



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

No.:71-HED-21014(23)/3/20

Dated: 02.11.2020

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 Institute of Development Studies, Kolkata to the extent of the following points:-

1.
 - i. From the existing Pay Band and Grade Pay/ Academic 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 I, II and III are enclosed herewith]
 - ii. The employees in the non-academic posts 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 [Annexure IV is enclosed herewith].
 - iii. The employees in the academic posts shall come under the revised pay structure with effect from 01.01.2016 only.
 - iv. 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 [Annexure V is enclosed herewith].
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.

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.
7. The employees (other than UGC pay scale holders) of the Institute of Development Studies, Kolkata (IDSK) may be allowed to move to the first higher Level with reference to Level attached to the first appointed post on completion of 10 (ten) years of service provided he has not got any promotion during that time and to move to the second higher Level with reference to the Level attached to the first appointed post on completion of total 20 (twenty) years of service provided he has not got more than one promotion or advancement during that time. The benefit may be allowed after coming under the revised pay structure notionally with effect from 01.01.2016 with actual effect from 01.01.2020. In case an employee has already completed 20 (twenty) years of service by this time or on 01.01.2016, he/she may be allowed the first higher Level after 2 (two) years of awarding first higher Level. Fixation of pay on such movements will be made in the following manner:

The employee will have option to get his pay fixed either from the date of entitlement or from the date of next increment.

- (a) In case the employee opts to get his pay fixed from the date of entitlement, then on that date one increment shall be added to his existing pay and if the figure arrived at corresponds to any Cell of the first or second higher Level, as the case may be, the pay shall be fixed at that Cell and if no such Cell is available in the first or second Level, as the case may be, the pay shall be fixed at the next higher Cell of that Level.
- (b) In case the employee opts to get his pay fixed from the date of next increment, then after allowing annual increment in the existing Level the pay shall be fixed in the manner as indicated at (a) above provided that there will be no interim pay fixation from the date entitlement to the date of next increment.

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

Annexure to Memorandum No.:71-HED-21014(23)/3/20 Dated: 02.11.2020

ANNEXURE - I (for academic posts)

| PAY MATRIX | | | | | | |
|-------------------------------------|-----------------|----------|----------|-----------------|----------|-----------------|
| Pay Band (Rs.) | 15,600 - 39,100 | | | 37,400 - 67,000 | | 67,000 - 79,000 |
| Academic Grade Pay/ Grade Pay (Rs.) | 6,000 | 7,000 | 8,000 | 9,000 | 10,000 | 0 |
| Entry Pay (Rs.) | 21,600 | 25,790 | 29,900 | 49,200 | 53,000 | 67,000 |
| Academic Level/ Level | 10 | 11 | 12 | 13A | 14 | 15 |
| Rationalised Entry Pay(Rs.) 1 | 57,700 | 68,900 | 79,800 | 1,31,400 | 1,44,200 | 1,82,200 |
| 2 | 59,400 | 71,000 | 82,200 | 1,35,300 | 1,48,500 | 1,87,700 |
| 3 | 61,200 | 73,100 | 84,700 | 1,39,400 | 1,53,000 | 1,93,300 |
| 4 | 63,000 | 75,300 | 87,200 | 1,43,600 | 1,57,600 | 1,99,100 |
| 5 | 64,900 | 77,600 | 89,800 | 1,47,900 | 1,62,300 | 2,05,100 |
| 6 | 66,800 | 79,900 | 92,500 | 1,52,300 | 1,67,200 | 2,11,300 |
| 7 | 68,800 | 82,300 | 95,300 | 1,56,900 | 1,72,200 | 2,17,600 |
| 8 | 70,900 | 84,800 | 98,200 | 1,61,600 | 1,77,400 | 2,24,100 |
| 9 | 73,000 | 87,300 | 1,01,100 | 1,66,400 | 1,82,700 | --- |
| 10 | 75,200 | 89,900 | 1,04,100 | 1,71,400 | 1,88,200 | --- |
| 11 | 77,500 | 92,600 | 1,07,200 | 1,76,500 | 1,93,800 | --- |
| 12 | 79,800 | 95,400 | 1,10,400 | 1,81,800 | 1,99,600 | --- |
| 13 | 82,200 | 98,300 | 1,13,700 | 1,87,300 | 2,05,600 | --- |
| 14 | 84,700 | 1,01,200 | 1,17,100 | 1,92,900 | 2,11,800 | --- |
| 15 | 87,200 | 1,04,200 | 1,20,600 | 1,98,700 | 2,18,200 | --- |
| 16 | 89,800 | 1,07,300 | 1,24,200 | 2,04,700 | --- | --- |
| 17 | 92,500 | 1,10,500 | 1,27,900 | 2,10,800 | --- | --- |
| 18 | 95,300 | 1,13,800 | 1,31,700 | 2,17,100 | --- | --- |
| 19 | 98,200 | 1,17,200 | 1,35,700 | --- | --- | --- |
| 20 | 1,01,100 | 1,20,700 | 1,39,800 | --- | --- | --- |
| 21 | 1,04,100 | 1,24,300 | 1,44,000 | --- | --- | --- |
| 22 | 1,07,200 | 1,28,000 | 1,48,000 | --- | --- | --- |
| 23 | 1,10,400 | 1,31,800 | 1,52,700 | --- | --- | --- |
| 24 | 1,13,700 | 1,35,800 | 1,57,300 | --- | --- | --- |
| 25 | 1,17,100 | 1,39,900 | 1,62,000 | --- | --- | --- |
| 26 | 1,20,600 | 1,44,100 | 1,66,900 | --- | --- | --- |
| 27 | 1,24,200 | 1,48,400 | 1,71,900 | --- | --- | --- |
| 28 | 1,27,900 | 1,52,900 | 1,77,100 | --- | --- | --- |
| 29 | 1,31,700 | 1,57,500 | 1,82,400 | --- | --- | --- |
| 30 | 1,35,700 | 1,62,200 | 1,87,900 | --- | --- | --- |
| 31 | 1,39,800 | 1,67,100 | 1,93,500 | --- | --- | --- |
| 32 | 1,44,000 | 1,72,100 | 1,99,300 | --- | --- | --- |
| 33 | 1,48,300 | 1,77,300 | 2,05,300 | --- | --- | --- |
| 34 | 1,52,700 | 1,82,600 | 2,11,500 | --- | --- | --- |
| 35 | 1,57,300 | 1,88,100 | --- | --- | --- | --- |
| 36 | 1,62,000 | 1,93,700 | --- | --- | --- | --- |
| 37 | 1,66,900 | 1,99,500 | --- | --- | --- | --- |
| 38 | 1,71,900 | 2,05,500 | --- | --- | --- | --- |
| 39 | 1,77,100 | --- | --- | --- | --- | --- |
| 40 | 1,82,400 | --- | --- | --- | --- | --- |

