

**Government of West Bengal
Higher Education Department
College Sponsored Branch
Bikash Bhavan, Salt Lake, Kolkata – 700 091**

No. 546-Edn (CS)/1M-01/2017

Dated, Kolkata the 8th March, 2019

NOTIFICATION

In partial modification of this department's Notification No. 1020-Edn(CS) dt. 29.08.2018 and No. 01-Edn(CS) dt. 02.01.2019, the Governor is further pleased to lay the following guidelines in respect of modalities of processing of re-imbursement of claims for the medial benefit under "*West Bengal Health Scheme for the Beneficiaries of Grant-in-aid Colleges and Universities*":

I. Approval against the claims preferred by the beneficiaries of West Bengal Health Scheme for Grant-in-aided Colleges and Universities :

The concerned authority i.e. Teacher-in-Charge/Vice-Principal/ Registrar/Vice Chancellor of Grant-in-Aid College /University shall approve the claim of the Beneficiary up to the monetary limit specified in G.O. No. 01-Edn(CS)/EII/O/1M-01/2017 dt. 02/01/2019 of Department of Higher Education and for cases beyond the limit, the authority mentioned hereinabove shall forward the claim to DPI/Higher Education Department along with original voucher for necessary approval.

In all cases original vouchers should be kept in the office of the approving authority for audit.

II. Sanctioning Authority of medical reimbursement claim for beneficiaries of Grant-in-aided Colleges and Universities.

State Government Office (herein Higher Education Department/DPI as the case may be) will sanction fund against the approved cases, for all beneficiaries of Grant-in-Aid Colleges/Universities irrespective of any amount of claim.

Sanction Order shall specifically mention the name of individual in whose favour sanction is made.

Once the sanction is accorded by the DPI/HE Department there is no need for further sanction of the same by the college/university authority as the case may be.

III. Allotment of fund in IFMS to DDO from Department/DPI:

After sanctioning of the claim amount by DPI/HE Department, DDO wise fund shall be allotted through e-Bantan Module of IFMS by DPI/HE Department in favour of the concerned DDO of College/University for payment.

IV. TR Form & Voucher for drawal of reimbursement amount by DDO (College/University):

The claim for Medical Benefit shall be drawn in TR Form No. 31 mentioning beneficiary details. No physical voucher is required to be attached at the time of submission of bill to Treasury as per existing provision. Only sanction letter of DPIHE department shall be submitted to Treasury at the time of drawal of claim. The medical reimbursement claim shall be drawn by DDO of Grant-in-aid College and University under Head of Account, "70-2202-03-104-00-015-Medical Reimbursement for Government-Aided Colleges Teacher -31-02- Other Grants" and "70-2202-03-102-00-026-Medical Reimbursement for State Aided University Teachers -31-02-Other Grants" respectively.

Moreover, the guidelines for settlement of claims shall be followed as per Finance Department (Medical Cell) Memorandum No. 797-F(MED) dt. 31.01.2011 read with Memo No. 3474-F dt. 11.05.2009, as amended from time to time by Finance Department.

List of inadmissible items, viz. Foods, Tonics, Toilets, Medicines etc shall be guided as per Finance Department (Medical Cell) Memorandum No. 6586-F(MED) dt. 29.06.2011, as amended from time to time by Finance Department.

The Forms of enrolment & re-imbursement of claims along with the prescribed format for approval, recommendation and sanctioned of claim are annexed hereto.

- | | | |
|-----------|---|---|
| 1. Form A | : | Application for Enrolment |
| 2. Form B | : | Certificate of Enrolment |
| 3. Form C | : | Application form for settlement of claim for reimbursement. |
| 4. Form D | : | Essentiality certificate-cum-statement of expenditure certified by treating specialist. |
| 5. Form E | : | Checklist for reimbursement of medical claims. |
| 6. Form P | : | Approval of claim |
| 7. Form Q | : | Recommendation for approval of claim |
| 8. Form R | : | Sanction Order |

This order is issued with the concurrence of Finance Department vide their U.O. No. Group-T/2018-2019/1491 dt. 05.03.2019.

By order of the Governor,



Joint Secretary

Annexure to Notification No.546-Edn(CS)/1M-01/2017

dt. 08/03/2019

FORM A**Application for Enrolment**

To

The(College Authority/University Authority)

I, Shri/Smt
..... (designation) attached
to(College/University), District..... under Department of
Higher Education, Government of West Bengal do hereby opt for coming under the West
Bengal Health Scheme for the beneficiaries of Grant-in-aid Colleges and Universities, 2017,
with effect from

The particulars of the members of my family as defined in the Scheme is as follows:

Name of Employee:
Employee HRMS/ Unique ID(if available) :
Designation :
Residential address with District name :
Gender :
Marital Status :
Date of joining in College/ University :
Date of Superannuation :
Present pay (Band + Grade Pay) :
DIO Code :
Mobile No :
Email ID :
Voter Card / Aadhaar/VID No. :
PAN Card No. :
Details of Family :

Sl. No.	Name	DOB	Relationship	Identity Proof No.	Monthly income (Rs.)
1					
2					
3					
4					
5					

I do hereby declare that upon enrolment under the above scheme I shall forgo the regular medical allowance drawn by me as part of salary. I shall also abide by the provisions of the West Bengal Health Scheme for the beneficiaries of Grant -in -aid Colleges and Universities, 2017, as may be in force from time to time.

Enclosure: Recent colour Passport size Photograph, Signature /LTI, copy of Identity proof of all eligible beneficiaries.

Signature of the Applicant

FORM B**Certificate of Enrolment**

Memo No.....

Date.....

Certified that Shri/Smt(Designation) attached to

.....(College/University) under Department of Higher Education, has
been enrolled under the West Bengal Health Scheme for the beneficiaries of Grant -in -aid
Colleges and Universities, 2017 with effect from

The particulars of the members of his family as defined in para of the Scheme are as follows :

Name of the Employee :
Employee HRMS/Unique ID (if available) :
Designation :
Residential address with District name :
Date of joining in College/ University :
Date of superannuation :
Present pay (Band + Grade Pay) :
Mobile No :
Email ID :
PAN Card No. :

Details of Family

Beneficiary ID No.	Name	DOB	Relationship	Identity Proof No.	Photo	Signature

Signature of the Head of the Institution / DDO
DDO Code /Designation :

Memo No.....(1/1)

Date.....

Copy forwarded for information and necessary action to :

1. Shri/Smt(Designation)
2. The(Drawing and Disbursing
Officer).

He/she is requested to discontinue the drawal of regular medical allowance in respect of
Shri/Smtwith effect from
.....

Signature of the Head of the Institution / DDO
DDO Code /Designation :

FORM C

Application Form for settlement of claim for reimbursement (To be filled in by the applicant)

To

The (College Authority/University Authority)

Sir/Madam,

I,

Shri/Smt

..... (Designation)..... attached to
..... (Grant-in-Aid College/University). District..... under
Department of Higher Education, Government of West Bengal, do hereby furnish the
reimbursement claim coming under the West Bengal Health Scheme for the beneficiaries of
Grant-in-aid Colleges and Universities, 2017.

The particulars of the claims are as follows:

1. Health Scheme Beneficiary ID No. of Employee :
2. Full name of the Employee with designation
(in Block letters) :
3. Full Address :
 - (i) College/University :
 - (ii) Residence :
4. Name of the patient :
5. Relationship with the Employee :
5. Health Scheme Beneficiary ID of patient :
6. Pay (Band Pay + Grade Pay) :
7. Name of the Hospital with address :
8. Total amount claimed : Rs:
 - (a) For OPD treatment : Rs:
 - (b) For Indoor treatment : Rs:
 - (c) For Indoor and Indoor related OPD treatment : Rs:
9. Date of Admission Date of Discharge.....
10. Details of permission (if required)
11. Details of Medical advance, if any

Declaration

I hereby declare that the statements made in the application are true to the best of my knowledge and belief and the person for whom medical expenses were incurred is wholly dependent on me. I am a beneficiary of the West Bengal Health Scheme for the beneficiaries of Grant-in-aid Colleges and Universities, 2017 and the Enrolment Certificate issued under the Scheme was valid at the time of treatment. I agree for the reimbursement as is admissible under the rules.

Date :

Signature of the Employee / Claimant

Relationship with the Employee:

FORM D
Essentiality Certificate-cum-Statement of Expenditure Certified by Treating Specialist

(to be submitted in duplicate)
 (Strike out whichever is not applicable)

1. Health Scheme Beneficiary ID of Patient:
2. Name of the patient and relationship with employee:
3. Name of Hospital, address and Code, if any:
4. Whether Hospital is Empanelled under WBHS or Not:
5. Total amount claimed : Rs

.....(Rupees.....) only

(A) For OPD Treatment :

Rs.....(Rupees.....) only

(B) For Only Indoor Treatment:

Rs.....(Rupees.....) only

(C) For Indoor and Indoor related OPD

Rs.....(Rupees.....) only

(A) OPD Treatment Details:

(I) Name of OPD Disease [As mentioned in 6(1) clause of Notification No.1020-Edn(CS) dt 08.03.19] :

(II) Date of OPD consultation:

(III) Total No. of vouchers :

(IV) Amount claimed : Rs:

(Indicate serial number of individual vouchers with name and address of the shops with date against each sub- heading in a separate annexure wherever required)

	Amount Claimed (Rs.)	Amount Admissible
(Rs.)		

[To be filled up by office (College/ University)]

(a) Consultation fees.

(Specify number of consultations)

(b) Cost of pathological and radiological Investigations.

(Give break up in a separate annexure with code no.)

(c) Cost of Medicines.

(Give details of purchase in separate annexure)

(d) Cost of Consumables.

