

**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 6<sup>th</sup> Pay Commission constituted vide Resolution No. 8070-F(P) dated 27.11.2015 read with Resolution No. 8071-F(P) dated 27.11.2015, 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 1<sup>st</sup> day of January, 2016 notionally with actual financial effect from 01.01.2020.

**2. Application-** (1) Save as otherwise provided by or under the provision of this memorandum, this memorandum shall apply to those 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 31<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> day of January, 2016, on deputation or on foreign service or on leave or who would have on that date officiated in one or more lower posts but for his officiating in a higher post, shall mean such basic pay, Pay band and Grade pay applicable to the post which he would have held but for his being on deputation or on foreign service or on leave or officiating in a higher post;

- (d) “**existing emoluments**” means the sum of existing basic pay and existing dearness allowance allowed to the basic pay as on 1<sup>st</sup> day of January, 2016.
- (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 1<sup>st</sup> day of January, 2016:

Provided that an employee may elect to continue to draw pay in the existing pay structure until the date on which he earns his next 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> day of January, 2016.

(4) The option once exercised shall be final.

**Note** - An employee, who died on or after the 1<sup>st</sup> day of January, 2016 and could not exercise the option within the prescribed time limit, shall be deemed to have opted for the revised pay structure on and from the 1<sup>st</sup> day of January, 2016 or from such subsequent date as is considered most beneficial to him, if he was alive.

**7. Fixation of initial pay in the revised pay structure.**- (1) The initial pay of an employee who elects, or is deemed to have elected under para 6 to be governed by the revised pay structure on and from the 1<sup>st</sup> day of January, 2016, shall, unless in any case the Government by special order otherwise directs, be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien or would have held a lien if such lien had not been suspended, and in respect of his pay in the officiating post held by him, in the following manner, namely:-

(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
4.	Existing Basic Pay : 9210 (=7410+1800)	5	19100	19800
		6	19700	20400
		7	20300	21000
5.	Pay after multiplication by a fitment factor of 2.57 : $9210 \times 2.57 = 23669.70$ (rounded off to 23670)	8	20900	21600
		9	21500	22200
		10	22100	22900
6.	Level corresponding to Grade Pay 1800 : Level 2	11	22800	23600
		12	23500	<b>24300</b>
7.	Revised Pay in the Pay Matrix (either equal to or next higher to 23670 in Level 2) : <b>24300</b>	13	24200	25000
		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 ): <b>47600</b>	13	38500	41200	45900	<b>47600</b>
		14	39700	42400	47300	49000

(II) If the minimum pay or the first cell in the applicable Level is more than the amount arrived at as per sub-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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> day of January, 2016 shall be fixed at the minimum pay or the first Cell in the Level, applicable to the post to which such employees are appointed 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 1<sup>st</sup> day of January, 2016 and before the publication of this memorandum, has already been fixed in the existing pay structure and if his existing emoluments happen to exceed the minimum pay in the revised pay structure as applicable to the post to which he is appointed on or after the first day of January, 2016, such difference shall be treated to be personal pay to be absorbed in future increments in pay.

Provided further that the pay of an employee, appointed to another post on or after the 1<sup>st</sup> 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.

### 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 1<sup>st</sup> 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 1<sup>st</sup> day of July, shall be eligible to be granted increment.

**11. Fixation of pay on promotion on or after the 1<sup>st</sup> 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	<b>33200</b>
	12	26100	27200	29000	<b>31400</b>	34200
	13	26900	28000	29900	<b>32300</b>	35200
	14	27700	28800	30800	33300	36300
15	28500	29700	31700	34300	37400	
16	29400	30600	32700	35300	38500	
17	30300	31500	33700	36400	39700	

**Note 1.-** An employee may have option to get his pay fixed either from the date of promotion 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 1<sup>st</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup>



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 1<sup>st</sup> day of January, 2016 to the 31<sup>st</sup> 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**

No. 28/1(11) - Edn(CS)/5P-42/1998(Pt-I)

Date: 09-01-2020

**Copy forwarded for information and necessary action to the:**

1. Accountant General (A & E), West Bengal.
2. Finance Department (Group-P1) of this Government.
3. Director of Public Instruction, West Bengal.
4. Secretary, West Bengal College Service Commission, 6, Bhabani Dutta Lane, Kolkata-700 073.
5. Pay and Accounts Officer, Kolkata-I, Kolkata Pay and Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012.
6. Pay and Accounts Officer, Kolkata-II, Kolkata Pay and Accounts Office-II, P-1, Hyde Lane, Kolkata-700 073.
7. Pay and Accounts Officer, Kolkata-III, Kolkata Pay and Accounts Office-III, Salt Lake,
8. The Director of Treasuries, Government of West Bengal, Kolkata.
9. IT Cell of this department.
10. PS to MIC, Higher Education Department, Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata-700 091.
11. Guard File.

