

**Jadavpur University**  
**Kolkata - 700032**

Ref. No. REC/N/083/20

Date: 27.02.2020

**C I R C U L A R**

**Sub: Option form for Revised Pay Structure**

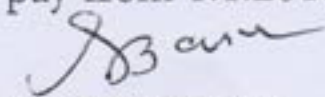
This is to information of all employees [Teachers/Officers/Non-teaching staff] the relevant Govt. orders has been issued by the Govt. for the implementation of the revised Pay scale w.e.f. 1.1.2020. The Pay Revision Committee formed by the Executive Council has elaborately discussed the matter and found certain lacunae, for which Govt. has been moved for redressal towards the smooth implementation.

There is a clause for providing option towards the implementation date of new pay scale, where there is an upward movement (either by CAS or by promotion) after 1.1.2016; specially because there is no arrears between 1.1.2016 to 31.12.2019. Thus, it is not essential for all to submit the same.

The option form is annexed herewith, which need to be submitted within 12.3.2020, so that the option can be taken into consideration for implementation of the revised pay structure. Option form are available from Administrative Office from 28<sup>th</sup> of February 2020.

Last date of submission of option form is 12<sup>th</sup> March 2020, in the Office of the Finance Officer. All relevant Government orders and the resolution of the committee has been uploaded in the university website for ready reference please. It is decided to provide a revision sheet to all for their personal verification & record.

All Associations are requested to please place their opinion/suggestions for improvement of the processing to expedite the matter. Such papers need to be submitted to the Finance Officer for review. All are requested to help us, so that the University can revise pay from 1.1.2016 and give actual effect from 1.1.2020, as an error-free act.

  
**REGISTRAR**

28.02.2020