(Give details of purchase in separate annexure)

(e) Miscellaneous (specify)

Sectional Total of SL.(A) : Rs:

(B) Indoor Treatment Details:

(To be marked N.A. wherever necessary)

(Details of Hospital Bill and other vouchers pertaining to the period of indoor treatment)

(a) Period of Bill From _____ To _____

(b) Amount claimed for

i) Package Treatment :

ii) Non-Package Treatment:

(indicate serial number of individual vouchers with name and address of shops with date against each sub- heading in a separate annexure wherever required)

(I) for Package treatment from _____ to _____ [Code start with '01']

		Amount Claimed		Amount Admissible [To be filled up by office]	
(College/University)	Procedure Name	Procedure Name	Rs.	Rs.	
(1)	(2)	(3)	(4)	(5)	

(i)

(ii)

(iii)

(iv)

Total Rs:

(II) for Non-Package treatment from _____ to _____

Amount Claimed (Rs.)

Amount Admissible (Rs.)
[To be filled up by Office]

(i) **Consultation Fees.**

(Specify number of consultations)

(ii) **Room Rent.**

Ward : From: To:

ICU/CCU/ITU/ From: To:

PICU/NICU: From: To:

HCU/SDU/ From: To:

Burn Unit : From: To:

CRIB (Critical Ward Bed) From: To:

(iii) **Cost of pathological and radiological investigations.**

(Give break up in a separate annexure with code no.)

(iv) **Cost of Medicines.**

(Give details of purchase in separate annexure)

(v) **Cost of Consumables .**

(Give details of purchase in separate annexure)

(vi) **Cost of Implants.**

(vii) **Artificial Devices.**

(viii) **Special Nursing**

(Give details in Separate annexure)

(ix) **Miscellaneous (If Any)**

(Give details in Separate annexure)

Total:

Sectional Total of Sl. (B) [(I) + (II)] : Rs.

(C) Indoor Related OPD Treatment (Includes 30 days' prior admission and 30 days after discharge):

(I) Dates of Related OPD consultation:

(II) Total No. of vouchers :

(III) Amount claimed : Rs.

(Indicate serial number of individual vouchers with name and address of the shops with date against each sub- heading in a separate annexure wherever required)

Amount Claimed (Rs.)

Amount Admissible (Rs.)

[To be filled up by office (College/University)]

(a) **Consultation fees.**

(Specify number of consultations)

(b) **Cost of pathological and radiological Investigations.**

(Give break up in a separate annexure with code no.)

(c) **Cost of Medicines.**

(Give details of purchase in separate annexure)

(d) **Cost of Consumables.**

(Give details of purchase in separate annexure)

(e) **Miscellaneous (specify)**

Total (Rs.):

Sectional Total of SL.(C) (Rs.) :

Total claim [Either only (A) or (B) or (B) + (C)]

(Signature of Claimant)

Name in Block Letters with Health Scheme beneficiary ID (if available)

Relationship with Employee:

Address :

1. Certified that the relevant bills/vouchers have been verified by me as per latest approved rates of the WBHS, 2008 and the expenditures shown above are correct and the treatment services provided were essential and minimum that required for the recovery of the patient
2. Certified that the treatment was done in an organization having number of beds _____ and having a License under the West Bengal Clinical Establishment Act and Rules bearing no. _____. The License is valid up to _____
3. Certified that the patient, Sri/Smt. _____ was/ has been suffering from _____ as listed in Sl. No. _____ of the WBHS OPD.
4. _____ (Name of Specific procedure/Operation) performed was on _____
5. Conservative treatment provided from _____ to _____
6. Certified that the patient had been admitted/consulted under _____ at _____ Hospital/Nursing Home
7. Certified that the relevant bills/vouchers have been verified by me and the expenditure shown is correct and the treatment services provided were essential and minimum that was required for the recovery/stabilization of the patient.

Signature

Medical Superintendent/Administrative officer

Signature of the Treating Specialist
with official Seal

..... Hospital
Official Seal

FORM E

Checklist For Reimbursement of Medical Claims

1. Name of Patient (BLOCK Letters)

2. Relationship with employee

3. Health Scheme Beneficiary ID No. of the patient

4. Entitlement Private/Semi-Private

5. Full name of Employee (BLOCK letters)

6. Designation of Employee

7. The following documents are submitted (please tick the relevant column)

a) Photocopy of the Enrolment Certificate	YES/NO
b) Essentiality Certificate	YES/NO
c) Number of original bills	YES/NO
d) Whether original bills/vouchers have been verified	YES/NO
e) Copy of discharge summary	YES/NO
f) Copy of permission letter	YES/NO

(g) Whether the hospital has given break up for lab investigations YES/NO

(i) In case of Original papers have been lost the following documents are submitted

(I) Photocopies of claim paper	YES NO
(II) Affidavit on stamp paper	YES NO

(ii) In case of death of Employee the following documents are submitted:

(I) Affidavit on stamp paper by claimant	YES NO
(II) No objection from other legal heirs on stamp papers	YES NO
(III) Copy of death certificate	YES NO

Dated.....

Signature of the Applicant

Relationship with Employee

FORM-P

Name of the Office-
Office Address-

No.

Date:

To,

- 1) Additional Chief Secretary/Principal Secretary/ Secretary/ Joint Secretary
- 2) Director, Directorate of Public Instruction
Higher Education Department, Government of West Bengal
- 3) Vice Chancellor,.....University

Sir/Madam,

Approval of claim

A sum of Rs. _____ (in words & Numeric figure) is hereby
approved against the reimbursement claim of
Shri/Smt _____, Designation----- for medical
treatment of _____ (Beneficiary Name and ID No) at
_____ (Name of Hospital) during the Period from DD/MM/YYYY
to DD/MM/YYYY.

***It is certified that all the submitted original bills/vouchers have been
checked & cancelled and retained in my office while approving the
claim. And the rate of every item is allowed as per scheduled of rates of
the health scheme.***

The approved amount may be sanctioned in favour of the above referred
beneficiary under the Head of Account **70-2202-03-102-00-015-31-02-V/ 70-
2202-03-102-00-026-31-02-V** and allotment may be given in favour of the
DDO Code _____ for payment of the admissible amount of
medical reimbursement.

The amount shall be payable to the Shri/Smt.
_____ (Name of the Claimant) / (Name of
Spouse/Family Member in case where the employee is already deceased).

Sd/-

Signature of the Approving Authority
Designation:

No. _____ (1/4)

Date:

Copy forwarded for information to:-

1. Shri/Smt. _____ (Name of the Claimant) / (Name
of Spouse/Family Member in case where the employee is already
deceased).
2. Personal File of Shri/Smt. _____
3. Accounts Section
- 4.

Sd/-

Signature of the Approving Authority
Designation:

FORM-Q

Name of the Office-
Office Address-

No.

Date:

To,

- 1) Additional Chief Secretary/Principal Secretary/ Secretary/ Joint Secretary
- 2) Director, Directorate of Public Instruction
Higher Education Department, Government of West Bengal
- 3) Vice Chancellor,.....University

Sir/Madam,

Recommendation for Approval of claim

A sum of Rs. _____ (in words & Numeric figure) is hereby forwarded for approval against the reimbursement claim of Shri/Smt. _____, Designation----- for medical treatment of _____ (Beneficiary Name and ID No) at _____ (Name of Hospital) during the Period from DD/MM/YYYY to DD/MM/YYYY.

It is certified that all the submitted original bills/ vouchers are checked and rates claimed in bills are corrected/ modified as per schedule of approved rates. The eligible consolidated claim is forwarded along with original vouchers / bills for according necessary approval as per existing Government Order.

The approved amount may be sanctioned in favour of the above referred beneficiary under the Head of Account **70-2202-03-102-00-015-31-02-V/ 70-2202-03-102-00-026-31-02-V** and allotment may be given in favour of the DDO Code _____ for payment of the admissible amount of medical reimbursement.

The amount shall be payable to the Shri/Smt. _____ (Name of the Claimant) / (Name of Spouse/Family Member in case where the employee is already deceased).

Sd/-

Signature of the Approving Authority
Designation:

No.

(1/4)

Date:

Copy forwarded for information to:-

1. Shri/Smt. _____ (Name of the Claimant) / (Name of Spouse/Family Member in case where the employee is already deceased).
2. Personal File of Shri/Smt. _____
3. Accounts Section
- 4.

Sd/-

Signature of the Approving Authority
Designation:

FORM-R

Government of West Bengal

Name of the Office:-----

Office Address:-----

No. _____

Date: _____

SANCTION ORDER

Sanction is hereby accorded for the total amount of Rs. _____
(in words & Numeric figure) in favour of following beneficiaries against the
approved medical reimbursement claim.

The sanctioned amount will be drawn by the [Name of institute] from the
Treasury/PAO to which the drawing officer of the institute attached in TR Form
No.- 31 for medical treatment of following beneficiaries.

Sl. No.	Application No.	Name of the employee	Employee WBHS ID	Patient Beneficiary Name	Patient WBHS ID	Amount (Rs.)
Total						

The Amount is chargeable under the head of account **70-2202-03-102-00-015-31-02-V/ 70-2202-03-102-00-026-31-02-V** from the budget provision of the financial year-----.

No utilisation is required to be submitted for the grant sanctioned in favour of beneficiary against the claim of medical reimbursement.

Payment shall be made to the Claimant directly into the Bank Account in terms of G.O No. _____ dated _____ of Higher Education Department accompanying the copy of Sanction order with the bill.

Sd/-

Signature of the Approving Authority
Designation: _____

Memo No. (1/7)

Date: _____

Copy forwarded for information to:-

1. Principal Accountant General (A&E), West Bengal, Kolkata-700001
2. Treasury Officer/Pay & Accounts Officer,
3. _____(Sub-Allotting Officer) for sub allotment of fund to DDO in E-Bantan of IFMS.
4. Vice Chancellor / Principal.....University / College
5. DDO of University / College
6. Shri/Smt. _____ (Name of the Claimant) / (Name of Spouse/Family Member in case where the employee is already deceased)
7. _____

Sd/-

Signature of the Sanctioning
Authority
Designation: _____

Government of West Bengal
Higher Education Department
College Sponsored Branch
Bikash Bhavan, Salt Lake, Kolkata – 700 091

No. 795-Edn (CS)/4C-81/2019

Dated, Kolkata the 7th May, 2019

NOTIFICATION

The Government in Higher Education Department has introduced 'Transfer Rule' for the teaching and non-teaching staff of the Govt.-aided / Govt.-Sponsored colleges in terms of notification bearing no. 276-ILC dated 31.10.2017.

