teaching experience in a recognized secondary school shall be allowed annual increment after completion of another one year from the date of completion of 10 years teaching experience.

Illustration:-

| An employee | Pay Band: | P.B. 2 5400-25200 | | | | | | | |
|---------------------------------------|-----------|-------------------|--------------------|-------|-------|-------|--|--|--|
| In the basic pay of Rs.29000 in Level | Grade Pay | 1900 | 2100 | 2300 | 2600 | 2900 | | | |
| 5 will move vertically downwards in | Level | 3 | 4 | 5 | 6 | 7 | | | |
| the same level to Rs. 29900 on grant | 1 | 18800 | 19700 | 21000 | 22700 | 24700 | | | |
| of increment | 2 | 19400 | 20300 | 21600 | 23400 | 25400 | | | |
| | 3 | 20000 | 20900 | 22200 | 24100 | 26200 | | | |
| | 4 | 20600 | 21500 | 22900 | 24800 | 27000 | | | |
| | 5 | 21200 | 22100 | 23600 | 25500 | 27800 | | | |
| · | 6 | 21800 | 22800 | 24300 | 26300 | 28600 | | | |
| | 7 | 22500 | 23500 | 25000 | 27100 | 29500 | | | |
| · | 8 | 23200 | 24200 | 25800 | 27900 | 30400 | | | |
| | 9 | 23900 | 24900 | 26600 | 28700 | 31300 | | | |
| | 10 | 24600 | 25600 | 27400 | 29600 | 32200 | | | |
| | 11 | 25300 | 26400 ⁻ | 28200 | 30500 | 33200 | | | |
| 9 | 12 | 26100 | 27200 | 29000 | 31400 | 34200 | | | |
| | 13 | 26900 | 28000 | 29900 | 32300 | 35200 | | | |
| | 14 | 27700 | 28800 | 30800 | 33300 | 36300 | | | |
| · | 15 | 28500 | 29700 | 31700 | 34300 | 37400 | | | |
| | 16 | 29400 | 30600 | 32700 | 35300 | 38500 | | | |
| | 17 | 30300 | 31500 | 33700 | 36400 | 39700 | | | |

10. Date of next increment in revised pay structure.— In respect of all employees, there shall be a uniform date of annual increment, as existing and such date of annual increment shall be the 1st day of July of every year.

Note — In the case of employees completing 6 (six) months and more in the revised pay structure as on 1st day of July, shall be eligible to be granted increment.

Provided that when an employee is under extra-ordinary leave, less than 1 (one) year, he will be allowed notional periodical increment for that year and actual benefit may be allowed after the end of the extra-ordinary leave counting the period of non-qualifying service spent on such leave taken together.

Provided further that in case the extra-ordinary leave stretches over one year and more, no annual increment will be admissible for the year(s) spent on such leave. However, he will be allowed increment with effect from the next 1st July of the year when he joins duty after spending such leave.

Provided further that if an employee is under suspension and is reinstated and the period of suspension has not been treated as period spent on duty, the incremental benefit and other service benefit as mentioned herein shall be regulated as per method clarified above.

- 11. (1) Fixation of pay on promotion to higher post or upgradation to next higher Level on completion of 18 years of service without promotion on or after the 1st day of January, 2016 as applicable to those employees whose Grade pay was not more than Rs.4100/- in the unrevised pay structure shall be fixed in the following manners:-
 - (i) One increment shall be given in the Level from which the employee is promoted or upgraded and he shall be placed at a Cell equal to the figure so arrived at in the Level of the post to which promoted or upgraded and if no such Cell is available in the Level to which promoted or upgraded, he shall be placed at the next higher Cell in that Level.

