

# Employees Credit Cooperative Society Limited of Bejoy Narayan Mahavidyalaya

## Notice for Annual General Meeting (2017-2018)

### ২৫তম বার্ষিক সাধারণ সভার বিজ্ঞপ্তি

এই সমিতির সমস্ত সভ্যগণকে জানানো যাচ্ছে, আগামী ২২সেপ্টেম্বর ২০১৭ শুক্রবার বেলা ১১ ঘটিকায় বিজয়নারায়ণ মহাবিদ্যালয়ের রসায়ন বিভাগের হল ঘরে ১৯৮৩ সালের পশ্চিমবঙ্গ সমবায় সমিতির সমূহের আইনের ২৫ (১) নং ধারামতাবেক, বিজয়নারায়ণ মহাবিদ্যালয় এমপ্লয়িজ ক্রেডিট কো-অপারেটিভ সোসাইটি (লিঃ)-র বার্ষিক সাধারণ সভার অনুষ্ঠিত হবে। সমিতির সকল সদস্য ও সদস্যকে এই সভায় যথাসময়ে উপস্থিত থেকে সক্রিয় অংশগ্রহণের জন্য একান্ত ভাবে অনুরোধ করা।

#### আলোচ্য বিষয়সূচি :-

- ১। সমিতির সভাপতি শ্রী গৌতম বিট মহাশয় তাঁর লিখিত ভাষনের মাধ্যমে সভার সূচি ঘোষনা করবেন।
- ২। ০১.১০.২০১৬ তারিখের অনুষ্ঠিত ২৫তম বার্ষিক সাধারণ সভার কার্যবিবরণী পাঠ ও অনুমোদন।
- ৩। বিগত সমবায় বৎসরের (২০১৬-২০১৭) সমিতির কার্যধারা সংক্রান্ত সম্পাদকীয় বার্ষিক প্রতিবেদন পাঠ ও অনুমোদন।
- ৪। বিগত বৎসরের আয়-ব্যয়ের হিসাব পর্যালোচনা এবং সংশোধিত বাজেট অনুমোদন।
- ৫। ২০১৬-২০১৭ সমবায় বৎসরের জন্য সংশোধিত বাজেট পেশ ও অনুমোদন।
- ৬। সমবায় সমিতির সমূহের আইন ও নিয়মাবলী অনুসারে সমিতি সম্পর্কে কোন পরিদর্শন ও তদন্ত অনুষ্ঠিত হয়ে থাকলে সংশ্লিষ্ট প্রতিবেদন আলোচনা ও অনুমোদন।
- ৭। সমিতির পর্যদের সদস্যদের কোন নিয়মবহির্ভূত ঋন ও অগ্রিম দেওয়া হয়ে থাকলে তা আলোচনা ও অনুমোদন।
- ৮। আগামী সমবায় বৎসরের (২০১৭-২০১৮) ব্যাঙ্ক হইতে সমিতির ঋণ গ্রহণের সর্বোচ্চ সীমা ও সর্বোচ্চ সময় নির্ধারণ।
- ৯। প্রয়োজন অনুসারে সমিতির উপবিধির ধারা সংশোধন ও সংযোজন।
- ১০। বিবিধ।

উপরোক্ত আলোচ্যসূচি ছাড়াও যদি অন্য কোন আলোচ্যসূচি অর্ন্তভুক্ত করার প্রস্তাব থাকে, তাহা আগামী ১৫.০৯.২০১৭ তারিখের মধ্যে লিখিতভাবে সম্পাদকের নিকট জানাতে অনুরোধ করা হচ্ছে।