As per existing administrative procedure, the college authority is the appointing authority in respect of the teaching and non-teaching staff of the Govt.-aided / Govt.-Sponsored colleges.

Some questions have arisen regarding maintenance of Register of Appointment (ROA) of the concerned colleges against the vacancy created due to such transfers and appointments of the transferee staff to the new college following Roster Point there.

It is clarified that the vacancy created due to transfer of any teaching and non-teaching staff of a Govt.-aided / Govt.-Sponsored college shall fall within the scope and ambit of Sec 4(1) of West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 read with Sec 5 of the West Bengal Backward Classes (other than Scheduled Castes & Scheduled Tribes) (Reservation of Vacancies in Services and Posts) Act, 2012.

Further, for maintenance of ROA in the college in respect of subsequent appointment for effecting the transfer, in question, the procedure as laid down in memo no. 4977-BCW/MR-33/15 dated 18.12.2015 is to be followed strictly.

This order is being issued with the concurrence of Backward Classes Welfare Department accorded under U.O. No. 665 dated 03.05.2019.

Sd/-
Joint Secretary

No. 795/1(12)- Edn (CS)/ 4C-81/2019

Dated, Kolkata the 7th May, 2019

Copy forwarded for information and necessary action to:-

1. The Principal Secretary, B.C.W & T.D. Department.
2. The Director of Public Instruction, West Bengal.
3. The Registrar, _____ University.
4. The Chairman, WBCSC.
5. P.S. to M.I.C, Department of Higher Education.
6. P.S. to M.I.C, B.C.W Department
7. P.S. to M.O.S., T.D. Department
8. P.S. to ACS, Department of Higher Education.
9. The P.S. to M.I.C, of this Department.
10. The P.S. to Additional Chief Secretary of this Department.
11. IT Cell, with request to upload the G.O. in the website of this Department.
12. Guard File.

Sd/-
Joint Secretary

Government of West Bengal
Department of Higher Education,
College Sponsored Branch
Bikash Bhavan, Salt Lake, Kolkata-700091

No. 898-Edn(CS)/4C-87/2019

Dated, Kolkata the 12th June, 2019

**Sub : Various issues related to transfer of employees of
Govt. aided / sponsored colleges.**

MEMORANDUM

Certain points have been raised in connection with the implementation of transfer orders of teaching / non-teaching employees of Govt. aided / sponsored colleges. Following clarifications are hereby issued for setting modalities for transfer, for information and guidance of all concerned.

Points raised	Clarification
1) Is any formal appointment letter required to be issued from the college of the transferee?	Issuing formal appointment letter is necessary in terms of Rule 5(8) of the Transfer Rules. Moreover, issuing a formal appointment letter by the college, where the transferee has been transferred to, ensures there is no difficulty / obligation with regard to joining of the transferee.
2) What is the function of the college from where an employee is transferred, in respect of HRMS?	The college from where an employee is transferred, shall release out, LPC out and untag the transferee from the HRMS of the college w.e.f. the last day of the month . Thus, the college from where an employee is transferred shall disburse the salary of the entire last month , irrespective of the date of formal release.
3) What is the function of the college, where an employee is transferred to, in respect of HRMS?	The college, where an employee is transferred to, shall release in, LPC in and tag the transferee on the HRMS of the college w.e.f. the first day of the month next to the month of release out of the transferee from HRMS of the previous college.
4) Whether fresh pay fixation is required in order to claim salary of the transferee, by the new college?	No fresh pay fixation is required in order to claim salary of the transferee by the new college, with exception for the colleges which do not prepare salary bill or claim salary in HRMS.
5) How shall salary of a transferee be claimed by the concerned college where an incumbent has been posted on transfer?	The college, where an incumbent has been posted on transfer, shall claim the salary for the transferee(s) in a supplementary bill, along with copies of concerned HRMS generated LPC, transfer order and joining report, to the Pay Packet Section of the Education Directorate, within one month of the joining of the transferee.
6) What are the follow up action needed to be taken by the colleges with regard to transfer of employees?	The college, from where an employee is transferred, shall hand over a copy of the HRMS generated LPC in a sealed envelope to the transferee. Other documents like Service Book etc. should be transferred to the new college within one month from the date of formal release. College authorities shall submit the release order, vacancy report and joining report and LPC to the office of the Education Directorate and WBCSC positively within one month from the date of release / joining of employees on transfer.

Sd/-
Joint Secretary
to the Government of West Bengal



**Government of West Bengal
Department of Higher Education
University Branch**

Bikash Bhavan, 6th Floor, Bidhannagar, Kolkata - 700 091

No. 951(21) -Edn (U)/1U - 87/16

Date: 26.08.2019.

**From: Sri Anjan Biswas, W.B.S.S.,
Assistant Secretary to the Government of West Bengal.**

To: The Vice Chancellor, _____.

Sub: Protection of pay of Teachers, Officers and Non-teaching Staff of State-aided Universities of West Bengal on their movement from Government Establishment, Government / Government-Aided / Government Sponsored Institutions to a State-aided University.

The undersigned is directed by order of the Governor to say that the Governor has been pleased to order that a teacher / officer / non-teaching staff holding a post in any State Government establishment, Government Colleges/ Government aided Colleges affiliated to the State-aided Universities in West Bengal, other Research Institutes/National Important Institute of repute run fully or partly with the financial assistance of the State Government and within the administrative jurisdiction of the Government of West Bengal, and a teacher/officer / non-teaching staff of Government / Non- Government aided /Government Sponsored Schools run fully or partly with the financial assistance of the State Government and within the administrative jurisdiction of the Government of West Bengal, appointed to a post of teacher / officer / non-teaching staff in a State-aided University after observing prescribed norms of recruitment, he / she will be eligible for benefit of protection of last pay drawn subject to fulfillment of the following conditions:

- (i) He / She has served as on permanent basis in substantive approved post in any of the afore-mentioned institution for at least 3 (Three) years continuously and satisfactorily on the last day of applying in response to an advertisement;
- (ii) He / She has applied through proper channel;
- (iii) The new post carries duties and responsibilities of same or greater importance;
- (iv) There shall not be any break in service between leaving the former post and joining the new post in the University, reasonable joining time being not treated as break-in-service.

2. (a) The initial pay shall be fixed in the revised pay-structure either at the minimum of the post or the same shall be fixed in such a manner that the basic pay (Pay in the Pay Band plus Grade Pay) of the new post is same as the basic pay (Pay in the Pay Band plus Grade Pay) of the former post whichever is higher.
(b) The date of increment shall be the 1st day of July provided that he/she has completed six months or more in his / her new post as on 1st day of July.
3. This Order takes retrospective effect from 01.01.2006 notionally and actually from 01.04.2008.
4. Concerned University will make necessary amendments in the Statutes / Ordinances / Rules etc. where necessary for incorporating the provision of the Government Order therein.
5. Any difficulty which may arise in implementing the provisions of this Order, the same may be referred to the State Government for clarification and / or Order.
6. This order issues with the concurrence of the Finance Department vide their *U. O. No. Group P1/2019-2020/0127 dated 22.07.2019*.
7. The Accountant General, West Bengal is being informed.

Abhinav

Assistant Secretary

No. 951(21)/1(55) – Edn (U)

Date: 26.08.2019.

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata-700001;
2. The Accountant General (Audit-I), 4, Brabourne Road, Kolkata – 700001;
3. The Accountant General (Audit-II), West Bengal, MSO Buildings, CGO Complex, 5th Floor, DF Block, Salt Lake, Kolkata-700 091.
4. The Registrar, _____ University;
5. The Director of Treasuries & Accounts, New India Assurance Building, 4, Lyons Range, Kolkata – 700001. *He is requested to circulate the order to all Treasury Officers under his/her control.*
6. The Finance Officer, _____ University;
7. Finance Department (Group – P1) of this Government;
8. Finance Department (Group – N) of this Government;
9. Finance Department (Group – B) of this Government;
10. The Audit Officer, Internal Audit Wing, Todi Mansion (9th floor), P-15, India Exchange Place, Kolkata-700073;
11. Private Secretary to the Hon'ble Minister-in-Charge of this Department;
12. P. A. to the Principal Secretary of this Department;
13. Budget Branch of this Department;
14. IT Cell of this Department for uploading copy of this Order in the official website of the Department of Higher Education;
15. Guard File.

Abhinav

Assistant Secretary

Government of West Bengal
Higher Education Department
(College Sponsored Branch)
Bikash Bhavan, Salt Lake, Kolkata – 700 091

No.2081 -Edn (CS)/ 10M-83/2019

Date: 23/12 /2019

Memorandum

The matter of restructuring of service conditions and other benefits for Government approved Part Time teachers (PTTs), Government approved Contractual Whole time teachers (CWTTs) and Guest teachers, in any nomenclature, engaged in different Government/ Government aided colleges in the State of West Bengal up to 13.07.2019, was under active consideration of the State Government for sometimes past. After careful consideration of the matter, the Governor is hereby pleased, in supersession of all previous orders in this regard, to restructure the service conditions along with the change of nomenclature of the aforesaid category of teachers commensurate with their qualifications and period of service rendered in the following manner:-

1. Part Time Teachers, Contractual Whole Time Teachers and Guest Teachers having qualification for being appointed as teachers in the colleges as prescribed by the University Grants Commission and as followed by the West Bengal College Service Commission, on the date of issuance of this order, will be renamed as **State Aided College Teacher, Category-I**, and will be entitled for the following remuneration:

- a. Rs. 31,000/- (consolidated) per month for those served the college less than 10 years;
- b. Rs. 35,000/- (consolidated) per month for those served the college more than 10 years;

2. Part Time Teachers, Contractual Whole Time Teachers and Guest Teachers don't having qualification for being appointed as teachers in the colleges as prescribed by the University Grants Commission, and as followed by the West Bengal College Service Commission on the date of issuance of this order, will be renamed as **State Aided College Teacher, Category-II** and will be entitled for the following remuneration:

- c. Rs. 20,000/- (consolidated) per month for those served the college less than 10 years;
- d. Rs.25,000/- (consolidated) per month for those served the college more than 10 years;

3. Remuneration of existing Government approved PTTs and CWTTs, who are getting higher remuneration at present, shall be protected.

