



GOVERNMENT OF WEST BENGAL  
HIGHER EDUCATION DEPARTMENT  
BIKASH BHAVAN, SALT LAKE, KOLKATA - 700 091

No.:69-HED-21014(23)/1/2020-SE SEC-Dept. of HE

Dated: 16.10.2020

MEMORANDUM

The undersigned is directed to state that the benefits of the West Bengal Services (Revision of Pay and Allowances) Rules, 2019 may be applied mutatis-mutandis towards revision of scale of pay of the employees in the Govt. approved posts in the three units namely - (i) Auditorium-cum-Assembly Hall, (ii) Central Office and (iii) Commercial Institute of the Ramakrishna Mission Ashrama, Narendrapur to the extent of the following points:-

1. i. From the existing Pay Band and Grade Pay, the Pay of each employee will be revised to the corresponding level in the Pay Matrix notionally with effect from 01.01.2016 with actual effect from 01.01.2020. [Annexure III is enclosed herewith]  
ii. The employees may have option to come under the revised pay structure with effect from 01.01.2016 or from the date of next or any subsequent increments on 01.07.2016, 01.07.2017, 01.07.2018 or 01.07.2019.  
iii. The employees directly appointed to any post on or after 01.01.2016 will have no such option. The pay of such employees shall be fixed at the minimum pay structure i.e. at the first cell of the Level attached to the post from the date of joining.
2. The initial pay of each employee in the appropriate Level of the revised pay structure shall be fixed as per provisions of rule 7(1) of the WBS (ROPA) Rules, 2019. Rule 7(4) ibid shall be applied, where necessary.
3. Increments in Pay Matrix shall be regulated as per provisions of rule 9 and rule 10 of the WBS (ROPA) Rules, 2019.
4. With effect from 01.01.20, the employees will get House Rent Allowance @12% of revised Basic Pay subject to a maximum of Rs.12000/- (Rupees twelve thousand) per month. The ceiling of House Rent Allowance to be drawn by husband and wife shall be restricted to Rs.12000/- (Rupees twelve thousand) per month. The existing terms and conditions for drawal of such allowance shall remain the same.

*R. K. Saha*  
16.10.2020  
Joint Secretary  
Department of Higher Education  
Government of West Bengal



5. With effect from 01.01.2020 the employees will be entitled to draw Medical Allowance @Rs.500/- (Rupees five hundred) per month provided that the concerned employee is not covered under ESI Scheme or any Medical Benefit Scheme sponsored by the Government.
6. There will be no arrear for the period from 01.01.2016 to 31.12.2019.

This is issued with the concurrence of the Finance (Gr. P1) Department vide their U.O. No.: Group P1/2019-2020/0451 dated 18.03.2020 read with U.O. No.: Group P1/2020-2021/0172 dated 17.08.2020 and Group P1/2020-2021/0204 dated 18.09.2020.

*Sd/- P.Saha*

Deputy Secretary to the Government of West Bengal

No.:69/1(11)-HED-21014(23)/2/2020-SE SEC-Dept. of HE

Dated: 16.10.2020

Copy forwarded for information and necessary action to:

1. The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata - 700 001
2. The Accountant General (RW & LBA), West Bengal, 3<sup>rd</sup> MSO Buildings, CGO Complex, Block DF, Salt Lake, Kolkata - 700 064
3. The Director of Public Instructions, West Bengal, Bikash Bhavan, Salt Lake, Kolkata - 700 091
4. The Finance Department, Group P1 of this Government
5. The Finance Department, Group B of this Department
6. The FA, HED, Bikash Bhavan, Salt Lake, Kolkata - 700 091
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office III
8. The Joint Director of Public Instructions (NGC), West Bengal, Bikash Bhavan, Salt Lake, Kolkata - 700 091
9. The Budget Branch, Higher Education Department of this Government, Bikash Bhavan, Salt Lake, Kolkata - 700 091
10. The Secretary, Ramakrishna Mission Ashrama, Narendrapur, Kolkata - 700 103
11. The IT Cell, Higher Education Department of this Government - with the request to upload this Memorandum in the website of this Department

Deputy Secretary to the Government of West Bengal



ANNEXURE - I

Annexure I to Memorandum No.:69-HED-21014(23)/1/2020-SE SEC-Dept. of HE Dated: 16.10.2020