Illustration

| An employee is drawing basic pay of | Pay Band: | P.B. 2 5400-25200 | | | | | | | |
|---|-----------|-------------------|-------|-------|-------|-------|--|--|--|
| Rs.31400 in Level 6. He is promoted | Grade Pay | 1900 | 2100 | 2300 | 2600 | 2900 | | | |
| to Level 7. His pay will be fixed in | Level | 3 | 4 | 5 | 6 | 7 | | | |
| the following manner. | 1 | 18800 | 19700 | 21000 | 22700 | 24700 | | | |
| Pay after giving one increment in level 6 to be determined which will | 2 | 19400 | 20300 | 21600 | 23400 | 25400 | | | |
| be Rs.32300 | 3 | 20000 | 20900 | 22200 | 24100 | 26200 | | | |
| 2. Pay will be fixed in Level 7 at | 4 | 20600 | 21500 | 22900 | 24800 | 27000 | | | |
| Rs.33200 (either equal to or next | 5 | 21200 | 22100 | 23600 | 25500 | 27800 | | | |
| higher in Level 7) | 6 | 21800 | 22800 | 24300 | 26300 | 28600 | | | |

| 7 | 22500 | 23500 | 25000 | 27100 | 29500 |
|-------|-------|-------|-------|-------|-------|
| 8 | 23200 | 24200 | 25800 | 27900 | 30400 |
| 9 | 23900 | 24900 | 26600 | 28700 | 31300 |
| 10 | 24600 | 25600 | 27400 | 29600 | 32200 |
| 11 | 25300 | 26400 | 28200 | 30500 | 33200 |
| 12 | 26100 | 27200 | 29000 | 31400 | 34200 |
| 13 | 26900 | 28000 | 29900 | 32300 | 35200 |
| 14 | 27700 | 28800 | 30800 | 33300 | 36300 |
| 15 | 28500 | 29700 | 31700 | 34300 | 37400 |
| 16 | 29400 | 30600 | 32700 | 35300 | 38500 |
| 17 | 30300 | 31500 | 33700 | 36400 | 39700 |

Note 1. - An employee may have option to get his pay fixed either from the date of promotion/upgradation or from the date of next increment.

- (a) In case the employee opts to get his pay fixed from the date of promotion/upgradation, his pay in the promotion post/upgraded Level shall be fixed under the provisions of this para and his next increment will fall due on the 1st July on completion of six months from the date of such promotion.
- (b) In case the employee opts to get his pay fixed from the date of increment, then on the date of promotion or upgradation his pay shall initially be fitted in the applicable Level of the promotion post/upgraded Level at the same Cell as that of his existing pay and in absence of such Cell, it shall be fitted at the next higher Cell and such pay shall finally be re-fixed under the provisions of this para after accrual of increment in the lower post/ lower Level. The next increment shall, however, fall due on the next 1st July.
- (2) Additional Incremental benefits Employees including the Head of the Institute/Assistant Head Master/ Assistant Headmistress/Head Teacher will get one additional increment in the same Level upon completion of every 10 years continuous satisfactory service counted from the date of the 1st appointment to the same post subject to maximum of two such increments during the whole career with the approval of the competent authority. His next date of increment shall remain the same.
- (3) Benefit of the Head Master/Headmistress of the Higher Secondary Schools (for classes from V to XII).— In the unrevised pay structure, the Head Master of the Higher Secondary Schools are allowed Rs.200 as additional Grade pay including Grade Pay Rs.5400. In the revised pay structure the Head Master of the Higher Secondary Schools shall get an additional remuneration of Rs.500/- (Five hundred) per month in addition to their pay in the respective pay Level for shouldering extra responsibility as the Head Master/Head Mistress of the Higher Secondary Schools with effect from the date of appointment or from 01.01.2020 whichever is later.
- (4) Benefit of Assistant Head Master/ Assistant Head Mistress of the Higher Secondary Schools (for classes from V to XII) in the revised pay structure.—Assistant Head Master/ Assistant Head Mistress of the Higher Secondary Schools (for classes from V to XII) shall get an additional remuneration of Rs.500/- (Five hundred) per month in addition to their pay in the respective pay Level for shouldering extra responsibility so long they will continue in the said post with effect from the date of such appointment or from 01.01.2020 whichever is later.
- (5) Benefit of Teacher-in-Charge in the revised pay structure Teacher-in-Charge of a Secondary School shall get an additional remuneration of Rs.200/- per month (two hundred) in addition to his pay in the respective pay Level for shouldering extra responsibility so long he will continue in the said charge. Teacher-in-Charge of Secondary Higher Schools shall get an additional remuneration of Rs.250/- (two hundred and fifty) per month in addition to his pay in the respective pay Level for shouldering extra responsibility so long he will continue in the said charge with effect from the date of such appointment or from 01.01.2020 whichever is later.
- (6) Benefit of Head Teacher of Primary School Head Teacher of a Primary School shall get in the revised pay structure with effect from 01.01.2020 an additional remuneration of Rs. 400 (Four hundred) per month in addition to his pay in the respective pay Level.