4. Remuneration of above mentioned category of teachers will be enhanced @ 3% of the total remuneration per year on 1st July of every year.

5. Such category of teachers will be entitled for Rs. 5.00 Lakh (Five Lakh) only on attaining the age of 60 years, provided the teacher concerned has rendered service for a period not less than 10 years.

6. State Aided College Teacher, Category-II, on acquirement of UGC qualifications subsequently will be considered as State Aided College Teacher, Category-I with effect from the date of acquiring such qualification, subject to the approval of DPI, West Bengal.

7. General conditions in respect of approval of all the state aided College teachers mentioned above:-

I. Fresh letter of engagement will be issued by the college authority to all category of teachers mentioned hereinabove after obtaining approval of the Director of Public Instructions, West Bengal.

II. Notional vacancies are to be created to accommodate all State Aided College Teachers who are engaged as per 7(I) above and these posts would be treated as personal and supernumerary ones.

III. Both the above two category of teachers (i.e. State Aided College Teacher, Category-I & Category-II) will be allowed to continue their engagement till they attain the age of 60 years. However, service of any particular teacher of above categories may be terminated by the Governing Body, with the approval of the State Government for non-performance, incapacitation, delinquency, misconduct, involvement in any criminal case or any other culpable offence, in such manner as may be prescribed by the State Government.

IV. The above category of teachers will be required to take classes, along with works related to examination etc, as per the following schedule:-

- | | |
|--|--------------------|
| a. State Aided College Teacher, Category-I: | 15 hours per week. |
| b. State Aided College Teacher, Category-II: | 15 hours per week. |

V. The benefit of this Order shall be allowed to the Part Time Teachers, Contractual Whole Time Teachers and Guest Teachers who were engaged in the college on or before 13.07.2019.

VI. If required, the above category of teachers may be deployed in any other Govt. aided colleges in the interest of public service.

VII. **The financial benefit will however, be effective from the 1st day of January, 2020.**

This order is issued with the concurrence of Finance Department Vide their U.O. No.1232/1 dt.16.08.19 and U.O. No.1644 dt.19.11.19.

By order of the Governor,

Handwritten Signature
Joint Secretary to the
Government of West Bengal



**Government of West Bengal
Department of Higher Education
University Branch**

Bikash Bhavan, 6th Floor, Bidhannagar, Kolkata – 700 091.

No. 1306(22) - Edn (U)/EH/1U - 77/17

Dated, Kolkata, the 30th December, 2019.

From: The Principal Secretary to the Govt. of West Bengal.

**To: 1. The Vice Chancellor, _____ University;
2. The Director of Public Instruction, West Bengal.**

In consonance with the decision to implement the revised Pay structure in respect of Government Employees, School Teachers, Employees of Local & Urban Bodies etc., the undersigned is directed by order of the Governor to implement revision of pay for Teachers of State-aided Universities and Government-aided Colleges, Teachers of Government Colleges, Certain other equivalent cadres (Teaching Posts) of State-aided Universities and Government-aided Colleges and Government Colleges, Registrar, Controller of Examinations, Inspector of Colleges and Finance Officer of State-aided Universities.

1. Designation

There shall be only three Designations in respect of Teachers in Universities and Colleges, namely, Assistant Professors, Associate Professors and Professors. Also, there shall be no change in the present designations in respect of Library and Physical Education personnel at various levels.

2. Revised Pay for Teachers and certain equivalent cadres (Teaching Posts) of State-aided Universities and Government-aided Colleges and Government Colleges, Registrar, Controller of Examinations, Inspector of Colleges and Finance Officer of State-aided Universities:

(i) Pay Fixation method

The revised pay structure for different categories of teachers and equivalent positions as prescribed by the UGC is as follows:

- a) The revised academic pay structure has been moved from the concept of Pay Band and Academic Grade Pay to that of Academic Levels and Cells.
- b) The first academic level (corresponding to AGP of Rs. 6000) is numbered as Academic level 10. Similarly, the other academic levels are 11, 12, 13A, 14 and 15.

- c) Each cell in an academic level is at 3% higher than the previous cell in that level.
- d) The Index of Rationalisation (IOR) is 2.67 for present AGP less than Rs. 10,000 and 2.72 for the AGP of Rs.10,000 and above.
- e) The entry pay for each level is as follows:

Level	Academic Grade Pay (Rs.)	Entry Pay (Rs.)
10	6,000	21,600
11	7,000	25,790
12	8,000	29,900
13A	9,000	49,200
14	10,000	53,000
15	-	67,000

- f) The Pay Matrix based on the above propositions on Academic Levels, Cells and Entry Pay is at **Annexure-I**.
- g) For fixation of pay of an employee as mentioned in para – 2 of this order in the Pay Matrix as on 1st January, 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31st December, 2015 shall be multiplied by a factor of 2.57. The figure so arrived at is to be located in the Academic Level corresponding to employee's Pay Band and Academic Grade Pay in the new Pay Matrix. If a Cell identical with the figure so arrived at, is available in the appropriate Academic Level, then that Cell shall be the revised pay; otherwise the next higher cell in that Academic Level shall be the revised pay of the employee. If the figure arrived at in this manner is less than the first cell in that Academic Level, then the pay shall be fixed at the first cell of that Academic Level.

(ii) Revised pay for Teachers in Universities and Colleges

Existing Pay	Revised Pay
Assistant Professor / Graduate Laboratory Instructor (at Rs. 6000/- AGP in PB Rs. 15,600-39,100/-)	Assistant Professor / Graduate Laboratory Instructor (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Professor / Graduate Laboratory Instructor (at Rs. 7000/- AGP in PB Rs. 15,600-39,100/-)	Assistant Professor / Graduate Laboratory Instructor (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Assistant Professor / Graduate Laboratory Instructor (at Rs. 8000/- AGP in PB Rs.15,600-39,100/-)	Assistant Professor / Graduate Laboratory Instructor (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)

Associate Professor / Graduate Laboratory Instructor (at Rs. 9000/- AGP in PB Rs. 37,400-67,000/-)	Associate Professor / Graduate Laboratory Instructor (at Academic Level 13A with rationalized entry pay of Rs. 1,31,400/-)
Professor (at Rs. 10000/- AGP in PB Rs. 37,400-67,000/-)	Professor (at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-)
Professor (HAG Scale / PB of Rs. 67,000-79,000/-)	Professor (at Academic Level 15 with rationalized entry pay of Rs.1,82,200/-)

(iii) Revised pay for Librarians of Universities and College Librarians:

Existing pay	Revised pay
Assistant Librarian of Universities/ College Librarian (at Rs. 6000/- AGP in PB Rs. 15,600- 39,100/-)	Assistant Librarian of Universities / College Librarian (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Librarian (Sr. Scale) of Universities / College Librarian (Sr. Scale) (at Rs.7000/- AGP in PB Rs. 15,600-39,100/-)	Assistant Librarian (Sr. Scale) of Universities / College Librarian (Sr. Scale). (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Deputy Librarian / Assistant Librarian (Selection Grade) of Universities / College Librarian (Selection Grade) (at Rs. 8000/- AGP in PB Rs. 15,600-39,100/-)	Deputy Librarian / Assistant Librarian (Selection Grade) of Universities / College Librarian (Selection Grade) (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Deputy Librarian / Assistant Librarian (Selection Grade) of Universities / College Librarian (Selection Grade) (at Rs. 9000/- AGP in PB Rs. 37,400-67,000/-)	Deputy Librarian / Assistant Librarian (Selection Grade) of Universities / College Librarian (Selection Grade) (at Academic Level 13A with rationalized entry pay of Rs. 1,31,400/-)
University Librarian (at Rs. 10000/- AGP in PB Rs. 37,400-67,000/-)	University Librarian (at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-)

(iv) Revised pay for Assistant Director of Physical Education and Sports / Physical Instructor / Instructor of Colleges, Assistant Director of Physical Education and Sports (Senior Scale) / Physical Instructor / Instructor of Colleges (Senior Scale), Deputy Director of Physical Education and Sports / Assistant Director of Physical Education and Sports (Selection Grade) / Physical Instructor / Instructor of Colleges, University Director of Physical Education & Sports:

Existing pay	Revised pay
Assistant Director of Physical Education and Sports of Universities / Physical Instructor / Instructor of Colleges (at Rs. 6000/- AGP in PB Rs. 15,600-39,100/-)	Assistant Director of Physical Education and Sports of Universities / Physical Instructor / Instructor of Colleges (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Director of Physical Education and Sports (Senior Scale) of Universities / Physical Instructor / Instructor of Colleges (Senior Scale) (at Rs. 7000/- AGP in PB Rs. 15,600-39,100/-)	Assistant Director of Physical Education and Sports (Senior Scale) of Universities / Physical Instructor / Instructor of Colleges (Senior Scale) (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Deputy Director of Physical Education and Sports / Assistant Director of Physical Education and Sports (Selection Grade) of Universities / Physical Instructor / Instructor of Colleges (Selection Grade) (at Rs. 8000/- AGP in PB Rs. 15,600-39,100/-)	Deputy Director of Physical Education and Sports / Assistant Director of Physical Education and Sports (Selection Grade) of Universities / Physical Instructor / Instructor of Colleges (Selection Grade) (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Deputy Director of Physical Education and Sports / Assistant Director of Physical Education and Sports (Selection Grade) of Universities / Physical Instructor / Instructor of Colleges (Selection Grade) (at Rs. 9000/- AGP in PB Rs. 37,400- 67,000/-)	Deputy Director of Physical Education and Sports / Assistant Director of Physical Education and Sports (Selection Grade) of Universities / Physical Instructor / Instructor of Colleges (Selection Grade) (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
University Director of Physical Education & Sports (at Rs. 10000/- AGP in PB Rs. 37,400- 67,000/-)	University Director of Physical Education & Sports (at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-)

(v) Revised pay for Registrar, Controller of Examinations, Inspector of Colleges and Finance Officer of State-aided Universities:

Existing pay	Revised pay
Registrar, Controller of Examinations, Inspector of Colleges and Finance Officer (at Rs. 10000/- GP in PB Rs.37,400- 67,000/-)	Registrar, Controller of Examinations, Inspector of Colleges and Finance Officer (at Level 14 with rationalized entry pay of Rs. 1,44,200/- as per Pay Matrix given at Annexure – I)

3. Revised pay of Principals in Colleges:

The pay of Principals in Under Graduate and Post Graduate Colleges shall be –

- (i) Under Graduate Colleges: The pay of Principals shall be equivalent to the pay of Associate Professor i.e. Academic Level 13A with rationalized entry pay of Rs. 1,31,400/-, with the existing special allowance of Rs. 2000/- per month.