আন্তরিক শ্রদ্ধাসহ  
বিনীত  
সম্পাদক  
মাল্লু ঘোষ

০৫.০৯.২০১৭

Secretary

B. N. Mahavidyalaya Employee's  
Credit Co-op. Society Ltd.

## Notice for Annual General Meeting (2018-2019)



### ২৫তম অর্ধ-বার্ষিক সাধারণ সভার বিজ্ঞপ্তি

এই সমিতির সমস্ত সভাগণকে জানানো যাচ্ছে, আগামী ১৬ই মার্চ ২০১৮ শুক্রবার বেলা ১১ ঘটিকায় বিজয়নারায়ণ মহাবিদ্যালয়ের রসায়ন বিভাগের হল ঘরে ১৯৮৩ সালের পশ্চিমবঙ্গ সমবায় সমিতির সমূহের আইনের ২৫ (১) নং ধারামতোভাবে, বিজয়নারায়ণ মহাবিদ্যালয় এমপ্লয়িজ ক্রেডিট কো-অপারেটিভ সোসাইটি (লিঃ)-র অর্ধ-বার্ষিক সাধারণ সভার অনুষ্ঠিত হবে। সমিতির সকল সদস্য ও সদস্যকে ঐ সভায় যথাসময়ে উপস্থিত থেকে সক্রিয় অংশগ্রহণের জন্য একান্ত ভাবে অনুরোধ করি।

#### আলোচ্য বিষয়সূচি :-

- ১। সমিতির সভাপতি শ্রী গৌতম বিট মহাশয় তাঁর লিখিত ভাষনের মাধ্যমে সভার সূচি ঘোষনা করবেন।
- ২। ২২.০৯.২০১৭ তারিখের অনুষ্ঠিত ২৫তম বার্ষিক সাধারণ সভার কার্যবিবরণী পাঠ ও অনুমোদন।
- ৩। বিগত সমবায় বৎসরের (২০১৭-২০১৮) সমিতির কার্যধারা সংক্রান্ত সম্পাদকীয় বার্ষিক প্রতিবেদন পাঠ ও অনুমোদন।
- ৪। বিগত বৎসরের আয়-ব্যয়ের হিসাব পর্যালোচনা এবং সংশোধিত বাজেট অনুমোদন।
- ৫। ২০১৭-২০১৮ সমবায় বৎসরের জন্য সংশোধিত বাজেট পেশ ও অনুমোদন।
- ৬। সমবায় সমিতির সমূহের আইন ও নিয়মাবলী অনুসারে সমিতি সম্পর্কে কোন পরিদর্শন ও তদন্ত অনুষ্ঠিত হয়ে থাকলে সংশ্লিষ্ট প্রতিবেদন আলোচনা ও অনুমোদন।
- ৭। সমিতির পর্যদের সদস্যদের কোন নিয়মবর্হিভূত ঋন ও অগ্রিম দেওয়া হয়ে থাকলে তা আলোচনা ও অনুমোদন।
- ৮। আগামী সমবায় বৎসরের (২০১৭-২০১৮) ব্যাঙ্ক হইতে সমিতির ঋণ গ্রহণের সর্বোচ্চ সীমা ও সর্বোচ্চ সময় নির্ধারণ। প্রয়োজন অনুসারে সমিতির উপবিধির ধারা সংশোধন ও সংযোজন।
- ১০। বিবিধ।

উপরোক্ত আলোচ্যসূচি ছাড়াও যদি অন্য কোন আলোচ্যসূচি অন্তর্ভুক্ত করার প্রস্তাব থাকে, তাহা আগামী ১৪.০৩.২০১৮ তারিখের মধ্যে লিখিতভাবে সম্পাদকের নিকট জানাতে অনুরোধ করা হচ্ছে।

আন্তরিক শ্রদ্ধাসহ  
বিনীত  
সম্পাদক

মাস্ত্র ঘোষ 19/03/18

Secretary  
B. N. Mahavidyalaya Employee's  
Credit Co-op. Society Ltd.

