

Government of West Bengal
Department of Higher Education
University Branch
Bikash Bhavan, Salt Lake, Kolkata - 700 091.

No. 502 - Edn (U)

Dated, Kolkata, the 28th August, 2009

From: Shri Satish Chandra Tewary, IAS,
Principal Secretary to the Government of West Bengal.

To: The Registrar,

Jadarpur

----- University,

Sub: The Revision of Pay Structures of the Teachers and equivalents grades/cadres of the State -Aided Universities in West Bengal.

The undersigned is directed to refer to this Department earlier order no. 135-Edn (U), dated 27.02.2009 followed by order no. 303(15) -Edn (U) dated 21st May, 2009 and to say that the State Govt. has introduced revised pay structures and provided ad-hoc interim relief respectively to above categories of employees pending issuance of final pay fixation orders after obtaining suitable inputs from UGC/ Govt. of India.

In observance of the letter no 1-32/2006-U.II/U.I(i) dated 31.12.08 and the authenticated Fitment Table, received recently, as forwarded by the Ministry of Human Resource Development, Govt. of India to the UGC vide their letter no. F.3-1/2009-U.I, dated 04.06.2009, the State Govt., taking into consideration other local conditions, has decided in its discretion, to fix the pay of the above mentioned categories of an employees in the revised pay structure with corresponding Academic Grade Pay (AGP) along with re-designation as applicable to them with effect from the 1st day of January, 2006. The Govt. of India has offered to render financial assistance to the extent of 80% of additional expenditure involved in the implementation of the revision subject to the following conditions:

(i) The central assistance on this account will be available from the period from January 1st, 2006 to March 31, 2010.

(ii) The State Govt. will take over the entire financial liability for maintaining the revised Pay structure with effect from April 1, 2010.

(iii) The central assistance will be restricted to revision of pay scales in respect of only those posts which were in existence and had been filled up as on January 1, 2006.

2. Drawal of Pay in the Revised Pay Structure:

Every employee will draw pay in the revised pay structure applicable to the post to which he/she is appointed; provided that an employee may elect to continue to draw pay in the existing scale until the date on which he/she earns his/her next or any subsequent increment in the existing scale or until he/she vacates his/her post or ceases to draw pay in that scale; provided further that in cases where an employee has been placed in a higher pay scale (pre-revised) between the period from 01.01.2006 to the date of this order on account of promotion/up gradation of pay scale etc., such employee may elect to switch over to the revised pay-structure from the date of such promotion/upgradation as the case may be.

Note.- Regarding promotion/upgradation through CAS as per earlier scheme (UGC scale of pay 1996) of an employee which falls due on any date on or after the date of issuance of this order, decision will be taken after obtaining clarification/guidelines from the UGC.

Explanation I. - The option to retain existing scale under the first proviso of this order will be admissible only in respect of one existing scale.

Explanation II. - The aforesaid option will not be admissible to any person appointed to a post on or after 01.01.2006, whether for the first time in service or by transfer from another post, and he/she will be allowed pay only in the revised pay structure.

Explanation III. - Where an employee exercises the option under the provisos to this order to retain the existing scale in respect of a post held by him/her in an officiating capacity on a regular basis for the purpose of regulation of pay in that scale under any rule or order applicable to that post, his/her substantive pay will be the substantive pay which he/she would have drawn had he/she retained the existing scale in respect of the permanent post on which he/she holds a lien or would have held lien had his/her 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.

3. Exercise of Option:

- (1) The option under the provisos of para 2 of this order will be exercised in writing in the form appended to Schedule-I, Part-A to the Head of his/her institution / office within three months from the date of issuance of this order; provided that
 - (i) an employee, who on the date of issuance of this order, is on leave or deputation or on foreign service, the said option will be exercised in writing so as to reach the said authority within three months of his/her return from such leave or deputation or foreign service as the case may be; and
 - (ii) An employee, who is under suspension on the date of this order, will exercise the said option within three months of the date of his/her return to his/her duties or within three months of the date of issuance of this order, whichever is later.
- (2) The option once exercised will be final.

Note1.- An employee, whose service is terminated on or after 01.01.2006 and who is unable to exercise the option on account of discharge, dismissal on disciplinary ground or resignation within the prescribed period will be entitled to the benefits of exercising option under this proviso

Note2.- An employee, who died on or after 01.01.2006 within the prescribed period, will be deemed to have exercised for the revised pay structure on and from 01.01.2006 or from such subsequent date as is considered most beneficial to him/her, had he/she been alive.

