

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
BIKASH BHAVAN, SALT LAKE
KOLKATA – 700091.

Memo No. ED - 77 /2020

Dated the Kolkata, 13.05.2020

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.

Subject: Generation of Pay Fixation in Revised Pay Structure (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) through HRMS for Government Aided Colleges of West Bengal

As approved by competent authority Head of Office (HOO) codes have been generated in HRMS for the Principals, Vice Principal and Teachers-in-Charge of the Government Aided Colleges of West Bengal. The Principals/Vice Principals/Teachers-in-Charge having HOO Code in HRMS may generate Pay Fixation in Revised Pay Structure (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) through HRMS for Teaching and Non-Teaching staff. The Pay Fixation in Revised Pay Structure for the Principals/Vice-Principals/Teachers-in-Charge may be generated from HRMS by the office of the Director of Public Instruction, West Bengal. The HOO is requested to follow the Guidelines given below.

Guidelines for Pay Fixation in Revised Pay Structure

1. The pay fixation of Teaching & Non-teaching staff of the Govt.aided Colleges as per G.O.Nos.: 1306 Edn(U) dt 30/12/2019, 120 Edn(U) dt 03/02/2020,174 Edn(U) dt 14/02/2020(for teaching staff)&28 Edn(CS) dt 09/01/2020(for non-teaching staff)in the revised Pay Structure of 2019 will be made notionally from 01.01.2016 and actually from 01.01.2020.
2. The Principal/Vice Principal/Teacher-in-Charge who is the Head of Institute (HOI) is hereby called as Head of Office (HOO) in HRMS.
3. The Head of the Institution will be assigned a HOO Code and Login ID (From DPI office) which will be intimated through SMS from iFMS. The Password sent with the SMS will have to be changed as directed in the SMS. The HOI shall access the HRMS portal for pay fixation by using their newly created Login credentials.
4. The Head of the Institution shall do the pay fixation of all Teaching and Non-teaching staff of the college in the capacity of Head of Office in pay fixation module in HRMS.

5. The pay of all Teaching staff of the college under UGC pay scale shall be fixed w.e.f. 01.01.2016. There shall be no provision for option form in the system for teaching staff.
6. In case of non-teaching staff, physical copy of options will be obtained by Head of Office from employees and based on such option pay fixation shall be done by Head of Office in HRMS.
7. Only the pay fixation of Head of Office of all colleges will be done by the office of DPI.
8. The HOO will create a hierarchy in HRMS from the college viz. Operator, Recommender and Approver, Approver being HOO himself/herself.
9. For Pay Fixation of HOO the DPI Office will create a Hierarchy consisting of the HOO as the Operator, JDPI in Bikash Bhavan as Recommender and DPI as Approver.
10. For financial upgradation of any employee on account of CAS, M.Phil/Ph.D. (for Teaching staff) or MCAS(for Non-teaching staff) only cases with prior approval of DPI (as per G.O Nos. 1373 –Edn (CS) /5P-52/98 dt.7.12.2017 , 920 Edn (CS) dt. 31.12.2012& 986-ED/2016 dt.24.11.2016 for promotion under CAS of the Teaching Staff, as per G.O No. 892-Edn (U)/1U-79/13 dt. 4.11.2016 &G.O No. 896-Edn (U)/1U-79/13 dt. 8.11.2016 for PhD/M.Phil incentives of the Teaching Staff and as per G.O. No. 28 Edn (CS) /5p-42/1998(Pt.I) dt.09.01.2020 for MCAS benefits of non-Teaching Staff.) may be incorporated in HRMS by the Head of the Institution for Pay Fixation.
11. In case of those colleges where the function of DDO is performed by SDO/ BDO/ DM etc., the pay fixation will be done by the Head of the Institution (HOI also referred to as HOO in HRMS).
12. In case of HOO, HOO will submit the proposal for fixation in HRMS/iFMS and it will be approved from Education Directorate. It will be returned to HOO's end automatically and he/she can generate pay fixation from the portal itself.
13. A regular-formal GB/ Administrator is required in this regard to activate the pay fixations.
14. The pay fixation of teachers who have been appointed by the college authority on recommendation of competent authority (on or after 1.1.2016) may be included in this module for pay fixation only after approval and initial Pay Fixation from the office of the DPI. Similarly, the pay fixation of non teaching staff(on or after 1.1.2016) who are duly selected by the recommendation of the selection committee as per the post filling permission and existing recruitment rules may only be done after the approval of panel from the office of the DPI and initial Pay Fixation from DPI office.

15. All the Head of the Institutions will take responsibility to enter the data in the HRMS module with care as per the approved pay fixation memos already with them and they will be responsible for the data provided in HRMS. As per extant rules of the Govt. of West Bengal, excess amount drawn/overdrawal/error found later (if any) will have to be rectified & refunded.
16. All the revised pay fixation generated through HRMS are to be submitted to the office of the DPI through online mode to the concerned officer dealing with the college and also a hard copy with supporting documents (including a copy of the Pay Fixation Memo obtained from HRMS in the revised pay) for office record in DPI office.
17. Any change of HOI of an Institution (Principal/Vice Principal/ TIC) at any certain point of time may immediately be brought to the notice of the office of the DPI. The appointment of TIC should be duly approved by the Governing Body and DPI, WB as per the existing procedure.

Please note that a detailed guideline is attached herewith & is also being uploaded for perusal by competent authority. The Module for Pay Fixation for Pay Revision 2019 in HRMS for Government Aided Colleges will be activated on 14.05.2020 at 11 A.M. Accordingly the Head of the Institutes are requested to take necessary action.



Prof. Jayasri Ray Chaudhuri
Director of Public Instruction, West Bengal