Pay Matrix

Pay Band	PB-1 4900-16200				PB-2 5400-25200				PB-3 7100-3700				PB-4 9000-40500				PB-5 37400-60000					
	1700	1800	1900	2100	2300	2600	2900	3200	3600	3900	4100	4400	4600	4700	4800	5400	5400	6600	7600	8700	8900	10000
Grade Pay	6600	6830	7300	7680	8160	8840	9600	10300	11040	12270	13400	13900	14930	15960	20280	25200	29920	46100	46300	47400	47400	47400
Old Entry Pay																						
Level	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	21
1	17000	17600	18800	19700	21000	22700	24700	27000	28900	32100	33400	35800	37100	39900	42600	54100	67300	79900	123100	123600	128900	128900
2	17500	18100	19400	20300	21600	23400	25400	27800	29800	33100	34400	36900	38200	41100	43900	55700	69300	82300	126800	127300	132800	132800
3	18000	18600	20000	20900	22200	24100	26200	28600	30700	34100	35400	38000	39300	42300	45200	57400	71400	84800	130600	131100	136800	136800
4	18500	19200	20600	21500	22900	24800	27000	29500	31600	35100	36500	39100	40500	43600	46600	59100	73500	87300	134500	135000	140900	140900
5	19100	19800	21200	22100	23600	25500	27800	30400	32500	36200	37600	40300	41700	44900	48000	60900	75700	89900	138500	139100	145100	145100
6	19700	20400	21800	22800	24300	26300	28600	31300	33500	37300	38700	41500	43000	46200	49400	62700	78000	92600	142700	143300	149500	149500
7	20300	21000	22500	23500	25000	27100	29500	32200	34500	38400	39900	42700	44300	47600	50900	64600	80300	95400	147000	147600	154000	154000
8	20900	21600	23200	24200	25800	27900	30400	33200	35500	39600	41100	44000	45600	49000	52400	66500	82700	98300	151400	152000	158600	158600
9	21500	22200	23900	24900	26600	28700	31300	34200	36600	40800	42300	45300	46700	49900	53400	68000	85200	101200	155900	156600	163400	163400
10	22100	22900	24600	25600	27400	29600	32200	35200	37700	42000	43600	46700	48100	51000	54600	70600	87800	104200	160600	161300	168300	168300
11	22800	23600	25300	26300	28200	30500	33200	36300	38800	43300	44900	48100	49500	52000	55600	72700	90400	107300	165400	166100	173300	173300
12	23500	24300	26100	27200	29000	31400	34200	37400	40000	44500	46200	49500	50900	53400	57000	74900	93100	110500	170400	171100	178500	178500
13	24200	25000	26900	28000	29900	32300	35200	38500	41200	45900	47600	51000	52500	55000	58600	77100	95900	113800	175500	176200	183400	183400
14	24900	25800	27700	28800	30800	33300	36300	39700	42400	47300	49000	52500	54000	56500	60100	79400	98800	117200	180800	181500	189400	189400
15	25600	26600	28500	29700	31700	34300	37400	40900	43700	48700	50500	54100	55700	58300	62000	81800	101800	120700	186200	186900	195100	195100
16	26400	27400	29400	30600	32700	35300	38500	42100	45000	50200	52000	55700	57400	60100	63900	84300	104900	124300	191800	192500	201000	201000
17	27200	28200	30300	31500	33700	36400	39700	43400	46300	51700	53600	57400	59100	62000	65900	86800	108000	128000	196800	197500	206000	206000
18	28000	29000	31200	32400	34700	37500	40900	44700	47800	53300	55200	59100	61000	64000	68000	89400	111200	131800	198800	199500	208000	208000
19	28800	29900	32100	33400	35700	38600	42100	46000	49200	54900	56900	60900	63000	66000	70000	91000	112900	133900	200800	201500	210000	210000
20	29700	30800	33100	34400	36800	39800	43400	47400	50700	56500	58600	62700	64800	68000	72000	93000	114900	136000	202800	203500	212000	212000
21	30600	31700	34100	35400	37900	41000	44700	48800	52200	58200	60400	64600	66700	70000	74000	95000	117000	138000	204800	205500	214000	214000
22	31500	32700	35100	36500	39000	42200	46000	50300	53800	59900	62200	66500	68600	72000	76000	97000	119000	140000	206800	207500	216000	216000
23	32400	33700	36200	37600	40200	43500	47400	51800	55400	61700	64100	68500	70600	74000	78000	99000	121000	142000	208800	209500	218000	218000
24	33400	34700	37300	38700	41400	44800	48800	53400	57100	63600	66000	70600	72700	76000	80000	101000	123000	144000	210800	211500	220000	220000
25	34400	35700	38400	39900	42600	46100	50300	55000	58800	65500	68000	72700	74800	78000	82000	103000	125000	146000	212800	213500	222000	222000
26	35400	36800	39600	41100	43900	47500	51800	56700	60600	67500	70000	74900	77000	80000	84000	105000	127000	148000	214800	215500	224000	224000
27	36500	37900	40800	42300	45200	48900	53400	58400	62400	69500	72100	77100	79200	82000	86000	107000	129000	150000	216800	217500	226000	226000
28	37600	39000	42000	43600	46600	50400	55000	60200	64300	71600	74300	79400	81500	84000	88000	109000	131000	152000	218800	219500	228000	228000
29	38700	40200	43300	44900	48000	51900	56700	62000	66200	73700	76500	81800	83900	86000	90000	111000	133000	154000	220800	221500	230000	230000
30	39900	41400	44600	46200	49400	53500	58400	63900	68200	75900	78800	84300	86400	88000	92000	113000	135000	156000	222800	223500	232000	232000
31	41100	42600	45900	47600	50900	55100	60200	65800	70200	78200	81200	86800	88900	90000	94000	115000	137000	158000	224800	225500	234000	234000
32	42300	43900	47300	49000	52400	56800	62000	67800	72300	80500	83600	89400	91500	92000	96000	117000	139000	160000	226800	227500	236000	236000
33	43600	45200	48700	50500	54000	58500	63900	69800	74500	82900	86100	92100	95500	102800	109800	132000	162000	184000	228800	229500	240000	240000

