

Government of West Bengal
School Education Department
Budget Branch
Bikash Bhavan, 5th Floor, Salt Lake, Kolkata -91

No.181-SE(B)/5B-1/09

Dated, the 8th October, 2009.

Memorandum

The order published under this office memo no. 56-SE (B)/5B-1/2009 dated 2nd April, 2009 in continuation of Department's Memorandum no 46-SE (B) dated 27.2.2009 regarding Revision of Pay and Allowances, 2009 for West Bengal Non-Govt. Aided Educational Institutions Employees falls short on clarifying many issues raised from different quarters including Teachers' Association. Similarly Finance Department in its Memorandum no. 2014-F dated 9th March, 2009 and Memorandum no. 2728-F dated 7th April, 2009 has also certified different issues which need to be incorporated in the clarificatory memorandum.

In cancellation of the Memorandum no. 56-SE (B) dated 2nd April 2009, the following comprehensive memorandum is published dealing with the issues involving the application of ROPA, 2009 in respect of West Bengal Non-Govt. Educational Institutions Employees as mentioned in Annexure-I of Memorandum no. 46-SE (B) dated 27.2.2009

1. Existing benefit after completion of 18 years of continuous service

An employee whose pay is fixed in any of the revised pay structure upto Pay Band 3 in the Annexure -VI and who has not got a single promotion/advancement to a higher scale in the same post even after completion of 18 years continuous and satisfactory service shall be placed in the next higher grade pay of the same pay band or lowest grade of the next higher pay band, as the case may be with the approval of the concerned District Inspector of Schools, the designation of the employee remaining unchanged.

2. Additional incremental benefit for 10/20 years of service (Applicable to Teachers/Non-teaching staff only).

All teaching and non-teaching employees of Govt. Sponsored/Aided Institutions shall be entitled to an additional increment in the revised pay structure @ 3% of pay in the pay band and grade pay taken together for every 10 years of continuous and satisfactory service counted from the date of first appointment to the same post subject to a maximum of two such increments during the whole career in addition to the benefits which may be admissible to him/her-both functional (due to appointment as Headmaster/Headmistress/Asstt. Headmaster/Asstt. Headmistress/Head teacher) or non-functional (due to benefits of 18 years of service.)

Note 1 : As to the post of Headmaster is not the first appointment, nor it is a promotional one, it should not be considered separately for awarding any benefit of 10/20 years as was being done earlier. But the old cases settled earlier need not be re-opened and the teacher may be allowed to submit option retaining his/her pay (which he is actually drawing) granted earlier. Similarly, the fixation of pay of Headmaster should also be not done with one additional increment as it is not a promotional post.

3. Fixation of pay of the employee after obtaining non-functional movement (18 year's benefit) or non-functional increments (10/20 years of service) and other issues :

(i) The Finance Department, Government of West Bengal in its Memorandum no. 2728-F dated 7th April, 2009 (Para-2) has clarified the matter as follows :-

1. In the case of non-functional movement (18 year's benefit) or non-functional increment (10/20 year's benefit) an employee may opt for the same on the date of entitlement or on the next 1st July, the date of accrual of annual increment.

2. In case the employee opts for the benefit on the date of entitlement he/she will get one increment on that date, but he/she will not be entitled to next annual increment on the next 1st July unless he/she completes 6 months of service. In other words - if the date of entitlement falls during 1st July to 1st January, the employee after having the benefit of one additional increment, on the date of entitlement, will get annual increment on the next 1st July, but if the date of entitlement falls during 2nd January to 30th June, the employee after having the benefit of one additional increment, will not be entitled to the annual increment on 1st July of the same year; he/she will, however, get the annual increment on the 1st July of the next year.

3. In case the employee opts for the benefit on the date of accrual of annual increment, on 1st July he/she will get the annual increment first and then he/she will get the additional increment for non-functional benefit on the basis pay arrived at after getting the annual increment.

4. In the case of 18 year's benefit the admissible Grade Pay will be allowed as per Para-1 above from the date he/she opts for the benefit.