ANNEXURE - II (for non-academic posts)

Pay Matrix

| Pay Band | PB - 1 4900-16200 | | PB-2 5400 - 25200 | | | | | PB - 3 7100 - 3700 | | | | PB - 4 9000 - 40500 | | | | | | PB - 5 37400 - 60000 | | | |
|---------------|----------------------|-------|----------------------|-------|-------|-------|-------|-----------------------|-------|-------|-------|------------------------|-------|--------|--------|--------|--------|-------------------------|--------|--------|--------|
| Grade Pay | 1700 | 1800 | 1900 | 2100 | 2300 | 2600 | 2900 | 3200 | 3600 | 3900 | 4100 | 4400 | 4600 | 4700 | 4800 | 5400 | 6600 | 7600 | 8700 | 8900 | 10000 |
| Old Entry Pay | 6600 | 6830 | 7300 | 7680 | 8160 | 8840 | 9600 | 10300 | 11040 | 12270 | 12750 | 13400 | 13900 | 14930 | 15960 | 20280 | 25200 | 29920 | 46100 | 46300 | 47400 |
| Level | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 1 | 17000 | 17600 | 18800 | 19700 | 21000 | 22700 | 24700 | 27000 | 28900 | 32100 | 33400 | 35800 | 37100 | 39900 | 42600 | 54100 | 67300 | 79900 | 123100 | 123600 | 128900 |
| 2 | 17500 | 18100 | 19400 | 20300 | 21600 | 23400 | 25400 | 27800 | 29800 | 33100 | 34400 | 36900 | 38200 | 41100 | 43900 | 55700 | 69300 | 82300 | 126800 | 127300 | 132800 |
| 3 | 18000 | 18600 | 20000 | 20900 | 22200 | 24100 | 26200 | 28600 | 30700 | 34100 | 35400 | 38000 | 39300 | 42300 | 45200 | 57400 | 71400 | 84800 | 130600 | 131100 | 136800 |
| 4 | 18500 | 19200 | 20600 | 21500 | 22900 | 24800 | 27000 | 29500 | 31600 | 35100 | 36500 | 39100 | 40500 | 43600 | 46600 | 59100 | 73500 | 87300 | 134500 | 135000 | 140900 |
| 5 | 19100 | 19800 | 21200 | 22100 | 23600 | 25500 | 27800 | 30400 | 32500 | 36200 | 37600 | 40300 | 41700 | 44900 | 48000 | 60900 | 75700 | 89900 | 138500 | 139100 | 145100 |
| 6 | 19700 | 20400 | 21800 | 22800 | 24300 | 26300 | 28600 | 31300 | 33500 | 37300 | 38700 | 41500 | 43000 | 46200 | 49400 | 62700 | 78000 | 92600 | 142700 | 143300 | 149500 |
| 7 | 20300 | 21000 | 22500 | 23500 | 25000 | 27100 | 29500 | 32200 | 34500 | 38400 | 39900 | 42700 | 44300 | 47600 | 50900 | 64600 | 80300 | 95400 | 147000 | 147600 | 154000 |
| 8 | 20900 | 21600 | 23200 | 24200 | 25800 | 27900 | 30400 | 33200 | 35500 | 39600 | 41100 | 44000 | 45600 | 49000 | 52400 | 66500 | 82700 | 98300 | 151400 | 152000 | 158600 |
| 9 | 21500 | 22200 | 23900 | 24900 | 26600 | 28700 | 31300 | 34200 | 36600 | 40800 | 42300 | 45300 | 47000 | 50500 | 54000 | 68500 | 85200 | 101200 | 155900 | 156600 | 163400 |
| 10 | 22100 | 22900 | 24600 | 25600 | 27400 | 29600 | 32200 | 35200 | 37700 | 42000 | 43600 | 46700 | 48400 | 52000 | 55600 | 70600 | 87800 | 104200 | 160600 | 161300 | 168300 |
| 11 | 22800 | 23600 | 25300 | 26300 | 28200 | 30500 | 33200 | 36300 | 38800 | 43300 | 44900 | 48100 | 49900 | 53600 | 57300 | 72700 | 90400 | 107300 | 165400 | 166100 | 173300 |
| 12 | 23500 | 24300 | 26100 | 27200 | 29000 | 31400 | 34200 | 37400 | 40000 | 44500 | 46200 | 49500 | 51400 | 55200 | 59000 | 74900 | 93100 | 110500 | 170400 | 171100 | 178500 |
| 13 | 24200 | 25000 | 26900 | 28000 | 29900 | 32300 | 35200 | 38500 | 41200 | 45900 | 47600 | 51000 | 52900 | 56900 | 60800 | 77100 | 95900 | 113800 | 175500 | 176200 | --- |
| 14 | 24900 | 25800 | 27700 | 28800 | 30800 | 33300 | 36300 | 39700 | 42400 | 47300 | 49000 | 52500 | 54500 | 58600 | 62600 | 79400 | 98800 | 117200 | 180800 | 181500 | 189400 |
