

Government of West Bengal  
School Education Department  
Budget Branch  
Bikash Bhawan, Salt Lake, Kolkata – 700 091

No.30-SE(B)/5B-1/2009

Dated, the 10<sup>th</sup> February, 2010.

**MEMORANDUM**

After issue of No.46-SE(B) dt.27-02-2009 and No.181-SE(B) dt.08.10.2009 several questions have been raised from different quarters as regards fixation of pay in the revised pay structure of the existing Assistant Teachers, Assistant Headmaster/Assistant Headmistress, Headmaster/Headmistress, Head Teacher and Head Clerk of the educational institutions where they are now posted and even for such teachers who are in service after 1<sup>st</sup> January, 2006 but ceased to be in service before 27.02.2009 for death or retirement, as the case may be.

The following clarifications are given to the points of doubts raised from different corners:-

Points of doubt	Clarifications
1. How pay will be fixed in the revised pay-structure when an employee will get the benefit of fixation of pay in the next higher grade pay after completion of 18 years of continuous service on or after 01.01.2006?	The benefit of 18 years of continuous service will be admissible to the teaching and non-teaching employees drawing pay in the revised pay structure up to Pay Band No.3. When an employee has not got a single promotion/advancement to higher scale during his 18 years' of continuous and satisfactory service, after completion of 18 years' of service he will get an additional increment along with next higher grade pay for entitlement of such benefit over and above the benefit of the usual annual increment as will be admissible to him.
2. Whether the benefit will be available on the date of entitlement or on the date of usual increment on the 1 <sup>st</sup> July of the year?	Since the benefit is linked with option for fixation of pay on the date of entitlement or on the date of annual increment on the 1 <sup>st</sup> July of the year, such fixation of pay for the non-functional benefit will be strictly guided by the principles laid down in para 3(i) of the Memo No.181-SE(B), dated 08.10.2009.
3. How additional incremental benefit for continuous service of 10 years/20 years will be regulated ?	Teachers and Non-Teaching Staff of the Government sponsored/Aided Institutions will the benefit of one additional increment in the revised pay-structure after completion of 10 years of continuous and satisfactory service and another one additional increment after 20 years of such service. The span of 10 years/20 years will be counted from the date of entry into service of an employee and it will be irrespective the post held by him during such period of service. <u>To illustrate,</u> an Assistant Teacher has got one additional increment after completion of 10 years of continuous and satisfactory service. Thereafter, he has been appointed as Headmaster with higher 'grade pay' in the Pay Band – 4 when he has just completed 16 years of service. After completion of 20 years, Continuous and satisfactory service he will get one additional increment as per para-2 of Memo No 181-

<p>4. What will be the date of fixation of pay when such benefit of 10/20 years of service will be available to an employee ?</p>	<p>(2)</p> <p>Since the date of annual increment shall always remain unchanged i.e. 1<sup>st</sup> July of the year and there shall be a gap of at least 6 months between any type of increment and annual increment, fixation of pay is to be regulated as per option of the employee for such non-functional benefit and such fixation of pay is to be made as per principles laid down in para 3(i) of the Memo No.181-SE(B), dated 08.10.2009</p>
<p>5. A confusion has arisen about some contradictory words in Note-I below para-2 of the Memo No.181-SE(B), dated 08.10.2009.</p>	<p>For removing all confusions. Note-I is being substituted by the following: <b>"Note-I"</b> As the post of Headmaster is not first appointment, nor it may be 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.</p>
<p>6. How additional Grade Pay for taking higher responsibilities of Head Teacher (Primary School), Headmaster /Headmistress, Assistant Headmaster/Assistant Headmistress of the Schools of different nomenclature will be regulated in the revised scale in the case of existing teachers?</p>	<p>The term "existing teachers" means those who are in service on or before 01.01.2006. Additional Grade Pay is a new concept in the revised pay-structure for taking higher responsibility. The benefit of additional 'Grade Pay' will be admissible to the existing Head Teacher, Primary School, Assistant Headmaster/Assistant Headmistress, High School(V-X), Headmaster/Headmistress, Assistant Headmaster/Assistant Headmistress, Higher Secondary School(V-XII), Headmaster/Assistant Headmaster, Junior High School(V-VIII), irrespective of their dates of appointments to such posts notionally with effect from 01.01.2006 and actually with effect from 01.04.2008. Such existing teachers as per their option on any date on and from 01.01.2006 to 27.02.2009 may be allowed to fix their pay in the revised pay structure along with additional Grade Pay which is admissible to them for taking higher responsibility as mentioned above.</p>
<p>7. How pay in the revised pay-structure of an Assistant Teacher will be fixed when he gets appointment to the post of higher responsibility of Head Teacher, Assistant Headmaster / Assistant Headmistress, Headmaster / Headmistress etc. within the period from 01.01.2006 to 27.02.2009 ?</p>	<p>When an Assistant Teacher would get such appointment to a post of higher responsibility on or after 01.01.2006 but within 27.02.2009, his pay could have been fixed in the existing scale allowing additional increments as per Memo. No.185-SE(B), dated 04.05.2000 on that date and thereafter on the same day his pay would have to be fixed according to option in the revised pay-structure as per ROPA, 2009 allowing additional Grade Pay for taking higher responsibility in terms of para 4(a) &amp; 4(b) of Memo No.181-SE(B), dated 08.10.2009.</p>
<p>8. How pay in the revised pay-structure will be fixed in case of an Assistant Teacher who is appointed to a post of Head Teacher, Assistant Headmaster/Assistant Headmistress, Headmaster/Headmistress etc. after fixation of his pay under the revised pay-structure ?</p>	<p>After fixation of pay under the revised pay-structure, if an Assistant Teacher is appointed to a post of higher responsibility, he will get one increment @ 3% on his revised basic pay (pay in the pay band + Grade Pay) and in addition he will be entitled to Grade Pay or additional Grade Pay as has been prescribed for the post. The matter of fixation of pay with incremental benefit will be regulated as per provisions laid down in para 11 of the Memo No.46-SE(B), dated 27.02.2009 read with para 3(i) of the Memo No.282-SE(B), dated 08.02.2009 as per option exercised by the</p>