  
**Special Secretary to the  
Government of West Bengal**

**Schedule – I**

**[see para 3(e) and 3(g)]**

Pay Band	P.B I 4900-16200		P.B. 2 5400-25200					P.B.3 7100-37600			
	1700	1800	1900	2100	2300	2600	2900	3200	3600	3900	4100
Grade Pay	6600	6830	7300	7680	8160	8840	9600	10300	11040	12270	12750
Old Entry Pay											
Level	1	2	3	4	5	6	7	8	9	10	11
1	17000	17600	18800	19700	21000	22700	24700	27000	28900	32100	33400
2	17500	18100	19400	20300	21600	23400	25400	27800	29800	33100	34400
3	18000	18600	20000	20900	22200	24100	26200	28600	30700	34100	35400
4	18500	19200	20600	21500	22900	24800	27000	29500	31600	35100	36500
5	19100	19800	21200	22100	23600	25500	27800	30400	32500	36200	37600
6	19700	20400	21800	22800	24300	26300	28600	31300	33500	37300	38700
7	20300	21000	22500	23500	25000	27100	29500	32200	34500	38400	39900
8	20900	21600	23200	24200	25800	27900	30400	33200	35500	39600	41100
9	21500	22200	23900	24900	26600	28700	31300	34200	36600	40800	42300
10	22100	22900	24600	25600	27400	29600	32200	35200	37700	42000	43600
11	22800	23600	25300	26400	28200	30500	33200	36300	38800	43300	44900
12	23500	24300	26100	27200	29000	31400	34200	37400	40000	44600	46200
13	24200	25000	26900	28000	29900	32300	35200	38500	41200	45900	47600
14	24900	25800	27700	28800	30800	33300	36300	39700	42400	47300	49000
15	25600	26600	28500	29700	31700	34300	37400	40900	43700	48700	50500
16	26400	27400	29400	30600	32700	35300	38500	42100	45000	50200	52000
17	27200	28200	30300	31500	33700	36400	39700	43400	46400	51700	53600
18	28000	29000	31200	32400	34700	37500	40900	44700	47800	53300	55200
19	28800	29900	32100	33400	35700	38600	42100	46000	49200	54900	56900
20	29700	30800	33100	34400	36800	39800	43400	47400	50700	56500	58600
21	30600	31700	34100	35400	37900	41000	44700	48800	52200	58200	60400
22	31500	32700	35100	36500	39000	42200	46000	50300	53800	59900	62200
23	32400	33700	36200	37600	40200	43500	47400	51800	55400	61700	64100
24	33400	34700	37300	38700	41400	44800	48800	53400	57100	63600	66000
25	34400	35700	38400	39900	42600	46100	50300	55000	58800	65500	68000
26	35400	36800	39600	41100	43900	47500	51800	56700	60600	67500	70000
27	36500	37900	40800	42300	45200	48900	53400	58400	62400	69500	72100
28	37600	39000	42000	43600	46600	50400	55000	60200	64300	71600	74300
29	38700	40200	43300	44900	48000	51900	56700	62000	66200	73700	76500
30	39900	41400	44600	46200	49400	53500	58400	63900	68200	75900	78800
31	41100	42600	45900	47600	50900	55100	60200	65800	70200	78200	81200
32	42300	43900	47300	49000	52400	56800	62000	67800	72300	80500	83600
33	43600	45200	48700	50500	54000	58500	63900	69800	74500	82900	86100

