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

**GOVERNMENT OF WEST BENGAL  
SCHOOL EDUCATION DEPARTMENT  
PLANNING & BUDGET BRANCH**

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

Date: 13.12.2019

**MEMORANDUM**

In view of the recommendations of the 6<sup>th</sup> 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 1<sup>st</sup> 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 31<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> day of January, 2016 and 25<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> day of January, 2016.

(4) The option once exercised shall be final.

Note 1:- An employee, who died on or after the 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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: P.B.1	Pay Band	P.B.1 4900-16200	
		Grade Pay	1700	1800
2.	Existing Grade Pay 1800	Level	1	2
		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 9210 (=7410+1800)	6	19700	20400
		7	20300	21000
		8	20900	21600
5.	Pay after multiplication by a fitment Factor of 2.57 :9210X2.57=23669.70 (rounded off to 23670)	9	21500	22200
		10	22100	22900
		11	22800	23600
6.	Level corresponding to Grade Pay 1800 : Level 2	12	23500	<b>24300</b>
		13	24200	25000
7.	Revised Pay in the Pay Matrix (either equal to or next higher to 23670 in Level 2) : 24300	14	24900	25800
		15	25600	26600

## Illustration -2.

1.	Existing Pay Band: P.B.3	Pay Band	P.B. 3 7100-37600			
		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 Factor of 2.57 :46517	8	33200	35500	39600	41100
		9	34200	36600	40800	42300
		10	35200	37700	42000	43600
6.	Level corresponding to Grade Pay 4100 : Level 11	11	36300	38800	43300	44900
		12	37400	40000	44600	46200
7.	Revised Pay in the Pay Matrix (either equal to or next higher to 46517 in Level 11) :47600	13	38500	41200	45900	<b>47600</b>
		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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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

**Illustration:-**

An employee In the basic pay of Rs.29000 in Level 5 will move vertically downwards in the same level to Rs. 29900 on grant of increment	Pay Band:	P.B. 2 5400-25200				
	Grade Pay	1900	2100	2300	2600	2900
	Level	3	4	5	6	7
	1	18800	19700	21000	22700	24700
	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
	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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 Rs.31400 in Level 6. He is promoted to Level 7. His pay will be fixed in the following manner. 1. Pay after giving one increment in level 6 to be determined which will be Rs.32300 2. Pay will be fixed in Level 7 at Rs.33200 (either equal to or next higher in Level 7)	Pay Band:	P.B. 2 5400-25200				
	Grade Pay	1900	2100	2300	2600	2900
	Level	3	4	5	6	7
	1	18800	19700	21000	22700	24700
	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
	12	26100	27200	29000	31400	34200

	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	<b>33200</b>
	12	26100	27200	29000	<b>31400</b>	34200
	13	26900	28000	29900	<b>32300</b>	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.**

- 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 1<sup>st</sup> July on completion of six months from the date of such promotion.
- 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 1<sup>st</sup> 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 1<sup>st</sup> 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 —————

- Head of the Institute which includes Headmaster/Headmistress/Teacher-in-Charge in case of the employees of the Secondary schools/ Higher Secondary Schools;
- 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;