| 15 | 25600 | 26600 | 28500 | 29700 | 31700 | 34300 | 37400 | 40900 | 43700 | 48700 | 50500 | 54100 | 56100 | 60400 | 64500 | 81800 | 101800 | 120700 | 186200 | 186900 | 195100 |
| 16 | 26400 | 27400 | 29400 | 30600 | 32700 | 35300 | 38500 | 42100 | 45000 | 50200 | 52000 | 55700 | 57800 | 62200 | 66400 | 84300 | 104900 | 124300 | 191800 | 192500 | 201000 |
| 17 | 27200 | 28200 | 30300 | 31500 | 33700 | 36400 | 39700 | 43400 | 46400 | 51700 | 53600 | 57400 | 59500 | 64100 | 68400 | 86800 | 108000 | 128000 | --- | --- | --- |
| 18 | 28000 | 29000 | 31200 | 32400 | 34700 | 37500 | 40900 | 44700 | 47800 | 53300 | 55200 | 59100 | 61300 | 66000 | 70500 | 89400 | 111200 | 131800 | --- | --- | --- |
| 19 | 28800 | 29900 | 32100 | 33400 | 35700 | 38600 | 42100 | 46000 | 49200 | 54900 | 56900 | 60900 | 63100 | 68000 | 72600 | 92100 | 114500 | 135800 | --- | --- | --- |
| 20 | 29700 | 30800 | 33100 | 34400 | 36800 | 39800 | 43400 | 47400 | 50700 | 56500 | 58600 | 62700 | 65000 | 70000 | 74800 | 94900 | 117900 | 139900 | --- | --- | --- |
| 21 | 30600 | 31700 | 34100 | 35400 | 37900 | 41000 | 44700 | 48800 | 52200 | 58200 | 60400 | 64600 | 67000 | 72100 | 77000 | 97700 | 121400 | 144100 | --- | --- | --- |
| 22 | 31500 | 32700 | 35100 | 36500 | 39000 | 42200 | 46000 | 50300 | 53800 | 59900 | 62200 | 66500 | 69000 | 74300 | 79300 | 100600 | 125000 | 148400 | --- | --- | --- |
| 23 | 32400 | 33700 | 36200 | 37600 | 40200 | 43500 | 47400 | 51800 | 55400 | 61700 | 64100 | 68500 | 71100 | 76500 | 81700 | 103600 | 128800 | 152900 | --- | --- | --- |
| 24 | 33400 | 34700 | 37300 | 38700 | 41400 | 44800 | 48800 | 53400 | 57100 | 63600 | 66000 | 70600 | 73200 | 78800 | 84200 | 106700 | 132700 | --- | --- | --- | --- |
| 25 | 34400 | 35700 | 38400 | 39900 | 42600 | 46100 | 50300 | 55000 | 58100 | 65500 | 68000 | 72700 | 75400 | 81200 | 86700 | 109900 | 136700 | --- | --- | --- | --- |
| 26 | 35400 | 36800 | 39600 | 41100 | 43900 | 47500 | 51800 | 56700 | 60600 | 67500 | 70000 | 74900 | 77700 | 83600 | 89300 | 113200 | 140800 | --- | --- | --- | --- |
| 27 | 36500 | 37900 | 40800 | 42300 | 45200 | 48900 | 53400 | 58400 | 62400 | 69500 | 72100 | 77100 | 80000 | 86100 | 92000 | 116600 | 145000 | --- | --- | --- | --- |
| 28 | 37600 | 39000 | 42000 | 43600 | 46600 | 50400 | 55000 | 60200 | 64300 | 71600 | 74300 | 79400 | 82400 | 88700 | 94800 | 120100 | 149400 | --- | --- | --- | --- |
| 29 | 38700 | 40200 | 43300 | 44900 | 48000 | 51900 | 56700 | 62000 | 66200 | 73700 | 76500 | 81800 | 84900 | 91400 | 97600 | 123700 | 153900 | --- | --- | --- | --- |
| 30 | 39900 | 41400 | 44600 | 46200 | 49400 | 53500 | 58400 | 63900 | 68200 | 75900 | 78800 | 84300 | 87400 | 94100 | 100500 | 127400 | 158500 | --- | --- | --- | --- |
| 31 | 41100 | 42600 | 45900 | 47600 | 50900 | 55100 | 60200 | 65800 | 70200 | 78200 | 81200 | 86800 | 90000 | 96900 | 103500 | 131200 | 163300 | --- | --- | --- | --- |
| 32 | 42300 | 43900 | 47300 | 49000 | 52400 | 56800 | 62000 | 67800 | 72300 | 80500 | 83600 | 89400 | 92700 | 99800 | 106600 | 135100 | 168200 | --- | --- | --- | --- |
| 33 | 43600 | 45200 | 48700 | 50500 | 54000 | 58500 | 63900 | 69800 | 74500 | 82900 | 86100 | 92100 | 95500 | 102800 | 109800 | 139200 | 173200 | --- | --- | --- | --- |