Note3.- An employee, who was on leave or any other leave on 01.01.2006 and is entitled him/her leave salary, will be allowed the benefits of this proviso.

4. Fixation of Pay in the Revised Pay Structure (format appended at Schedule-I, Part-B & Illustrations at Part-C)

- (1) The initial pay of an employee who elects or is deemed to have elected under provisos of para 3 to be governed by the revised pay structure on and from 01.01.2006, will, unless in any case the Governor by special order otherwise directs, be fixed separately in respect of his/her substantive pay in the permanent post on which he/she holds a lien or would have held a lien, had his/her lien

not been suspended and in respect of his/her pay in the officiating post held by him/her in the following manner namely:-

- (i) The pay in the pay band of an employee who continued in service after 31st December, 2005 will be determined, multiplying his/her existing basic pay as on 1st day of January, 2006, by way of multiplying a factor of 1.86 and rounding off the resultant figure to the next multiple of 10.
- (ii) If the minimum of the revised pay band is more the amount at, as per (i) above, the pay will be fixed at the minimum of the revised pay band.
- (iii) On the basis of norms of pay fixation as indicated in (i) and (ii) above, fitment tables, vide no. F.3-1/2009-U.1 dated 04.06.2009 of the MHRD, Govt. of India, for each stage in each of the pre-revised scale including the benefits of bunching in the revised pay structure, are appended to schedule II.
- (iv) In addition to the pay in the pay band as determined in the above manner, Academic Grade Pay (AGP) corresponding to the existing scale will be payable.

Note1.- An employee, who is on leave on 01.01.2006 and is entitled to leave salary, will be entitled to pay in the revised pay structure from 01.01.2006 or the date of option for the revised pay structure from the date of actual effect of revised emoluments. Similar benefits are available when a Govt. employee is on study leave on 01.01.2006.

Note2.- An employee, under suspension, will continue to draw the subsistence allowance based on existing scale of pay and his/her pay in revised pay structure will be subject to the final order of the pending disciplinary proceedings.

Note3.- Where in the fixation of pay under sub-para (1) of para 4, the pay of an employee, who immediately before 01.01.2006, was drawing more pay in the existing scale than another govt. employee junior to him/her in the same cadre/position, gets fixed in the revised pay band at a stage lower than that of such junior, his/her pay will be stepped up to the same stage in the revised pay band as that of the junior.

Note4.- In case where a senior employee promoted or upgraded to a higher post before 01.01.2006, draws less pay in the revised pay structure than his/her junior who is promoted/upgraded to the higher post on or after 01.01.2006, the pay in the pay band of senior employee shall be stepped up to an amount equal to the pay in the pay band as fixed for his/her junior in that higher post. The stepping up will be done by the Govt. with effect from the date of promotion/up gradation of the junior employee subject to the fulfillment of the following conditions:-

- (i) Both the junior & the senior employee should belong to the same cadre and the post in which they have been promoted should be identical in the same cadre;
- (ii) The pre-revised scale of pay and the revised grade pay of the lower and higher post in which they are entitled to draw pay should be identical;
- (iii) The senior employee at the time of promotion should have been drawing equal or more pay than the junior;
- (iv) If even in the lower post, the junior officer was drawing more pay in the pre revised scale than the senior by virtue of any advance increment granted to him/her the provisions of this Note will not be applicable to step up to the pay of the senior employee.

5. Fixation of pay in revised pay structure of employees appointed as fresh recruit on or after 01.01.2006

- (2) The pay of direct recruit to a particular post carrying a specific grade pay will be fixed on or after 01.01.2006, at the entry level pay in the pay band as indicated in Schedule-II.

- (3) The provisions of sub-para (1) will also be applied in the case of those recruited between the 1st day of January 2006, and the date of issuance of this order.

6. Rate of increment in the revised pay structure

- (1) The rate of increment in the revised pay structure will be 3 *per centum* (3%) of the sum of the pay in the pay band and Academic Grade Pay applicable and the resulting amount will be rounded off to the next multiple of 10.
- (2) The amount of increment will be added to the revised pay in the pay band.
- (3) In the case of the calculation of increment under the revised pay structure, paise should be ignored, but any amount of a rupee or more should be rounded off to next multiple of 10.

Illustration: If the amount of increment Rs. 830.70, the amount be rounded off to Rs. 830; if the amount of increment comes to Rs. 831 and above the same would be rounded off to Rs. 840. The amount of increment will be added to the existing pay in the pay band.

