Govt. of West Bengal
Education Directorate
Bikash Bhavan (6<sup>th</sup> & 8<sup>th</sup> floor)
Salt Lake City, Kolkata – 700091.

Memo No:-	ED - 788/20	016	Dated: 22 .7.2016
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From: Director of Public Instruction

West Bengal.

To: The Principal / O.I.C / T. I. C.

Sub: Report regarding 6<sup>th</sup> Pay Commission

Sir,

Enclosed please find herewith two annexure viz 'Annexure – I' and 'Annexure – II' for furnishing data/ information as on 1.1.2016 in respect of non-teaching employees of your establishment, which is to be filled up and submitted to this office within 03.8.2016 for onward submission to the  $6^{th}$  Pay commission.

This may be treated as urgent.

**Director of Public Instruction** 

West Bengal

## Annexure - I

Proforma for furnishing data/information as on 1.1.2016 in respect of all categories of employees of State Government Departments, Directorates, Regional Offices and other State Government establishments under the rule making control of the Government of West Bengal (All information regarding Directorates, Regional and Other Offices should be given centrally by the concerned Department)

- A. Name of Department
- B. Status-Secretariat/Directorate/Other Offices (Mention the name of Office)

Serial No	Designation of Post	No. of Sanctioned Posts	No. of Persons in position	Scale of Pay with Grade Pay, if any	Special Allowance, if any
1.	2	3	4	5	6
-1	4	# #			

Other Allowance	Duties and Responsibilities	Method of recruitment (Direct/ Promotion/Other methods)	Essential recruitment qualification /experience with age limit for each type of recruitment (copies of recruitment rules, if any, to be furnished)	Designation(s) of feeder post(s) with scale(s) of pay from which promotion is made
7	8	9	10	11

C. Post/Cadre wise views/suggestions of the Department regarding Pay and other service matter (to be submitted in separate annexure)

## Guidelines for filling up Proforma

- (i) Information in respect of employees within the purview of the terms of reference of the Pay Commission should only be furnished.
- (ii) The designation should be arranged from the highest pay scale to the lowest
- (iii) Full designation of the posts should be given. If there is a number of posts in the same scale of pay with different designations (e.g. Peon/Office Peon/Orderly Peon/Messenger Peon etc.) particulars for each of the designations should be given separately.
- (iv) Under the heading "Duties and Responsibilities, in column 8, main duties and responsibilities of the posts excluding the common categories like Lower Division Clerks, Upper Division Clerks, Typists and Stenographers, Staff Car Drivers etc., should be given.

## Annexure-II

Proforma for furnishing data/information as on 1.1.2016 in respect of all categories of employees of undertakings/Statutory bodies/Corporations under the administrative control of the Government of West Bengal

(All information should be given centrally by the concerned Department)

- A. Name of Department:
- B. Name of Undertaking/Statutory Body/Corporation :
- C. Status:(Undertaking/Statutory Body/Corporation)
- D. Post/Cadre wise views/suggestions of the Department regarding Pay and other service matter (to be submitted in separate annexure)

Serial No	Designation of Post	No. of Sanctioned Posts	No. of Persons in position	Scale of Pay with Grade Pay, if any	Special Allowance, if any	Other Allowance and other benefits including perquisites / incentives etc.	Duties and Responsibilities
. 1	2	3	4	5	6	7	8
	12	(4					8

9	10	11	12	13	14	15	16
Duty hours (Special features, if any)	Details of Leave	Method of recruitment and percentage of posts filled up by each method a) Direct b) Promotion c) Other methods	for each type of recruitment (copies of	Designation(s) of feeder post(s) with scale(s) of pay from which promotion is made	Designation (s) of post(s) with scale(s) of pay to which promotion is made	Age of retirement and retirement benefits	Remarks Changes, if any, after 1.1.2016 should also be mentioned with date(s) of Changes

## Guidelines for filling up Proforma

- (i) Information in respect of employees within the purview of the terms of reference of the Pay Commission should only be furnished.
- (ii) The designation should be arranged from the highest pay scale to the lowest
- (iii) Full designation of the posts should be given. If there is a number of posts in the same scale of pay with different designations (e.g. Peon/Office Peon/Orderly Peon/Messenger Peon etc.) particulars for each of the designations should be given separately.
- (iv) Under the heading "Duties and Responsibilities, in column 8, main duties and responsibilities of the posts excluding the common categories like Lower Division Clerks, Upper Division Clerks, Typists and Stenographers, Staff Car Drivers etc., should be given.