Additional remuneration as allowed under sub-para (3), (4), (5) and (6) shall not count for various allowances like DA/HRA etc. and nor it shall count for retirement benefits.

- **N.B.** Competent authority means and includes ———
 - (a) Head of the Institute which includes Headmaster/Headmistress/Teacher-in-Charge in case of the employees of the Secondary schools/ Higher Secondary Schools;
 - (b) The President of the Managing Committee/Administrator and in absence of valid Managing Committee of Administrator, the concerned ADI or AI/S, as the case may be;

- (c) The Sub-Inspector of Schools in case of Primary School Teacher;
- (d) District Inspector of Schools (PE) in case of PTTI
- (e) The Secretary in case of the employees of the West Bengal Board of Primary Education;
- (f) The Secretary in case of the employees of the District Primary School Council or equivalent;

Note 3- Employees whose pay will be upgraded to next pay level as per illustration at para 11 upon completion of 18 years continuous satisfactory service subject to the approval of the District Inspector of Schools concerned.

Note 4- Extraordinary Leave availed by an employee not for medical ground, shall be debited from the length of service while counting 10 years/ 20 years or 18 years provided the extra ordinary leave is duly condoned by the appropriate authority.

(7) Mode of fixation of pay for appointment to the post of Headmaster/Headmistress of a Secondary/Higher Secondary School.-

One increment shall be given in the Level from which the Assistant Teacher of a recognized aided school is appointed to the post of Headmaster and he shall be placed at a Cell equal to the figure so arrived at in Level No.16 and if no such Cell is available in the Level No. 16, he shall be placed at the next higher Cell in that Level.

Provided that if the said school is a Higher Secondary institution, then the Headmaster/Headmistress will also be entitled to get the benefit as mentioned in sub-para (3) above.

(8) Mode of fixation for of pay for officiating as Assistant Headmaster/Assistant Headmistress of a Secondary/Higher Secondary School.—

One increment shall be given in the Level of the Assistant Teacher of a recognized aided school when officiated as Assistant Headmaster/Head Mistress provided that when such an Assistant Headmaster/Assistant Headmistress is appointed to the post of Head Master /Head Mistress such increment will be withdrawn as if he did not officiate as Assistant Headmaster/Assistant Headmistress.

Provided further that if the said school is a Higher Secondary Institution then the Assistant Headmaster/Assistant Headmistress will also be entitled to get the benefit as mentioned in sub-para (4) above.

- 12. Payment of arrears.— Notwithstanding anything contained elsewhere in this Memorandum, or in any other orders for the time being in force, no arrears of pay to which an employee may be entitled in respect of the period from the 1st day of January, 2016 to the 31st day of December, 2019, shall be paid to the employee.
- 13. House Rent Allowance.— With effect from 1st January 2020, the House Rent Allowances, admissible to employees shall be 12% of his revised basic pay subject to maximum of Rs. 12000/- per month. The celling of House Rent Allowances drawn by husband and wife together shall be raised to Rs.12000/- per month. The existing terms and conditions for drawing House Rent Allowances shall continue to apply.
- 14. Medical Allowances.— The existing rate of Medical Allowances shall be enhanced to Rs.500/- in this revised pay structure with effect from 1st January 2020 subject to the condition that those who opted for any Health Scheme sponsored by the State Government are not entitled to such Medical Allowances.
- 15. Overriding effect of this Memorandum.— The provisions of this Memorandum shall have effect notwithstanding anything contrary contained in any other rules, orders or notifications for the time being in force.
- 16. Relaxation of this Memorandum.— Where the Governor is satisfied that the operation of all or any of the provisions of this Memorandum causes undue hardship in any particular case, he may, by order dispense with or relax the requirements of this Memorandum to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.
- 17. Interpretation.—If any question arises relating to the interpretation of any of the provisions of this Memorandum, it shall be referred to the School Education Department, Government of West Bengal for decision which is final. This issues with the concurrence of the Finance Department, Government of West Bengal vide their U.O No. Group P1/2019-2020/0281 dated 09/12/2019.