- (ii) Post Graduate Colleges: The pay of Principals shall be equivalent to the pay of Professor i.e. at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-, with the existing special allowance of Rs. 3000/- per month.

Note:

- (i) The existing pay scale of person appointed as Principal shall be protected.
- (ii) Principals would continue to have lien in their main academic post where they would continue to get notional promotions while they are functioning as Principals. After completion of their tenure as Principals, they would go back to their academic post and draw salary due in such respective academic posts, and would not continue to have the Principals' pay including Special Allowance.

4. Date of Implementation:

The date of implementation of the above revised pay shall be 1st day of January, 2016 notionally and actually from 1st day of January, 2020.

5. Incentive increment for higher qualification:

The incentive structure is built-in in the pay structure itself wherein those having M. Phil or Ph.D. degree will progress faster under CAS. Therefore, there shall be no incentives in the form of advance increments for obtaining the degrees of M. Phil or Ph. D. w. e. f. 01.01.2016.

6. Increment:

The annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. The annual increments would move up in the same academic level, moving from the existing cell in the academic level to the immediate next cell in the same academic level.

There shall be a uniform date of annual increment, as existing now and such date of annual increment shall be the 1st day of July of every year.

Note- *Employees mentioned in para – 2 of this Order completing 06 (six) months and above in the revised pay structure as on 1st day of July, shall be eligible to be granted increment.*

7. Promotion:

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

One increment shall be given in the Academic Level / Level from which the individual is promoted and he/she shall be placed at a Cell equal to the figure so arrived at in the applicable Level of the post to which promoted and if no such Cell is available in the

applicable Level to which promoted, he/she shall be placed at the next higher Cell in that applicable Level. In this case, the employee may have option to get his pay fixed either from the date of promotion or from the date of next increment and the manner of pay fixation will be the same as detailed in Rule 11 of the WBS (ROPA) Rules, 2019 provided that in the case of CAS benefit, there will be no interim pay fixation benefit.

8. Allowances:

(a) House Rent Allowance - With effect from the 1st January, 2020, the house rent allowance admissible shall be 12% of his/her revised basic pay, subject to a maximum of Rs. 12,000/- per month. The ceiling of house rent allowance drawn by husband and wife together shall also be raised to Rs. 12,000/- per month.

The term basic pay in the revised pay structure means the pay drawn in the prescribed Pay Level in the Pay Matrix and does not include any other type of pay.

The existing terms and conditions of drawl of house rent allowance by an individual living in his/her own house or in a rented house shall continue to apply.

When a Government accommodation being in a habitable condition in all respect with appropriate supply of water, power and toilet arrangements for individual families and such a Government accommodation is earmarked for holder of a particular post, the holder will not be entitled to house rent allowance for living elsewhere.

(b) Medical Allowances: The existing rate of Medical Allowance will be revised to Rs. 500/- per month w. e. f. 01.01.2020 in respect of an individual who is not covered under "West Bengal Health Scheme for the Beneficiaries of Grant-in-aid Colleges and Universities, 2017".

(c) Hill Compensatory Allowance: Hill Compensatory Allowance will be admissible @ 12% of revised basic pay subject to maximum of Rs. 2000/- per month with effect from 01.01.2020 to the employees covered in para – 2 of this order who are now in receipt of the same as per the existing Government Order.

(d) Conveyance Allowance for differently-abled employees: This will be admissible @ 5% of Revised Basic Pay subject to maximum of Rs. 800/- per month with effect from 01.01.2020.

(e) Other Allowances: All other allowances shall continue with the existing amount as drawn as on the date of issue of this memorandum for the revised pay till such time the allowances are revised. Employees joining service after issue of this memorandum shall also draw the existing amount.

ANNEXED TO ORDER NO. 1306 (22) – Edn (U)/EH/1U – 77/17 DATED 30.12.2019

ANNEXURE - I

Pay Band (Rs.)		Pay Matrix					
		15,600 – 39,100		37,400 – 67,000		67,000 – 79,000	
Academic Grade Pay / Grade Pay (Rs.)		6,000	7,000	8,000	9,000	10,000	0
Entry Pay (Rs.)		21,600	25,790	29,900	49,200	53,000	67,000
Academic Level / Level		10	11	12	13A	14	15
Rationalised Entry Pay (Rs.) 1		57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
2		59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3		61,200	73,100	84,700	1,39,400	1,53,000	1,93,300
4		63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
5		64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6		66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7		68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8		70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9		73,000	87,300	1,01,100	1,66,400	1,82,700	
10		75,200	89,900	1,04,100	1,71,400	1,88,200	
11		77,500	92,600	1,07,200	1,76,500	1,93,800	
12		79,800	95,400	1,10,400	1,81,800	1,99,600	
13		82,200	98,300	1,13,700	1,87,300	2,05,600	
14		84,700	1,01,200	1,17,100	1,92,900	2,11,800	
15		87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16		89,800	1,07,300	1,24,200	2,04,700		
17		92,500	1,10,500	1,27,900	2,10,800		

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ANNEXED TO ORDER NO. 1306 (22)- Edn (U)/EH/1U - 77/17 DATED 30.12.2019

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000 - 79,000
	95,300	1,13,800	1,31,700	2,17,100		
18						
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,600	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,900	1,77,100			
29	1,31,700	1,57,500	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

Handwritten signature

Government of West Bengal
Department of Higher Education
C.S.Branch
Bikash Bhavan, Salt Lake, Kolkata-700091

No. 28 - Edn(CS)/5P-42/1998(Pt-I)

Date: 09-01-2020

MEMORANDUM

In view of the recommendation 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, as accepted by the State 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 below;

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 regular 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 the Higher Education Department.

(i) Non-teaching employees of state aided Non. Govt. Colleges including erstwhile sponsored colleges and Day students' Homes employees.

(ii) Employees of the West Bengal College Service Commission.

(2) This memorandum shall not apply to-

(a) Employees appointed on contractual /part-time basis,

(b) Employees not in whole time employment

(c) Employees who have retired in the afternoon of the 31st December, 2015 or earlier and employees re-employed after retirement.

3. Definitions - (1) In this memorandum, unless the context otherwise requires,-

(a) **"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;

(b) **"existing Pay Band and Grade Pay"** means the running Pay Band and the Grade Pay applicable to the post held by the employee or, as the case may be, the personal scale applicable to such an employee on account of his advancement to a higher Pay Band/Grade Pay under specific or general orders of the Government as on 1st day of January, 2016, whether in a substantive or officiating or temporary capacity, and

(c) **"existing pay structure"** means the present system of Pay Band and Grade Pay applicable to the post held by the employee as on the 1st day of January, 2016 whether in a substantive or officiating capacity or the Pay Band and Grade Pay as personal scale applicable to him on account of advancement to higher Pay Band /Grade Pay.;

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;

- (d) **"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.
- (e) **"Pay Matrix"** means Matrix specified in Schedule-I, with levels of pay arranged in vertical cells as assigned to corresponding existing Pay Band and Grade Pay ;
- (f) **"Level"** in the Pay Matrix shall mean the Level corresponding to the existing Pay Band and Grade Pay as specified in Schedule-II;
- (g) **"pay in the Level"** means pay drawn in the appropriate Cell of the Level as specified in Schedule-I;
- (h) **"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;
- (i) **"basic pay"** in the revised pay structure means the pay drawn in the prescribed Level in the Pay Matrix ;
- (j) **"revised emoluments"** means the pay in the Level of an employee in the revised pay structure admissible to him.;
- (k) **"Schedule"** means the schedule appended to this memorandum

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 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 Grade Pay between 1st day of January, 2016 and 25.09.2019 on account of promotion or upgradation, the employee may elect to switch over to the revised pay structure from the date of such promotion or upgradation 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.

Note- An employee shall have no option to come under the revised pay structure from the date of any increment that fell after the date of promotion that took place between 01.01.2016 and 25.09.2019.

Illustration I- An employee got promotion on 18.10.2016. He is not eligible to exercise option to come under the revised pay structure on the date of increments on 01.01.2017 or 01.01.2018 or 01.07.2019. He is however, eligible to exercise such option with effect from 01.01.2016 or 01.07.2016 or 18.10.2016.

Illustration II- An employee got promotion on 07.04.2018 and got pay fixation benefit with effect from 01.07.2018. He is not eligible to exercise option with effect from 01.07.2019. He is eligible to exercise option with effect from 01.01.2016, 01.07.2016, 01.07.2017 or 01.07.2018.