7. Date of next increment in the revised pay structure

- (1) There will be a uniform date of annual increment, viz. 1st July of every year. Employees completing 6 months and above in the revised pay structure as on 1st of July will be eligible to be granted the increment. The first increment after fixation of pay on 01.01.2006 in the revised pay structure will be granted on 01.07.2006 for those employees for whom the date of next increment was between 1st July, 2006 to 1st January, 2007.

// Provided that in case of employees who had been drawing maximum of the existing scale more than a year as on the 1st day of January, 2006, the next increment in the revised pay structure will be allowed on 1st day of January, 2006. Thereafter, the provisions stated in the above para would apply.

- (2) In case of employees who earned their last increment between the period commencing from the 2nd day of January, 2005 and ending on the 1st day of January, 2006, after fixation of their pay under revised pay structure, such employees should get next increment on the 1st day of July, 2006.

- (3) In case of Govt. employees whose date of next increment fell due on the 1st day of January, 2006, after granting an increment in the pre-revised pay scale as on the 1st day of January, 2006, their pay in the revised pay structure should be fixed on the 1st day of January, 2006 and such employees should get their next increment on 1st day of July, 2006.

- (4) In case of a employee who opts to come under revised pay structure after any date between the 1st January, 2006 to the 1st day of July, 2006, his/her pay in the revised pay structure should be fixed accordingly, but his/her date of next increment should be 1st day of July, 2007,

8. Fixation of pay on promotion/placement on account of CAS benefits on or after 01.01.2006

- (1) In case of promotion/placement/up gradation from one academic grade pay to another in the revised pay structure on or after 01.01.2006 the fixation of pay of an employee will be made in the following manner:

- // (a) One increment equal to three *per centum* (3%) of some of the pay in the pay band and the existing academic grade pay will be computed and rounded off to the next multiple of 10;
- (b) The amount arrived at (a) will be added to the existing pay in the pay band and in case the pay in the pay band after adding the increment is less than the minimum of higher pay band to which promotion/placement is taking place, pay in the pay band will be stepped up to such minimum;
- (c) After the pay in the pay band determined academic grade pay corresponding to the promotional/up gradational post will be granted in addition to this pay in the pay band.

(2) In case where promotion/ upgradation involves change in the pay band in subsequent order following UGC regulations/guidelines, the same procedure as mentioned in (a), (b) & (c) of sub-para (1) of para 7 for fixation of pay will be applicable.

Note1.- In case the employee opts to get his/her pay fixed from his/her date of next increment, then, on the date of promotion/ upgradation, pay in the pay band will continue to be unchanged but academic grade pay of the higher post will be granted. Further re-fixation will be done on the date of his/her next increment i.e. 1st day of July. On that date, such a employee will be granted two (2) increments; one annual increment and the second on account of promotion/ upgradation. While computing these two increments, basic pay prior to the date of promotion and academic grade pay corresponding to such pay in the pay band will be taken into account. After allowing such increments, academic grade pay of the higher post will be allowed.

Note2.- In case of the employee opts his/her pay fixed in the higher grade from the date of his/her promotion/ up gradation, he/she will get his/her first increment in the higher grade on the next 1st July, if, he/she was promoted /upgraded between the period from the 2nd July to 1st January. However, if he/she was promoted/ upgraded between period commencing from the 2nd January and ending on the 30th June of a particular year, he/she will get his/her increment on the 1st July of the next year.

9. Allowances

Allowances viz. Dearness Allowance (DA), House Rent Allowance (HRA) & Medical Allowance (MA) as admissible to the State Govt. Employees from time to time will also be applicable to the incumbent mentioned in the subject.

These are as follows.

(1) House Rent Allowance:

With effect from 1st April, 2009, the House Rent Allowance admissible to an employee will be 15% of his/her revised basic pay i.e. aggregate of the pay in pay band plus academic grade pay in the revised pay structure subject to a maximum of Rs. 6000/- per month. The ceiling of House Rent Allowance drawn by husband and wife together will also be raised to Rs. 6000/- per month.

The existing terms and conditions of drawl of House Rent Allowance by employees living in their own house or in a rental house will continue to apply.

Subject to continuance of the existing terms and conditions regulating drawal of House Rent Allowance by the employees provided with accommodation owned/hired by the Authority and recovery of fixed rent/license fee from time, the following conditions will be there with effect from 1st April, 2009 in respect of such categories of employees.