By order of the Governor, Sd/-

Manish Jain

Principal Secretary to the Government of West Bengal

Annexure – I [(see para 3 (i) and 3 (j)]

| Pay Band | P.B.1 4900-16200 | P.B. 2 54 | 00-25200 | | | P.B. 3 | 3 7100- | 37600 | | | |
|------------------|---------------------|-----------|----------|-------|-------|--------|---------|---------|-------|--------|-------|
| Grade Pay | 1700 | 1800 | 1900 | 2100 | 2300 | 2600 | 2900 | 3200 | 3600 | 3900 | 4100 |
| Old Entry Pay | 6600 | 6830 | 7300 | 7680 | 8160 | 8840 | 9600 | 10300 | 11040 | 12270 | 12750 |
| Level | . 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 1 | 17000 | 17600 | 18800 | 19700 | 21000 | 22700 | 24700 | 27000 | 28900 | 32100 | 33400 |
| 2 | 17500 | 18100 | 19400 | 20300 | 21600 | 23400 | 25400 | 27800 | 29800 | 33100 | 34400 |
| 3 | 18000 | 18600 | 20000 | 20900 | 22200 | 24100 | 26200 | 28600 | 30700 | 34100 | 35400 |
| 4 | 18500 | 19200 | 20600 | 21500 | 22900 | 24800 | 27000 | 29500 | 31600 | 35100 | 36500 |
| 5 | 19100 | 19800 | _ 21200 | 22100 | 23600 | 25500 | 27800 | 30400 | 32500 | 36200 | 37600 |
| 6 | 19700 | 20400 | 21800 | 22800 | 24300 | 26300 | 28600 | 31300 | 33500 | 37300 | 38700 |
| 7 | 20300 | 21000 | 22500 | 23500 | 25000 | 27100 | 29500 | 32200 | 34500 | 38400 | 39900 |
| 8 . | 20900 | 21600 | 23200 | 24200 | 25800 | 27900 | 30400 | 33200 | 35500 | 39600 | 41100 |
| 9 | 21500 | 22200 | 23900 | 24900 | 26600 | 28700 | 31300 | 34200 | 36600 | 40800 | 42300 |
| 10 | 22100 | 22900 | 24600 | 25600 | 27400 | 29600 | 32200 | 35200 | 37700 | 42000 | 43600 |
| 11 | 22800 | 23600 | 25300 | 26400 | 28200 | 30500 | 33200 | 36300 | 38800 | 43300. | 44900 |
| 12 | 23500 | 24300 | 26100 | 27200 | 29000 | 31400 | 34200 | 37400 | 40000 | 44600 | 46200 |
| 13 | 24200 | 25000 | 26900 | 28000 | 29900 | 32300 | 35200 | 38500 | 41200 | 45900 | 47600 |
| 14 | 24900 | 25800 | 27700 | 28800 | 30800 | 33300 | 36300 | 39700 | 42400 | 47300 | 49000 |
| 15 | 25600 | 26600 | 28500 | 29700 | 31700 | 34300 | 37400 | 40900 | 43700 | 48700 | 50500 |
| 16 | 26400 | 27400 | 29400 | 30600 | 32700 | 35300 | 38500 | 42100 | 45000 | 50200 | 52000 |
| 17 | 27200 | 28200 | 30300 | 31500 | 33700 | 36400 | 39700 | 43400 | 46400 | 51700 | 53600 |
| 18 | 28000 | 29000 | 31200 | 32400 | 34700 | 37500 | 40900 | 44700 . | 47800 | 53300 | 55200 |
| 19 | 28800 | 29900 | 32100 | 33400 | 35700 | 38600 | 42100 | 46000 | 49200 | 54900 | 56900 |
| 20 | 29700 | 30800 | 33100 | 34400 | 36800 | 39800 | 43400 | 47400 | 50700 | 56500 | 58600 |
| 21 | 30600 | 31700 | 34100 | 35400 | 37900 | 41000 | 44700 | 48800 | 52200 | 58200 | 60400 |
| 22 | 31500 | 32700 | 35100 | 36500 | 39000 | 42200 | 46000 | 50300 | 53800 | 59900 | 62200 |
| 23 | 32400 | 33700 | 36200 | 37600 | 40200 | 43500 | 47400 | 51800 | 55400 | 61700 | 64100 |
| 24 | 33400 | 34700 | 37300 | 38700 | 41400 | 44800 | 48800 | 53400 | 57100 | 63600 | 66000 |
| 25 | 34400 | 35700 | 38400 | 39900 | 42600 | 46100 | 50300 | 55000 | 58800 | 65500 | 68000 |
| 26 | 35400 | 36800 | 39600 | 41100 | 43900 | 47500 | - 51800 | 56700 | 60600 | 67500 | 70000 |
| 27 | 36500 | 37900 | 40800 | 42300 | 45200 | 48900 | 53400 | 58400 | 62400 | 69500 | 72100 |
| 28 | 37600 | 39000 | 42000 | 43600 | 46600 | 50400 | 55000 | 60200 | 64300 | 71600 | 74300 |
| 29 | 38700 | 40200 | 43300 | 44900 | 48000 | 51900 | 56700 | 62000 | 66200 | 73700 | 76500 |
| 30 | 39900 | 41400 | 44600 | 46200 | 49400 | 53500 | 58400 | 63900 | 68200 | 75900 | 78800 |
| 31 | 41100 | 42600 | 45900 | 47600 | 50900 | 55100 | 60200 | 65800 | 70200 | 78200 | 81200 |
| 32 | 42300 | 43900 | 47300 | 49000 | 52400 | 56800 | 62000 | 67800 | 72300 | 80500 | 83600 |
| 33 | 43600 | 45200 | 48700 | 50500 | 54000 | 58500 | 63900 | 69800 | 74500 | 82900 | 86100 |