Explanation 2 - The aforesaid option shall not be admissible to any person appointed to a post on or after the 1st day of January, 2016, whether for the first time in service or by transfer from another post and he shall be allowed pay only in the revised pay structure.

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 rule or order applicable to the post, his substantive pay shall be 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 Schedule III 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

(3) If the option is not received by the Head of his 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 - 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:-

(i) 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 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 schedule IV.

Illustration - 1

1.	Existing Pay Band : P.B.1	Pay Band	P.B I 4900-16200	
		Grade Pay	1700	1800
2.	Existing Grade Pay : 1800	Level	1	2
		1	17000	17600
3.	Existing Pay in the Pay Band : 7410	2	17500	18100
		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 : $9210 \times 2.57 = 23669.70$ (rounded off to 23670)	9	21500	22200
		10	22100	22900
		11	22800	23600
6.	Level corresponding to Grade Pay 1800 : Level 2	12	23500	24300
		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	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-clause (i) above, the pay shall be fixed at minimum pay or the first Cell of that applicable Level

(2) An employee who is on leave on the 1st day of January, 2016 and is entitled to leave salary shall be entitled to pay in the revised pay structure from the date of actual effect of the revised emoluments.

(3) 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.

(4) Where the existing emoluments exceed the revised emoluments in the case of any Government employee, the difference shall be allowed as personal pay to be absorbed in future increases in pay.

(5) Where in the fixation of pay under sub-para (1) the pay of an employee, who, in the existing pay structure was drawing more pay than another employee junior to him in the same grade in the same cadre immediately before the 1st day of January, 2016, gets fixed in the revised pay structure in a Cell lower than that of such junior, his pay shall be stepped up to the same Cell in the revised pay structure as that of the junior.

(6) In the case where a senior an employee promoted to a higher post before the 1st day of January, 2016 draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 1st day of January, 2016, the pay of senior employee in the revised pay structure shall be stepped up to an amount equal to the pay as fixed for his junior in that higher post and such stepping up shall be done with the approval of the Government with effect from the date of promotion of the junior employee subject to the fulfilment of the following conditions, namely :-

- (a) both the junior and the senior employees belong to the same cadre and the posts in which they have been promoted are identical in the same cadre ;
- (b) the existing pay structure and the revised pay structure of the lower and higher posts in which they are entitled to draw pay should be identical ;
- (c) the senior employee at the time of promotion was drawing equal or more pay than the junior ;

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 subject to the higher initials, where applicable, as indicated in Schedule-II.

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, appointed to another post on or after the 1st day of January, 2016 , through direct recruitment after applying with due permission of the appointing authority , shall be allowed protection of last pay drawn with the approval of Government for which each such case shall have to be referred to Finance Department through administrative department.

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.

Level	Cell	Pay Band	Pay
1	1	24000	24000
1	2	24000	24000
1	3	24000	24000
1	4	24000	24000
1	5	24000	24000
1	6	24000	24000
1	7	24000	24000
1	8	24000	24000
1	9	24000	24000
1	10	24000	24000
1	11	24000	24000
1	12	24000	24000
1	13	24000	24000
1	14	24000	24000
1	15	24000	24000
1	16	24000	24000
1	17	24000	24000
1	18	24000	24000
1	19	24000	24000
1	20	24000	24000
1	21	24000	24000
1	22	24000	24000
1	23	24000	24000
1	24	24000	24000
1	25	24000	24000
1	26	24000	24000
1	27	24000	24000
1	28	24000	24000
1	29	24000	24000
1	30	24000	24000
1	31	24000	24000
1	32	24000	24000
1	33	24000	24000
1	34	24000	24000
1	35	24000	24000
1	36	24000	24000
1	37	24000	24000
1	38	24000	24000
1	39	24000	24000
1	40	24000	24000
1	41	24000	24000
1	42	24000	24000
1	43	24000	24000
1	44	24000	24000
1	45	24000	24000
1	46	24000	24000
1	47	24000	24000
1	48	24000	24000
1	49	24000	24000
1	50	24000	24000
1	51	24000	24000
1	52	24000	24000
1	53	24000	24000
1	54	24000	24000
1	55	24000	24000
1	56	24000	24000
1	57	24000	24000
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1	67	24000	24000
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1	76	24000	24000
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1	80	24000	24000
1	81	24000	24000
1	82	24000	24000
1	83	24000	24000
1	84	24000	24000
1	85	24000	24000
1	86	24000	24000
1	87	24000	24000
1	88	24000	24000
1	89	24000	24000
1	90	24000	24000
1	91	24000	24000
1	92	24000	24000
1	93	24000	24000
1	94	24000	24000
1	95	24000	24000
1	96	24000	24000
1	97	24000	24000
1	98	24000	24000
1	99	24000	24000
1	100	24000	24000

Illustration

	Pay Band	P.B. 2 5400-25200				
	Grade Pay	1900	2100	2300	2600	2900
	Level	3	4	5	6	7
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	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 now 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 above in the revised pay structure as on 1st day of July, shall be eligible to be granted increment.

11. Fixation of pay on promotion on or after the 1st day of January, 2016.– The fixation of pay in case of promotion from one level to another in the revised pay structure shall be made in the following manner, namely;-

- (i) One increment shall be given in the Level from which the employee is promoted and he shall be placed at a Cell equal to the figure so arrived at in the Level of the post to which promoted and if no such Cell is available in the Level to which promoted, he shall be placed at the next higher Cell in that Level.

Illustration

<p>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.</p> <p>(1) Pay after giving one increment in Level 6 is to be determined which will be Rs. 32300</p> <p>(2) Pay will be fixed in Level 7 at Rs.33200 (either equal to or next higher in Level 7)</p>	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

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

(a) In case the employee opts to get his pay fixed from the date of promotion, his pay in the promotion post shall be fixed under the provisions of this para and his next increment will fall due on the 1st July on completion of at least 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 his pay shall initially be fitted in the applicable level of the promotion post 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. The next increment shall, however, fall due on the next 1st July.

Note 2 :

(a) In the case of non functional movement under CAS where an employee is moved to next higher Level on completion of 10 years or 20 years of service, his pay shall be fixed as per Note 1 above except the interim pay fixation benefit from the date of entitlement when the employee opts to get his pay fixed from the date of increment.

(b) In case of an employee has got promotion to a post carrying Pay Level equal to 2nd

higher Level or above before completion of 20 years of service, he will, on completion of 20 years of service, get one increment in the same level with date of next increment remaining unchanged.

(c) In case an employee has got promotion (functional) to a post carrying same level or lower level than the Level he enjoying due to CAS, he will get one increment in the same level from the date of such promotion with date of next increment remaining unchanged.

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 the 1st January, 2020, the house rent allowance admissible to an employee shall be 12% of his revised basic pay, subject to a maximum of Rs. 12,000/- per month. The ceiling of house rent allowance drawn by husband and wife together shall also be raised to Rs. 12,000/- per month.

The existing terms and conditions for drawing House Rent Allowance shall continue to apply.

14. Medical Allowance –

The existing rate of Medical Allowance will be revised to Rs. 500/- per month in respect of employees with effect from 1st January, 2020 subject to 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 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, and all such rules, orders and notifications shall have effect subject to the provisions of this memorandum.

16. Relaxation of Memorandum- Where the Government is satisfied that the operation of all or any of the provisions of this memorandum causes undue hardship in any particular case, it may, by order dispense with or relax the requirements of the same to such extent and subject to such conditions as it 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 Finance Department through Higher Education Department for decision.

This is issued with the concurrence of Finance Department vide their U.O. No. Group P1/2019-2020/0348 dated 08/01/2020

By order of the Governor,

Sd/- Manish Jain

Principal Secretary to the Government of West Bengal



**Government of West Bengal
Department of Higher Education
University Branch**

Bikash Bhavan, 6th Floor, Bidhannagar, Kolkata – 700 091.

No. 120 (22) - Edn (U)/EH/1U - 77/17

Dated, Kolkata, the 3rd February, 2020.

From: The Principal Secretary to the Govt. of West Bengal.

To: 1. The Vice Chancellor, _____ University;

2. The Director of Public Instruction, West Bengal.

I am directed by order of the Governor to say that the Governor is pleased to make the following amendments to this Department's Order bearing no. 1306(22)-Edn(U)/EH/1U-77/17 dated 30.12.2019:

1. Under Pay Fixation method under Sl. 2 (i), after the para at (g) insert the following:-

“If a situation arises whenever more than two stages are bunched together, grant of one additional increment equal to 3 percent may be given for every two or more stages bunched, and pay may be fixed in the subsequent cell in the pay matrix, in order to maintain the seniority of the Teacher, who is actually senior. However, the Administrative Department shall examine each such case and to its satisfaction, allow additional increment to the eligible Teacher.”

2. The Table under Sl. 2. (ii) stands supplemented with the following table:-

Existing Pay	Revised Pay
Assistant Professor (at Rs. 6000/- AGP in PB Rs. 15,600-39,100/-)	Assistant Professor (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Professor (at Rs. 7000/- AGP in PB Rs. 15,600-39,100/-)	Assistant Professor (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Assistant Professor (at Rs. 8000/- AGP in PB Rs.15,600-39,100/-)	Assistant Professor (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Associate Professor (at Rs. 9000/- AGP in PB Rs. 37,400-67,000/-)	Associate Professor (at Academic Level 13A with rationalized entry pay of Rs. 1,31,400/-)
Professor (at Rs. 10000/- AGP in PB Rs. 37,400- 67,000/-)	Professor (at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-)
Professor (HAG Scale / PB of Rs. 67,000-79,000/-)	Professor (at Academic Level 15 with rationalized entry pay of Rs.1,82,200/-)

3. The entries relating to the 'Revised pay of Principals in Colleges' stands supplemented with the following entries:-

"The pay of Principals of Colleges shall be equivalent to the pay of Professor i. e. at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/- per month."