(ii) In case of extra-ordinary leave availed by an employee not for medical grounds the benefit of 18 years of continuous service and/or 10/20 years of continuous

service (as the case may be) may be granted if the total period excluding the period of extra ordinary leave is not less than 18 years and/or 10/20 years (as the case may be) and the non-service period for E.O.L. is duly condoned by appropriate authority prescribed in this regard.

In case of extra-ordinary leave is not condoned, the Finance Department Memorandum no. 2728-F dated 7th April, 2009 specifies the following ; which governs the admissibility of the normal increment also in such case.

- (a) When the period of extra ordinary leave exceeds one month but does not exceed eleven months after 1st July of usual increment, the employee may be allowed the benefit of 18 years etc. notionally from the date of option/next annual increment notionally on the 1st July of next year. However, the actual benefit of Increment/or benefit of 18 years of service etc. will be admissible from the mothe after deducting the non-qualifying month(s) of service spent on extra ordinary leave from 1st July of notional increment benefit/benefit of 18 years of service etc.
- (b) Similarly when extra ordinary leave for one month to eleven months spreads covering the date of increment on 1st July of the year, the employee will be allowed the benefit notionally on the 1st July of that year but the actual benefit will be given after the end of extra ordinary leave and also counting the period of non-qualifying service spent on such leave taken together.
- (c) In case of extra ordinary leave of one year or more, no benefit will be granted on 1st July but he/she will be eligible for annual increment with effect from the next 1st July of the year when he/she joins after spending the period on extra ordinary leave.

4. Additional Responsibilities - Additional Grade Pay

Keeping in view, the additional responsibilities of the Headmaster/Headmistress/Asstt. Headmaster/Asstt. Headmistress/Head Teacher in Junior High/High/Higher Secondary and Primary School, the Revised Grade Pay of the posts as published in Govt. Order No. 46-SE (B) dated 27.2.2009 is hereby amended as follows :-

- a. Primary (Head Teacher) An additional Grade Pay of Rs. 200/- over and above the Grade Pay admissible to him/her (according to ROPA, 2009) at present, with effect from the date of his/her Appointment to the post but not before 01.01.2006.
- b. High School (V to X) Asstt. Headmaster/Asstt. Headmistress Higher Secondary School (V to XII) (Headmaster/Head-Mistress, Asstt. Headmistres) Junior An additional Grade Pay of Rs. 200/- over and above the Grade Pay admissible to him/her (according to ROPA, 2009) at present to Headmaster/Headmistress/Asstt. Headmaster/Asstt. Headmistress with effect from his/her date of appointment to the post, but not be

High School (V to VIII)
(Head Master/Head Mis-
tress only)

fore 01.01.2006

The Grade Pay as noted above will be allowed on or after 01.01.2006 notionally and actually with effect from 01.04.2008. But the 'additional' grade pay will automatically cease if the teacher is relieved from the post of Headmaster/Asstt. Headmaster etc. and/or the appointed as Asstt. Teacher afresh. Even the benefit of Grade Pay or Additional Grade Pay of Headmaster/Asstt. Headmistress etc. should not be taken into account and his pay is to be fixed in the scale of Asstt. Teacher concerned with the Grade Pay admissible to him as Asstt., Teacher.

(c) After coming under revised pay structure, an Asstt. Teacher of Govt. Sponsored or Govt. Aided School on his/her appointment to the post of Headmaster/Headmistress or Asstt. Headmaster/Asstt. Headmistress will get his/her pay fixed in the pay Band + Grade Pay) in addition to the Grade Pay of additional Grade Pay as admissible for the post of Headmaster/Headmistress etc. Asstt. Teachers from other schools are not, however, entitled of this benefit.

Additional increments for appointment to the post of Headmaster/Headmistress or Asstt. Headmaster/Asstt. Headmistress as was being allowed in the unrevised scale of pay is discontinued from the date of coming into force of the revised pay structure. Provided that those who already got additional increment (s) before 01.01.2006 in the unrevised pay scale for his/her appointment to the post of Headmaster/Headmistress or Asstt. Headmaster/Asstt. Headmistress will get their pay fixed in the revised pay structure with effect from the date of option by taking into account the additional increment(s) already allowed to them.