ANNEXURE III

| Sl. No. | Name of the post | Existing pay Band | Existing Grade Pay/AGP | Corresponding Level as per Annexure I | Corresponding Level as per Annexure I |
|---------|-------------------------------|---------------------|------------------------|---------------------------------------|---------------------------------------|
| i. | Associate Professor | Rs. 37400 -67000/- | Rs. 9000/- | 13A (UGC) | - |
| ii. | Lecturer | Rs. 15600 - 39100/- | Rs. 6000/- | 10 (UGC) | - |
| iii. | Accounts Officer | Rs. 9000 - 40500/- | Rs. 5400/- | - | 16 |
| iv. | P.A. to Director | Rs. 9000 - 40500/- | Rs. 3900/- | - | 10 |
| v. | Accountant-cum-Cashier | Rs. 7100 - 37600/- | Rs. 3600/- | - | 9 |
| vi. | Office Assistant | Rs. 7100 - 37600/- | Rs. 2600/- | - | 6 |
| vii. | Library Assistant | Rs. 7100 - 37600/- | Rs. 2600/- | - | 6 |
| viii. | Attendant-cum-Peon | Rs. 4900 - 16200/- | Rs. 1700/- | - | 1 |
| ix. | Office Superintendent | Rs. 9000 - 40500/- | Rs. 4600/- | - | 13 |
| x. | Accounts Clerk | Rs. 5400 - 25200/- | Rs. 2600/- | - | 6 |
| xi. | Computer Laboratory Assistant | Rs. 5400 - 25200/- | Rs. 2600/- | - | 6 |
| xii. | Electrician-cum-Caretaker | Rs. 5400 - 25200/- | Rs. 2600/- | - | 6 |

ANNEXURE - V

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

ANNEXURE IV
Form of Option

*1. I, _____ hereby elect the revised pay structure with effect from 1st 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:

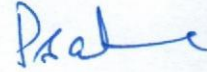
Designation:

Date:

Place:

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, 3rd 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 Director, Institute of Development Studies, Kolkata, DD 27/D, Sector - I, Salt Lake, Kolkata - 700 064
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