Note:

- (i) The existing pay scale of person appointed as Principal shall be protected.
 - (ii) Principals would continue to have lien in their main academic post where they would continue to get notional increments / promotions while they are functioning as Principals."
4. After the entries in relation to the 'Revised pay of Principals in Colleges' in Sl. 3, insert Sl. 3A with the heading 'Revised pay for Graduate Laboratory Instructor in Universities and Colleges'. The Table relating to the heading in Sl.

3A shall be as follows:-

Existing Pay	Revised Pay
Graduate Laboratory Instructor (at Rs. 6000/- AGP in PB Rs. 15,600-39,100/-)	Graduate Laboratory Instructor (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Graduate Laboratory Instructor (at Rs. 7000/- AGP in PB Rs. 15,600-39,100/-)	Graduate Laboratory Instructor (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Graduate Laboratory Instructor (at Rs. 8000/- AGP in PB Rs.15,600-39,100/-)	Graduate Laboratory Instructor (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Graduate Laboratory Instructor (at Rs. 9000/- AGP in PB Rs. 37,400-67,000/-)	Graduate Laboratory Instructor (at Academic Level 13A with rationalized entry pay of Rs. 1,31,400/-)

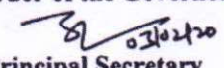
5. The para relating to the heading i. e. 'Incentive increment for higher qualification' under Sl. 5 stands supplemented with the following para:-

"The incentives in the form of advance increments for teachers obtaining the degrees of M. Phil or Ph. D. shall be continued."

All other provisions in the Order bearing no. 1306(22)-Edn(U)/EH/1U-77/17 dated 30.12.2019 shall remain unaltered.

This issues with the approval of the Finance Department, Govt. of West Bengal vide U. O. No. Group P1/2019-2020/0370 dated 24.01.2020.

By Order of the Governor,


Principal Secretary
Department of Higher Education

**Government of West Bengal
Higher Education Department
College Sponsored Branch
Bikash Bhavan, Salt Lake, Kolkata – 700 091**

No. 190 - Edn (CS)

Date: 11.02.2020

NOTICE

A Committee is hereby constituted comprising the following members for verification of documents, submitted online by the College authorities and found in order in respect of approval of State Aided College Teachers (Category - I & II) of different Government & Government aided colleges:

1. Sri Siladitya Basuray, Special Secretary - Convenor
2. Sri Harisadhan Das, Joint Secretary - Member
3. Sri Sukanta Acharya, Private Secretary & Deputy Secretary - Member
4. Dr. Sanjibon Sengupta, Joint Director of Public Instruction - Member

After due examination by the Committee, the communication will be made individually to the approved State Aided College Teachers (SACT). For rest, the verification and examination will continue by the said Committee.

The modalities of examination shall be determined by the said Committee and communicated to the authorities in the Department as may be needed.

Sd/- Manish Jain

Principal Secretary to the Government of West Bengal



GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HIGHER EDUCATION
CS BRANCH

BIKASH BHAVAN, 6TH FLOOR, SALT LAKE, KOLKATA – 700 091.

No. 193 –Edn(CS)/10M-83/2019

Dated : 12.02.2020

NOTICE

In accordance with the decision as per Memo No.1368-Edn(CS) dated 03.09.2019, the Guest Lecturers of different Government and Government-aided Colleges were advised to submit the documents, viz. Bank statements etc. through the College Authority in on-line mode.

While the Department is verifying those documents, a Committee has been formed to coordinate / verify the said documents, as submitted, vide Notification No. 190-Edn(CS) dated 11.02.2020.

Now, in continuation of this Office Memo No. 190-Edn(CS) dated 11.02.2020, it has been decided that applicants whose documents are found to be in order, would be intimated personally for bringing all the testimonials before the said Committee as formed. Rest applications also are being processed and if found in order, they would also be informed personally.

Sd/- Manish Jain
Principal Secretary



**Government of West Bengal
Department of Higher Education
University Branch**

Bikash Bhavan, 6th Floor, Bidhannagar, Kolkata – 700 091.

No. 174- Edn (U)/EH/1U - 77/17 (Pt - II)

Dated, Kolkata, the 14th February, 2020.

MEMORANDUM

In partial modification of this Department's earlier order bearing no. 1306(22)-Edn(U)/EH/1U-77/17 dated 30.12.2019 read with no. 120(22)-Edn(U)/EH/1U-77/17 dated 03.02.2020, the Governor has been pleased to enhance Special Allowance from Rs. 3,000/- per month to Rs. 6,750/- per month w. e. f. 01st day of January, 2020 in respect of the Principals of Government and Government-aided Colleges in West Bengal.

This order issues as per Finance Department's U. O. No. Group P1/2019-2020/0395 dated 12.02.2020.

Sd/-

Principal Secretary

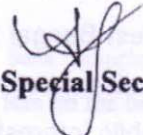
No. 174/1(100)-Edn(U)

Dated, Kolkata, the 14th February, 2020.

Copy forwarded for information and necessary action to:-

- 1) The Principal Accountant General (A&E), Treasury Buildings, Kolkata-700 001;
- 2) The Principal Accountant General (Audit), Treasury Buildings, Kolkata-700 001;
- 3) The Principal Accountant General (Receipt, Works & Local Bodies Audit), CGO Complex at Salt Lake, Kolkata- 700 091;
- 4) The Director of Public Instructions, West Bengal.
- 5) Finance Department, (Group-P) of this Government;
- 6) The Financial Advisor, Education, Bikash Bhavan, 8th Floor, Salt Lake, Kolkata – 700 091;
- 7) The Pay and Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012;

- 8) The Pay and Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata- 700 012;
- 9) The Pay and Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, SGO Complex, 5th and 6th Floor, Plot no. 9, DF Block, Sector 1, Bidhannagar, 700064;
- 10) Director of Treasuries & Accounts, New India Assurance Buildings, 4, Lyons Range, Kolkata-700 001;
- 11) The Treasury Officer,..... District;
- 12) The Registrar,..... University;
- 13) The Joint Secretary, West Bengal State Council of Higher Education;
- 14) The Audit Officer, Internal Audit Wing, Todi Mansion (9th Floor), P-15, India Exchange Place, Kolkata-700 073;
- 15) Animal Resources Development Department of this Government;
- 16) Agriculture Department of this Government;
- 17) The Special Secretary, Technical Branch of this Department;
- 18) The Special Secretary, Appointment Branch of this Department;
- 19) Budget Branch of this Department;
- 20) Sr. Personal Secretary to the Principal Secretary of this Department;
- 21) IT Cell (for uploading the Order in the Department Website Portal)


Special Secretary

Government of West Bengal
Department of Higher Education
Bikash Bhavan, 6th floor
Salt Lake City, Kolkata – 700091

No : 15-Pr.Secy-HED/2020

Date: 23.06.2020

From : Manish Jain
Principal Secretary to the Govt. of West Bengal

To : Vice Chancellor,

_____ University.

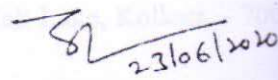
Sub: Communication to combat spread of Novel Corona Virus (COVID – 19).

Sir / Madam,

In continuation to this office communication number 12-Pr.Secy-HED/2020 dt. 30.05.2020 on the subject, I am directed by the competent authority in the Government of West Bengal to convey that all Government, Government aided, private educational institutions, training institutions including hostels, will remain closed upto 31st July, 2020, in public interest. Rest instructions issued vide earlier communication as stated above, will remain unaltered.

This is for your kind information and necessary action, with a request that all colleges under your control may also be advised accordingly.

Yours faithfully,


(Manish Jain)
Principal Secretary

Cont... 2



GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HIGHER EDUCATION
COLLEGE SPONSORED BRANCH

BIKASH BHAVAN, 6TH FLOOR, SALT LAKE, KOLKATA – 700 091.

No. 434-Edn(CS)/10M-95/14

Dated : 16.07.2020

NOTIFICATION

Sub : Online admission for the Academic Session 2020-2021 to all UG 2020 Courses.

The results of the West Bengal Higher Secondary Examination 2020 are expected to be announced shortly. This Department has received queries from different colleges regarding the admission modalities to be followed by them for the ensuing academic session 2020-21.

Considering the success achieved in the online admission process, and in view of the fact that the requisite infrastructure has already been put in place in the State's higher education institutions, it is hereby informed to all concerned that admissions to all Under Graduate courses (Honours and General) in the State-funded higher education institutions in West Bengal for the ensuing academic session 2020-21 will be made online (stand-alone mode) w.e.f. 10th August, 2020 as per the modalities detailed below :

- 1) On-line admission process should be done based on merit. Prospective students should not be called for counselling or verification of documents during the process of admission. No physical presence will be required at the colleges / university (if any).
- 2) Eligible applicants should be informed directly the college authorities through letter of e-mail or telecommunication.
- 3) Payment of fees should be done only through e-payment or designated banks and not physically at the colleges.
- 4) List of eligible applicants should be handed over to the designated bank branches for verification during payment through banks. Banks will receive admission fees on the basis of merit list.
- 5) All testimonials are required to be uploaded online during application. Verification of documents, if required, should be done only when the students report for the classes in due course. Admission will be cancelled if the documents are found not in conformity with the declaration in the forms submitted on-line.
- 6) All stakeholders shall adhere to the COVID-19 norms / protocol, issued by the Government time to time.

Vice-Chancellors of all State-aided Universities are requested to take necessary steps in this regard, including issuing suitable instructions to all the affiliated institutions.

This advisory does not apply to admission to PG level and teacher training courses such as B.Ed., B.P.Ed., M.Ed., or M.P.Ed. etc., for which separate Notifications are being issued.

Sd/-

Special Secretary to the Govt. of West Bengal

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE, HIGHER EDUCATION DEPARTMENT
BIKASH BHAWAN, SALT LAKE, KOLKATA-700091

Memo ED-108/2020

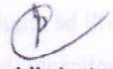
Date 17.07.2020

From The Director of Public Instruction, West Bengal,
Education Directorate, Department of Higher Education,
Govt. of West Bengal, Bikash Bhawan, Kolkata-700091

To All Principals/Vice Principals/officers-in-charge/Teachers-in-charge of all
Govt./Govt.-aided/Sponsored colleges in the state.