(d) The Teacher-in-charge appointed in High and Higher Secondary School will henceforth, in addition to the pay in the pay band and Grade Pay of the Asstt. Teacher/Asstt. Headmaster/Asstt. Headmistress according to the Revised Pay Structure, will draw additional grade pay of Rs. 75/- per month for High School (V to X) and Rs. 100/- per month for Higher Secondary School (V to XII) over and above the grade pay drawn by him. But such appointment should be approved by District Inspector of Schools (Secondary) concerned with specific note on the approval letter that this will automatically be terminated on appointment of a regular Headmaster/Headmistress on the recommendation of School Service Commission or the Teacher-in-Charge is reverted back to the post of Asstt. Teacher. Asstt. Headmaster/Asstt. Headmistress, as the case may be, with the Grade Pay according to his pay structure only being admissible to him. No fixation benefit of Rs. 75/- or Rs. 100/- can be claimed in case of any subsequent appointment as Asstt. Teacher afresh or in any such other case. The benefit may be allowed notionally with effect from 01.01.2006 and actually with effect from 01.04.2008 in case of such appointment in the revised pay structure.

5. **Miscellaneous :**

(a) As regards 'rounded off' to next rupee in case of increment, the Finance Department's Memo. No. 2014-F dated 9.3.2009 clarifies that -

'In case of calculation of increments under the revised pay structure, paise should be ignored but any amount of a rupee or more should be rounded off to the next multiple of 10'.

To illustrate, if the amount of increment comes to Rs. 830.70 paise, then the amount will be rounded off to Rs. 830.00 but if the amount of increment is Rs. 831.40 paise then it will be rounded off to Rs. 840.00.

(b) Regarding, the option form in Annexure - II (of ROPA, 2009 Booklet), it is a 'standard form devised by Finance Department. During printing error 'b' is missing, but (i) relates to (a) and (ii) relates to 'b', (c) is meant for employees of Board and or D.P.S.C. as mentioned in Annexure -I.

This Department has no objection if the form is printed with any other information considered relevant and with adding the space for signature of Accepting Authority/Countersigning Authority etc. in the option form without disturbing the basic information required for School Education Department.

"Item No. 10 of Annexure III of Order No. 46-SE (B) dated 27.02.2009 should be read as Revised basic pay (Sl. No. 8 + Sl. No.9)".

(c) In Para 6 (2) of the Memorandum published under this office no. 46-SE (B) dated 27.2.2009, 'A teacher or a non-teaching employee of a Govt. Aided/Sponsored Educational Institutions retains his existing scale of pay (as applicable to him on the 1st January, 2006)' upto the 1st January, 2007 should be amended as upto the date of publication of this Memorandum i.e. 27th February, 2009.'

(d) Untrained Secondary School Teachers shall be allowed annual increments in revised pay structure on condition that such untrained teachers will have to get themselves trained from any institute recognized by N.C.T.E. in regular or open and distant education mode within 5 years from the date of appointment. An untrained teacher of a recognized Secondary School with ten years teaching experience in recognized school shall be treated as a 'trained teacher for the purpose of drawal of increments only (but not for applying to the post of Headmaster as a trained teacher) in the pay structure applicable to the teacher concerned after completion of one year from the date on which the condition of teaching experience is fulfilled.

[The granting of drawl of increment by untrained teachers has been relaxed upto 2012 (one time relaxation) by which the have to complete B.Ed. training has been published under G.O. NO. 759-SE (S)/2P-01/2009 dated 30th July, 2009].

(e) Note 5 of Para 7 of Memo No. 46 -SE (B) dated 27.02.2009 is deleted.

**This order is issued with the concurrence of Finance Department vide their
U.O. No. 2832 Gr. 'P' (Service) dated 23.09.2009.**

**By order
Sd/- Vikaram Sen
Secretary to the Govt. of West Bengal,
School Education Deapartment**