

**Government of West Bengal**  
**Education Directorate**  
**Bikash Bhavan, Salt Lake, Kolkata-700091**

Memo No: ED -83 /2020

Date: 01.06.2020

From: The Director of Public Instruction, W.B.

To: The Principals/ Vice Principals/Teachers in Charge of Government Aided Colleges of State of West Bengal under HRMS.

**Subject: Submission of documents for post verification of approved Pay Fixation 2019 of teaching and non – teaching staff under Revised Pay structure generated through HRMS portal as per GO Nos 1306 Edn(U) dt 30/12/2019, 120 Edn(U) dt 03/02/2020 , 174 Edn(U) dt 14/02/2020 & 28 Edn(CS) dt 09/01/2020) of Government Aided Colleges of West Bengal**

With reference to the above subject and as per Memo No: ED -77/20 dated 29.05.2020 ( vide Point 16), all the Principals/ Vice Principals/Teachers in Charge of Government Aided Colleges of State of West Bengal are instructed to submit all the documents ( enlisted below) including a copy of the Pay Fixation Memo generated from HRMS in the revised pay to the office of the DPI through online mode to the concerned officer dealing with the college.

**Supporting Documents need to submit in support of generated Revised Pay Fixation 2019:**

**A. For Principal required following supporting documents:**

- a. Last pay fixation Memo before joining the post of Principal and LPC in the scale of associate Professor before joining as Principal ( for those who joined as Principal from the post of associate Professor on and after 1.1.2006)
- b. Pay fixation Memo for the post of Principal / pay protection orders (if any)

**B. For the Teaching Staff required following supporting documents:**

1. joined before 1.1.2016 and no promotion due to CAS /incentives for Higher qualification in between 1.1.2016 to 1.1.2020
  - a. Last pay fixation Memo before 1.1.2016 in pre- revised pay scale and pay protection orders ( if any)
2. joined before 1.1.2016 and got promotion due to CAS /incentives for Higher qualification in between 1.1.2016 to 1.1.2020
  - a. Last pay fixation Memo in pre- revised pay scale.
  - b. Pay fixation Memo for promotion under CAS / award of incentives / pay protection orders ( if any)
3. joined on or after 1.1.2016
  - b. Pay fixation Memo from the date of joining
  - c. Pay fixation Memo for promotion under CAS / award of incentives/ pay protection orders ( if any)

**C. For the Non Teaching Staff required following supporting documents:**

1. joined before 1.1.2016 and no promotion in between 1.1.2016 to 1.1.2020
    - a. Last pay fixation Memo before 1.1.2016 in pre- revised pay scale.
    - b. Filled in duly signed prescribed OPTION form as per ROPA-2019 counter signed by the HOI
  2. joined before 1.1.2016 and got promotion / placement to the higher scale in between 1.1.2016 to 1.1.2020
    - a. Last pay fixation Memo
    - b. Pay fixation Memo for promotion / placement to the higher scale
    - c. Filled in duly signed prescribed OPTION form as per ROPA-2019 counter signed by the HOI
  3. joined on or after 1.1.2016 (including those who got higher scale in between 1.1.2016 to 1.1.2020)
    - a. Pay fixation Memo from the date of joining
    - b. Pay fixation Memo for higher scale (if any)
    - c. Filled in duly signed prescribed OPTION form as per ROPA-2019 counter signed by the HOI
- D. For all categories, a copy of the Pay Fixation Memo generated from HRMS in revised pay scale.**

The Principal/Vice-Principal/Teacher-in-Charge of the colleges under HRMS are requested to send the above documents as mentioned above of all employees of his /her institution mentioning the number of teaching and non – teaching staff for which the revised pay fixation have been done through e-mail to the concerned JDPI/DDPI's mail id within 15.6.2020 positively. The hard copy of documents with a covering letter may be submitted to the Education Directorate after the lockdown period is over.

  
Prof. J. Ray Chaudhuri.

Director of Public Instruction, West Bengal

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Copy forwarded for information and necessary action to:

1. Special Secretary( CS), Higher Education Department, Govt. of West Bengal, Bikash Bhavan, Salt Lake, Kol-91

For Director of Public Instruction, West Bengal