The undersigned has been directed to inform all concerned that the Guest Teachers, marked at the Annexure-II, who were originally engaged by the college authorities, may be issued Letters of appointment by the concerned Colleges as State Aided College Teacher w.e.f. 01.01.2020. The college authorities are hereby further advised to use them gainfully.

However, it may be noted that any appointment against regular post/vacancy shall be as per extant recruitment rules through WBCSC/WBPSC, as the case may be.


Director of Public Instruction, West Bengal



GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HIGHER EDUCATION
COLLEGE SPONSORED BRANCH
BIKASH BHAVAN, 6TH FLOOR, SALT LAKE, KOLKATA – 700 091.

No. 530 -Edn(CS)/10M-95/14

Dated : 21.09.2020

NOTIFICATION

Sub : Online admission for the Academic Session 2020-2021 to all UG 2020 Courses.

In continuation of this office Memo No. 434-Edn(CS)/10M-95/14 dated 16.07.2020, the undersigned is directed to state that the Department of Higher Education, Government of West Bengal is in receipt of the UG level admission information for the academic session 2020-2021 from different Colleges affiliated to the State aided Universities across the State. It is observed that a good number of seats are still lying vacant in different General degree Colleges and Unitary Universities. The competent authority in Department of Higher Education has given due consideration to this fact and decided that the colleges / Universities, where seats are lying vacant, may reopen the admission portal for receiving the fresh applications and complete the admission process by 30th October, 2020.

The advisory is issued in exercise of the power conferred by Section 18 of the West Bengal Universities and Colleges (Administration and Regulation), Act, 2017.

Sd/-
Special Secretary

No. 530 /1(27)- Edn(CS)/10M-95/2014

Dated : 21.09.2020

Copy forwarded for information and necessary action to –

- 1) Director of Public Instruction, West Bengal, Bikash Bhavan, Kolkata – 700 091. **She is requested to send copy to each Govt. / Govt. aided college for taking necessary action.**
- 2) Vice-Chancellor, University of Calcutta, College Street, Senate House, Kolkata – 700 073.
- 3) Vice-Chancellor, Jadavpur University, Jadavpur, Kolkata – 700 032.
- 4) Vice-Chancellor, University of Burdwan, Rajbati, Burdwan, PIN – 713104.
- 5) Vice-Chancellor, University of Kalyani, Nadia, PIN – 741235.
- 6) Vice-Chancellor, Rabindra Bharati University, 56A, B.T. Road, Kolkata – 700 05.
- 7) Vice-Chancellor, University of North Bengal, Raja Rammohanpur, North Bengal, Darjeeling – 734013.
- 8) Vice-Chancellor, Vidyasagar University, P.O. Vidyasagar, Paschim Medinipur, PIN – 721102.
- 9) Vice-Chancellor, West Bengal State University, Barasat, Berunanpukuria, Malikpur, North 24 Pgs.
- 10) Vice-Chancellor, Gour Banga University, Malda College Campus, N.H. 34, Mokdumpur, Malda – 732103.
- 11) Vice-Chancellor, Presidency University, 86/1, College Street, Kolkata – 700 073.
- 12) Vice-Chancellor, Sidhu Kanho Birsha University, Purulia Campus, J.K. College, Purulia, PIN – 723 101.
- 13) Vice-Chancellor, Kazi Nazrul University, Kalla, Asansol, Burdwan, PIN – 713 304.
- 14) Vice-Chancellor, Cooch Behar Panchanan Barma University, Cooch Behar.



**Government of West Bengal
Department of Higher Education,
C.S. Branch
Bikash Bhavan, Salt Lake, Kolkata-700091**

No. 644-Edn(CS)/ 3A-04/2019

Date:11.11.2020

ORDER

The undersigned is directed by order of the Governor to say, that in conformity with the Finance Department's Memo No. 8012-F(P2) dt 27.12.2018, read with Memo No. 5839-F(P) dt. 09.07.2012, the matter of granting HRA to an employee of a Sponsored/Aided Educational Institution, whose spouse is working in a private organisation, where HRA is allowed as a separate element, the HRA of the spouse shall be taken into account, as done in the case, where spouse is the employee of any Government or semi-Government organisation.

All concerned are being informed accordingly.

sd/-

Deputy Secretary

No. 644/1(6)-Edn(CS)/ 3A-04/2019

Date:11.11.2020

Copy forwarded for information to:-

1. The Principal Accountant General (A&E), W.B.

2. The Director of Public Instruction, W.B.

He is requested to circulate the order to all concerned under his control.

3. Finance (Audit) Department, Govt of W.B.

4. P.A. to Hon'ble MIC, Higher Education Department.

5. P.A. to Principal Secretary, Higher Education Department.

✓ 6. The IT Cell of this Department, with the request to upload this order in the Departmental Website.

[Signature]

Deputy Secretary

**Government of West Bengal
Department of Higher Education
College Sponsored Branch
Bikash Bhavan: 6th Floor: Salt Lake: Kolkata- 700091**

Memo. No. 681-Edn (CS)/10M-95/14

Dated: 30.11.2020

NOTIFICATION

Sub: Online Admission for the Academic Session 2020-2021 to all UG 2020 Courses

In continuation of this Office Memo. No. 434-Edn (CS)/10M-95/14 dated 16.07.2020, read with 530-Edn (CS)/10M-95/14 dated 21.09.2020, the undersigned is directed to state that the Department of Higher Education, Government of West Bengal is in receipt of the UG level admission information for the academic session 2020-2021 from different Colleges affiliated to the State-aided Universities across the State. It is observed that a good number of seats are lying vacant in different General degree Colleges and Unitary Universities.

Considering above, the Competent authority in the Department of Higher Education has decided that the Colleges / Universities, where the seats are still lying vacant, may reopen the online Admission Portal for UG courses for another 07 days for receiving the fresh applications, where necessary, and complete the admission process by 15th December 2020.

The advisory is issued in exercise of the power conferred by Section 18 of the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

Sd/- Manish Jain
Principal Secretary

Memo. No. 681/1(28) -Edn (CS)/10M-95/14

Dated: 30.11.2020

Copy forwarded for information and necessary action to –

- 1) Director of Public Instruction, West Bengal, Bikash Bhavan, Kolkata – 700 091. **She is requested to send copy to each Govt. /Govt. aided college for taking necessary action.**
- 2) Vice- Chancellor, University of Calcutta, College Street, Senate House, Kolkata- 700073.
- 3) Vice-Chancellor, Jadavpur University, Jadavpur, Kolkata- 700032
- 4) Vice-Chancellor, University of Burdwan, Burdwan, Pin – 713104.
- 5) Vice-Chancellor, University of Kalyani, Nadia, Pin-741235.
- 6) Vice-Chancellor, Rabindra Bharati University, 56A, B. T. Road, Kolkata- 700005
- 7) Vice-Chancellor, University of North Bengal, Rajarammohanpur, North Bengal, Darjeeling- 734013.
- 8) Vice-Chancellor, Vidyasagar University, P. O. Vidyasagar, Paschim Medinipur, Pin- 721102



**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
(College Sponsored Branch)
BIKASH BHABAN, SALT LAKE, KOLKATA-700091**

No. 329-Edn (CS)/4C-122/2018

Date: 24.02.2021

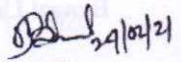
NOTIFICATION

The question of re-designation and determination of workload of the Graduate Laboratory Instructors (GLI) of Government-aided Colleges who are enjoying scale of pay equivalent to that of the teachers of aided colleges and possessing required qualification for being appointed as the teacher of colleges as per the regulation of the University Grants Commission was under active consideration of the State Government for some time.

After careful consideration of all these aspects and also considering that the Graduate Laboratory Instructors being "Dying Cadre" placed in various Government-aided Colleges in West Bengal are enjoying scale of pay equal to that of the teachers of aided colleges and many of them are already discharging teaching assignment in colleges having qualification for being appointed as teachers in colleges as per qualifications prescribed by UGC, the Governor is hereby pleased to direct that the Graduate Laboratory Instructors who possess the minimum qualification required for Assistant Professor at the entry point as per relevant UGC Regulations, to be considered for teaching assignment of theory classes and to be designated as Laboratory Instructor, Laboratory Instructor (Sr. Scale), Laboratory Instructor (Selection Grade) and Laboratory Instructor (Associate Grade) in relation to their AGP of Rs. 6,000/- (revised level-10), AGP of Rs. 7,000/- (revised level-11), AGP of Rs. 8,000/- (revised level-12) and AGP of Rs. 9,000/- (revised level-13A) respectively under CAS.

The other Graduate Laboratory Instructors who do not possess UGC prescribed qualification for Assistant Professor will remain with existing designation.

This order is issued in concurrence with the Finance Department, vide their U.O. No. Group P1/2020-2021/0373 dated 18.02.2021.

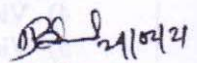

Deputy Secretary

No. 329/1(7)-Edn (CS)/4C-122/2018

Date: 24.02.2021

Copy forwarded for information with request to take necessary action to:-

1. The Director of Public Instructions, West Bengal, Bikash Bhaban, Salt Lake, Kolkata-700091, with request to circulate the order to all Government-aided colleges,
2. The Special Secretary, C. S. Branch, Bikash Bhaban, Salt Lake, Kolkata-700091,
3. The Accountant General, (A&E), West Bengal, Government Place, Kolkata-700001,
4. Pay and Accounts, Kolkata,
5. The PS to HMIC, H. E. Department, Bikash Bhaban, Salt Lake, Kolkata-700091,
6. The Sr. PA to Principal Secretary, H. E. Department, Bikash Bhaban, Salt Lake, Kolkata-700091,
7. Guard File.


Deputy Secretary

E.C.