Annexure – I (Continued)

| Pay | y P.B.4 9000-40500 | | 500 | P.B. 4A 15600-42000 | | | | | | · | | | | |
|--------------|--------------------|----------|--------|---------------------|--------|-----|----------|---|----------|---|---|---|---|--|
| Band | | | | | - | | | | | | | | | |
| Grade Pay | 4400 | 4600 | 4700 | 4800 | 5400 | | | | | | | | | |
| Old Entry | 13400 | 13900 | 14930 | 15960 | 21000 | | | | | | · | | | |
| Pay | | | | | | | <u> </u> | | - | | | | | |
| Level | 12 | 13 | 14 | 15 | 16 | | | | | | | | | |
| 1 | 35800 | 37100 | 39900 | 42600 | 56100 | | | | | | | | | |
| 2 | 36900 | 38200 | 41100 | 43900 | 57800 | | | | | | | | | |
| 3 | 38000 | 39300 | 42300 | 45200 | 59500 | | | | | | | - | | |
| 4 | 39100 | 40500 | 43600 | 46600 | 61300 | | | | <u> </u> | | | | | |
| 5 | 40300 | 41700 | 44900 | 48000 | 63100 | | | | | | | | | |
| 6 | 41500 | 43000 | 46200 | 49400 | 65000 | | - | | | | | | | |
| 7 | 42700 | 44300 | 47600 | 50900 | 67000 | | | | | | | | | |
| 8 | 44000 | 45600 | 49000 | 52400 | 69000 | | | | | - | | | | |
| 9 | 45300 | 47000 | 50500 | 54000 | 71100 | | | | | | | | | |
| 10 | 46700 | 48400 | 52000 | 55600 | 73200 | - | | _ | | | | | | |
| 11 | 48100 | 49900 | 53600 | 57300 | 75400 | | | | | | | | | |
| 12 | 49500 | 51400 | 55200 | 59000 | 77700 | · · | | | | | | | | |
| 13 | 51000 | 52900 | 56900 | 60800 | 80000 | | | | | | | | | |
| 14 | 52500 | 54500 | 58600 | 62600 | 82400 | | | | | | | | | |
| 15 | 54100 | 56100 | 60400 | 64500 | 84900 | | | | | | | | | |
| 16 | 55700 | 57800 | 62200 | 66400 | 87400 | | | | | · | | | | |
| 17 | 57400 | 59500 | 64100 | 68400 | 90000 | | | | | | | | | |
| 18 | 59100 | 61300 | 66000 | 70500 | 92700 | | | | | | _ | | | |
| 19 | 60900 | 63100 | 68000 | 72600 | 95500 | | | | | | | | | |
| 20 | 62700 | 65000 | 70000 | 74800 | 98400 | | | | | | | | | |
| 21 | 64600 | 67000 | 72100 | 77000 | 101400 | | | | | | | | | |
| 22 | 66500 | 69000 | 74300 | 79300 | 104400 | | | | | | | | | |
| 23 | 68500 | 71100 | 76500 | 81700 | 107500 | | | | · | | | | | |
| 24 | 70600 | 73200 | 78800 | 84200 | 110700 | | | | | | | | | |
| 25 | 72700 | 75400 | 81200 | 86700 | 114000 | | | | | | | | | |
| 26 | 74900 | 77700 | 83600 | 89300 | 117400 | | | | | | | | | |
| 27 | 77100 | 80000 | 86100 | 92000 | 120900 | | | | | | | | | |
| 28 | 79400 | 82400 | 88700· | 94800 | 124500 | | | | | | | | | |
| 29 | 81800 | 84900 | 91400 | 97600 | 128200 | | | | | | | | | |
| 30 | 84300 | 87400 | 94100 | 100500 | 132000 | | | | | | - | | | |
| 31 | 86800 | 90000 | 96900 | 103500 | 136000 | | | | | | | | | |
| 32 | 89400 | 92700 | .99800 | 106600 | 140100 | | | | | | | | | |
| 33 | 92100 | 95500 | 102800 | 109800 | 144300 | | | | | | | | | |
| L | <u> </u> | <u> </u> | L | L | l | | L | | i | L | | L | 1 | |