**Schedule – I (Continued)**

Pay Band	P.B.4 9000 - 40500				P.B.4, 49000 - 40500				P.B.5 37400-60000
	Grade Pay	4400	4600	4700	4800	5400	6600	7000	
Old Entry Pay	13400	13900	14930	15960	21000	25200	25600	29920	46100
Level	12	13	14	15	16	17	18	18	19
1	35800	37100	39900	42600	56100	67300	68400	79900	123100
2	36900	38200	41100	43900	57800	69300	70500	82300	126800
3	38000	39300	42300	45200	59500	71400	72600	84800	130600
4	39100	40500	43600	46600	61300	73500	74800	87300	134500
5	40300	41700	44900	48000	63100	75700	77000	89900	138500
6	41500	43000	46200	49400	65000	78000	79300	92600	142700
7	42700	44300	47600	50900	67000	80300	81700	95400	147000
8	44000	45600	49000	52400	69000	82700	84200	98300	151400
9	45300	47000	50500	54000	71100	85200	86700	101200	155900
10	46700	48400	52000	55600	73200	87800	89300	104200	160600
11	48100	49900	53600	57300	75400	90400	92000	107300	165400
12	49500	51400	55200	59000	77700	93100	94800	110500	170400
13	51000	52900	56900	60800	80000	95900	97600	113800	175500
14	52500	54500	58600	62600	82400	98800	100500	117200	180800
15	54100	56100	60400	64500	84900	101800	103500	120700	186200
16	55700	57800	62200	66400	87400	104900	106600	124300	191800
17	57400	59500	64100	68400	90000	108000	109800		
18	59100	61300	66000	70500	92700	111200	113100		
19	60900	63100	68000	72600	95500	114500	116500		
20	62700	65000	70000	74800	98400	117900	120000		
21	64600	67000	72100	77000	101400	121400	123600		
22	66500	69000	74300	79300	104400	125000	127300		
23	68500	71100	76500	81700	107500	128800	131100		
24	70600	73200	78800	84200	110700	132700	135000		
25	72700	75400	81200	86700	114000	136700	139100		
26	74900	77700	83600	89300	117400	140800	143300		
27	77100	80000	86100	92000	120900	145000	147600		
28	79400	82400	88700	94800	124500	149400	152000		
29	81800	84900	91400	97600	128200	153900	156600		
30	84300	87400	94100	100500	132000	158500	161300		
31	86800	90000	96900	103500	136000	163300	166100		
32	89400	92700	99800	106600	140100	168200	171100		
33	92100	95500	102800	109800	144300	173200	176200		

**Schedule – II**

[see para 3(f)]

**Corresponding Levels of existing Pay Band and Grade Pay**

Sl. No.	Existing Pay Band	Pay Band Scale	Existing Grade Pay	Level in Pay Matrix with indication of higher initials, where applicable
1	PB-1	Rs.4900-16200	1700	Level-1
2	PB-1	Rs.4900-16200	1800	Level-2
3	PB-2	Rs.5400-25200	1900	Level-3
4	PB-2	Rs.5400-25200	2100	Level-4
5	PB-2	Rs.5400-25200	2300	Level-5
6	PB-2	Rs.5400-25200	2600	Level-6
7	PB-2	Rs.5400-25200	2900	Level-7
8	PB-3	Rs.7100-37600	3200	Level-8
9	PB-3	Rs.7100-37600	3600	Level-9
10	PB-3	Rs.7100-37600	3900	Level-10
11	PB-3	Rs.7100-37600	4100	Level-11
12	PB-4	Rs.9000-40500	4400	Level-12
13	PB-4	Rs.9000-40500	4600	Level-13
14	PB-4	Rs.9000-40500	4700	Level-14
15	PB-4	Rs.9000-40500	4800	Level-15
16	PB-4	Rs.15600-42000	5400	Level-16
17	PB-4	Rs.9000-40500	6600	Level-17
18	PB-4	Rs.9000-40500	7600	Level-19
19	PB-5	Rs.37400-60000	8700	Level-21

**Schedule- III**

Form of option

(see Para 5 and 6)

\*1. I, ----- hereby elect the revised pay structure with effect from 1<sup>st</sup> January,2016.

\*2. I, ----- hereby elect to continue on the existing scale of pay of my substantive/officiating post mentioned below until :

(a) the date of my next increment w.e.f \_\_\_\_\_

(b) the date of my subsequent increment raising my pay to Rs. ----- in the existing scale w.e.f \_\_\_\_\_

(c) the date of my promotion/upgradation to the post of -----  
w.e.f \_\_\_\_\_ Existing Pay Band and Grade Pay -----  
-----.

Signature -----

Name -----

Designation -----

Office/ Institute in which employed -----

Department -----

- To be scored out, if not applicable.

**UNDERTAKING**

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in these rules , as detected subsequently , any excess payment so made shall be refunded by me to the competent authority either by adjustment against future payments due to me or otherwise.

Signature -----

Name -----

Designation -----

Date :

Place :

**Schedule- IV**

**[see para 7(1)]**

*Form for fixation of initial pay in the revised pay structure under the West Bengal Services  
(Revision of Pay and Allowances Rules), 2019.*

1. Name of the Department and Office :
2. Name and designation of Government employee :
3. Status (Substantive/Officiating) :
4. Existing Pay Band and Grade Pay  
(a) in substantive post :  
(b) in officiating/temporary post :
5. Basic Pay in the existing pay structure  
as on January 1, 2016 or on the date of option on :  
(Band Pay + Grade Pay)
6. Amount arrived at by multiplying basic  
pay as at sl. no. 5 above by 2.57 :  
Rounded off to nearest rupee :
7. Applicable Level in the Pay Matrix  
corresponding to the Pay Band and  
Grade Pay :
8. Applicable Cell in the Level either  
equal to or next higher of the amount  
at Sl. no. 6 above :
9. Revised Basic Pay (as per sl. no.8) :
10. Date of effect :
11. Date of next increment :

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Signature of Head of Office / Institute with Designation