## Notice for Annual General Meeting (2019-2020)

# ২৬তম অর্ধ-বার্ষিক সাধারণ সভার বিজ্ঞপ্তি

এই সমিতির সমস্ত সভ্যগণকে জানানো যাচ্ছে, আগামী ২৯শে মার্চ ২০১৯ শুক্রবার বেলা ১১ ঘটিকায় বিজয়নারায়ণ মহাবিদ্যালয়ের রসায়ণ বিভাগের হল ঘরে ১৯৮৩ সালের পশ্চিমবঙ্গ সমবায় সমিতির সমূহের আইনের ২৫ (১) নং ধারামোতাবেক, বিজয়নারায়ণ মহাবিদ্যালয় এমপ্লয়িজ ক্রেডিট কো-অপারেটিভ সোসাইটি (লিঃ)-র বার্ষিক সাধারণ সভার অনুষ্ঠিত হবে। সমিতির সকল সদস্য ও সদস্যকে ঐ সভায় যথাসময়ে উপস্থিত থেকে সক্রিয় অংশগ্রহণের জন্য একান্ত ভাবে অনুরোধ করি।

### আলোচ্য বিষয়সূচি :-

- ১। সমিতির সভাপতি শ্রী গৌতম বিট মহাশয় তাঁর লিখিত ভাষনের মাধ্যমে সভার সূচি ঘোষনা করবেন।
- ২। ১২.১০.২০১৮ তারিখের অনুষ্ঠিত ২৬তম বার্ষিক সাধারণ সভার কার্যবিবরণী পাঠ ও অনুমোদন।
- ৩। বিগত বৎসরের আয়-ব্যয়ের হিসাব পর্যালোচনা এবং সংশোধিত বাজেট অনুমোদন।
- ৪। ২০১৯-২০২০ সমবায় বৎসরের জন্য সংশোধিত বাজেট পেশ ও অনুমোদন।
- ৫। সমবায় সমিতির সমূহের আইন ও নিয়মাবলী অনুসারে সমিতি সম্পর্কে কোন পরিদর্শন ও তদন্ত অনুষ্ঠিত হয়ে থাকলে সংশ্লিষ্ট প্রতিবেদন আলোচনা ও অনুমোদন।
- ৬। সমিতির পর্যদের সদস্যদের কোন নিয়মবর্হিভূত ঋণ ও অগ্রিম দেওয়া হয়ে থাকলে তা আলোচনা ও অনুমোদন।
- ৭। আগামী সমবায় বৎসরের (২০১৯-২০২০) ব্যাঙ্ক হইতে সমিতির ঋণ গ্রহনের সর্বোচ্চ সীমা ও সর্বোচ্চ সময় নির্ধারণ।  
প্রয়োজন অনুসারে সমিতির উপবিধির ধারা সংশোধন ও সংযোজন।
- ৮। বিবিধ।

উপরোক্ত আলোচ্যসূচি ছাড়াও যদি অন্য কোন আলোচ্যসূচি অর্ন্তভুক্ত করার প্রস্তাব থাকে, তাহা আগামী ২৩.০৩.২০১৯ তারিখের মধ্যে লিখিতভাবে সম্পাদকের নিকট জানাতে অনুরোধ করা হচ্ছে।



  
CHAIRMAN

আন্তরিক শ্রদ্ধাসহ  
বিনীত  
  
সম্পাদক  
(মাস্তু ঘোষ)  
১৫.০৩.২০১৯  
Secretary  
B. N. Mahavidyalaya Employee's  
Credit Co-op. Society Ltd.

# Teachers' Mutual Benefit Society of Bejoy Narayan Mahavidyalaya

## Executive Committee Meeting (2017-2018)

Teachers' Mutual Benefit Society  
Bejoy Narayan Mahavidyalaya

P. O. — Itachuna, Dist — Hooghly, Pin — 712147

Ref. No. \_\_\_\_\_ Date 20.4.18

### NOTICE

A meeting of the executive committee of B.N.M.V. Teachers' Mutual Benefit Society will be held on 26.4.18 (Thursday) at 12 NOON to discuss about the proceedings of the AGM of the society. The following teacher members are requested to be present in the meeting.