*Handwritten signature*  
 16.10.2020

SAHA, WBSS  
 Department of Higher Education  
 Government of West Bengal



## ANNEXURE II

ANNEXURE II to Memorandum No.:69-HED-21014(23)/1/2020-SE SEC-Dept. of HE  
Dated: 16.10.2020

Name of the Organisation	Sl. No.	Name of the post	Existing pay Band	Existing Grade Pay/AGP	Corresponding Level as per Annexure I
Auditorium - cum Assembly Hall	i.	Sr. Operator - cum - Caretaker	Rs. 5400 - 25200/-	Rs. 2600/-	6
	ii.	Operator (Junior)	Rs. 5400 - 25200/-	Rs. 2300/-	5
	iii.	Mali	Rs. 4900 - 16200/-	Rs. 1700/-	1
	iv.	Sweeper	Rs. 4900 - 16200/-	Rs. 1700/-	1
Commercial Institute	i.	Instructor, Shorthand & Typewriting(English)	Rs. 7100 - 37600/-	Rs. 3600/-	9
	ii.	Instructor, Shorthand & Typewriting(Bengali)	Rs. 7100 - 37600/-	Rs. 3600/-	9
	iii.	Asstt. Instructor	Rs. 5400 - 25200/-	Rs. 2600/-	6
	iv.	Attendant	Rs. 4900 - 16200/-	Rs. 1700/-	1
	v.	Peon - cum - Darwan	Rs. 4900 - 16200/-	Rs. 1700/-	1
Central Hall	i.	Accounts Officer	Rs. 9000 - 40500/-	Rs. 5400/-	16
	ii.	Asstt. Accounts Officer	Rs. 9000 - 40500/-	Rs. 4700/-	14
	iii.	Superintendent - cum - Accountant	Rs. 7100 - 37600/-	Rs. 3600/-	9
	iv.	Clerk	Rs. 5400 - 25200/-	Rs. 2600/-	6
	v.	Steno - typist	Rs. 5400 - 25200/-	Rs. 2600/-	6
	vi.	Typist	Rs. 5400 - 25200/-	Rs. 2600/-	6
	vii.	Telephone Operator	Rs. 5400 - 25200/-	Rs. 2600/-	6
	viii.	Office Attendant	Rs. 4900 - 16200/-	Rs. 1700/-	1
	ix.	Darwan - cum - Night Watchman	Rs. 4900 - 16200/-	Rs. 1700/-	1

*Rahul*  
16.10.2020

F. N. MOHAP SAHA, WBSS  
Secretary  
Department of Higher Education  
Government of West Bengal



Annexure III to Memorandum No.:69-HED-21014(23)/1/2020-SE SEC-Dept. of HE  
Dated: 16.10.2020

**Form of Option**

\*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 on .....

(b) the date of my subsequent increment on raising my pay to Rs. \_\_\_\_\_ in the existing pay structure

Existing	Pay	Band	and	Grade	Pay
.....					

Signature: .....

Name: .....

Designation: .....

Office 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 this order, as detected subsequently, any excess payment so made shall be refundable by me to the competent authority either by adjustment against future payments due to me or otherwise.

Signature: .....

Name: .....

Designation: .....

Date:

Place:

Annexure IV to Memorandum No.:69-HED-21014(23)/1/2020-SE SEC-Dept. of HE  
Dated: 16.10.2020

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 the 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 the date of option on .....  
(Band Pay + Grade Pay) :
6. Amount arrived at by multiplying Basic Pay as at Sl. 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 :

.....  
Signature of Head of Office/  
Department with Designation