Place

Annexure – II Form of option (see para 5 and 6)

| 101 | n or obtion | | | | | | |
|--|--|--|--|--|--|--|--|
| (see p | ara 5 and 6) | | | | | | |
| *1. I, hereby ele | , hereby elect the revised pay structure with effect from 1st January, 2016. | | | | | | |
| *2. I, hereby e officiating post mentioned below until: | elect to continue on the ex | isting scale of pay of my substantive/ | | | | | |
| a) the date of my next increment with effect fro | om: | | | | | | |
| b) the date of my subsequent increment raising m with effect from: | ny pay to Rs. | in the existing pay structure | | | | | |
| c) the date of my promotion/upgradation to the | post of - | with effect from: | | | | | |
| Existing pay band and Grade Pay | | | | | | | |
| | | | | | | | |
| | Signature | | | | | | |
| | Name | | | | | | |
| | Designation | | | | | | |
| | Institute/Office in | which employed | | | | | |
| | District | | | | | | |
| * To be scored out, if not applicable | | | | | | | |
| I D IDEDTA KD IO | | | | | | | |
| UNDERTAKING | | | | | | | |
| I hereby undertake that in the event of my pay have in this memorandum, as detected subsequently, any exceeither by adjustment against future payments due to me | ess payment so made shall | · · | | | | | |
| | Signature | | | | | | |
| | Name | | | | | | |
| | | | | | | | |
| Date: | | | | | | | |

Annexure – III (see para 7 (1))

Form for fixation of initial pay in the revised pay structure under memorandum of West Bengal Recognized Non-Government Aided and Sponsored Educational Institutions Revision of Pay and Allowances, 2019.

- 1. Name of the Institute/Office
- 2. Name and designation of the employee:
- 3. Status (Substantive/Officiating)
- 4. Existing pay Band and Grade Pay
 - (a) in substantive post
 - (b) in officiating/temporary post:
- 5. Basic Pay (Band Pay + Grade Pay) in the existing pay structure as on January 1, 2016 or on the date of option on:
- 6. Amount arrived at by multiplying basic Pay as at Sl. No.5 above by 2.57 Rounded off to nearest rupee :
- 7. Applicable Level in the Pay Matrix corresponding to the Pay Band and Grade Pay
- 8. Applicable Cell in the Level either Equal to or next higher of the Amount at Sl. No.6 above.
- 9. Revised Basic Pay (as per Sl. No.8)
- 10. Date of effect:
- 11. Date of next increment:

Signature of Head of the Institute or Head of Office with Designation