- (a) When an official accommodation being in habitable condition in all respect and such accommodation is earmarked for holder of a particular post without any rent, the holder will not be entitled to House Rent Allowance for living elsewhere.
- (b) In case the employee pays rent or license fee for such official accommodation, his reimbursement in the form of House Rent Allowance will be limited to actual license fee/rent paid or 15% of the pay whichever is lower.

(2) Dearness Allowance:

Dearness allowance payable with effect from 1st April, 2008 will be at the following rate:-

Period from which payable	Rate of Dearness Allowance per month on revised basic pay
01. 4.2008 to 31. 5.2008	2%
01.6.2008 to 31. 10.2008	6%
01.11.2008 to 28.2.2009	9%
01. 3.2009 to 31. 3.2009	12%
01. 4. 2009 onwards	16%

(3) Medical Allowance:

Medical allowances will be payable @ Rs. 300/- per month with effect from 1st April, 2009.

10. Other miscellaneous matters

This Order regarding revised pay will be effective from 1st January, 2006 notionally. For the present, the payment in the revised pay structure will be made w.e.f. 1st April, 2009. Regarding modalities of payment of arrears for the period prior to 1st April, 2009 and other related matters towards the implementation of the revision of pay that have not been dealt with in the preceding paras would be considered separately and notified in due course after obtaining suitable inputs/guidelines/regulations from the UGC/Govt. of India. ?

11. The Interim Relief as allowed in terms of this Department's Order No.303(15)-Edn (U), dated 21st May, 2009 hereby stands withdrawn and the same already drawn is to be adjusted against pay and allowances payable in terms of this Order.

12. This Order issues with the concurrence of the Finance Department, Govt. of West Bengal vide their U.O. No. Group P (Service) 2540 dated 27.08.2009.

13. Any difficulty which may arise in implementing the provisions relating to the revision of pay structures as indicated in this order may be brought to the notice of the State Govt. for decision.

14. The Accountant General, West Bengal is being informed.

By order of the Governor

Sd/-

Satish Chandra Tewary,

Principal Secretary to the Govt. of West Bengal.

No. 502/1(25) - Edn (U)

Dated, Kolkata, the 28th August, 2009

Copy along with the copies of annexure forwarded to the:

- 1) Finance (Group 'B') Department of this Govt.
- 2) Accountant General (A & E), West Bengal.
- 3) Pro-Vice Chancellor for Business Affairs & Finance,
..... University,
- 3) Finance Officer, University,
.....
- 4) Chancellor's Secretariat.
- 5) Budget Branch of this Department, Kolkata.
- 6) Section Officer, Statistical Cell of this Branch.
- 8) P.S. to Hon'ble MIC, Higher Education Department, Govt. of West Bengal.
- 9) Monitoring Cell of this Department.
- 11) Guard File.

Ychande

Joint Secretary to the Govt. of West Bengal

SCHEDULE - I
PART - A
FORM OF OPTION

- ★ (i) I hereby elect the revised pay structure with effect from 1st January, 2006.
- ★ (ii) I hereby elect the revised pay structure with effect from 1st January, 2006 and exercise my promotional fixation with effect from
- ★ (iii) I hereby elect to continue on the existing scale of pay of my post mentioned below until:
- (a) the date of my next increment
 - (b) the date of my subsequent increment raising my pay to Rs. in the existing scale
 - (c) the date of my promotion/placement (CAS) to
..... in the existing scale of pay of Rs.....

Declaration - I hereby undertake to refund to the Government any amount which may be drawn by me in excess of what is admissible to me on account of erroneous fixation of pay in the revised pay structure as soon as the fact of such excess drawal comes / brought to my notice.

Countersignature of the Head of the
Institution / Office

Signature _____

Name _____

Designation _____

Institution / Office in which employed

Date _____

Station _____

★ To be scored out, if not applicable

PART - B

Form for fixation of initial pay in the revised pay structure

1.	Name of Institution / Office	
2.	Name and Designation of Employee	Name _____ _____ Designation _____ _____
3.	Existing scale of pay	
4.	Existing Basic pay as on _____ (date of option)	
5.	Admissible Pay Band and Academic Grade Pay (AGP) corresponding to existing scale (as shown at SI. No. 3. above)	Pay band _____ AGP _____
6.	Pay in Pay Band in which pay is to be fixed (as per Fitment Table)	
7.	Academic Grade Pay (AGP) to be applied	
8.	Revised basic pay (SI. No. 6 + SI. No. 7)	
9.	Date of effect	
10.	Date of next increment	

Date _____

Station _____

Signature of the Head of the Institution/Office