President

Secretary

Members: -

Prof. Sohini Nath  
Dr. Shukla Ghosh  
Prof. Rama Mukherjee  
Dr. Shreatha Kundu  
Dr. Pinak Dutta  
Dr. Kausik Ghosh  
Dr. Sanita Dasgupta  
Prof. Prithwis Biswas  
Sri Ashoke Kundu.

B.N.M.V. Teachers' Mutual Benefit Society  
Executive Committee Meeting

Date - 26.04.18  
Venue - Staffs Dept.  
Teachers Room

Members Present: -

1. Sohini Nath
- 2.
3. Shreatha Kundu
4. Sanita Dasgupta
5. Sri Ghosh
6. Brothers K. Biswas
- 7.

Resolutions Made: -

1. The audit report of the co-operative has been completed and informed.
2. The AGM date for the financial year (2017-18) was finalized on 04.05.18.
3. The annual dividend rate of \_\_\_\_\_ was decided to be given to the members keeping in view the profit made by the co-operative.
4. The amount of lunch packet and gift to be given to the members were also decided.
5. Like the previous years, new teacher members should be invited to the AGM, was also decided.



## Annual General Meeting (2017-2018)

Date: 04.05.18  
Time: 1:30 p.m.  
Venue: Hall A

B. N. M. V. T. H. B. Society  
A. G. M.

Members Present:-

1. ~~Pradip~~
2. Ashini Nath
3. Sanku
4. Sauchali Banerjee
5. Shreshtha Kundu
6. Rama Mukherjee
7. Sucharita Bhattacharya
8. Kausik Ghosh
9. Anurag
10. Debjani Bhattacharya
11. Tanusree Bhadra
12. Smita Saha
13. Debita Das
14. Anjan Das
15. Babanath Banerjee
16. Malay Kumar Mondal
17. Manabendra Majumdar
18. Rakesh Mondal
19. Anupama Nath Bara 04/05/18
20. Subhata Sarkar 04.05.18
21. Sahn K 04.05.18
22. Polan Roy
23. Arpanita Das 04.05.18
24. Anurag Das 08-06-2018
25. Anurag Das 08-06-2018
26. Anurag Das 08-06-2018
27. Anurag Das 08-06-2018
28. Anurag Das 08-06-2018
29. Anurag Das 08-06-2018
30. Anurag Das 08-06-2018
31. Anurag Das 08-06-2018
32. Anurag Das 08-06-2018
33. Anurag Das 08-06-2018
34. Anurag Das 08-06-2018
35. Anurag Das 08-06-2018
36. Anurag Das 08-06-2018
37. Anurag Das 08-06-2018
38. Anurag Das 08-06-2018
39. Anurag Das 08-06-2018

Resolutions made:-

1. The Audit-report of the current financial year i.e. 2017-18 is placed at the A.G.M.
2. The annual dividend rate is \_\_\_\_\_ given to the members of the Society.
3. The amount of lunch-breaket is \_\_\_\_\_ and gift is \_\_\_\_\_.
4. New Teaching-members remain present at the meeting.
5. Resolution was ~~taken~~ <sup>taken</sup> at the A.G.M. that monthly subscription will be/may be deducted from the salary of the members.  
It is decided that Society will act accordingly and necessary steps will be taken by the Society in course of time.
6. Account of the Society will be transferred from Bandhan Gramin Bank to PNB

40. Anurag Das
41. Anurag Das
42. Anurag Das
43. Anurag Das
44. Anurag Das
45. Anurag Das
46. Anurag Das
47. Anurag Das
48. Anurag Das
49. Anurag Das

1000. The Principal of the college promised to help the process of transfer of the account of the Society.

7. The decision was taken that, before any proper arrangement of deduction from the salary, members are requested to pay their subscription individually to the Society within the 10th of the current month. In case of default, members will be charged of Rs 10/- for each month. ~~This~~ ~~is~~ ~~the~~ ~~amount~~ ~~of~~ ~~fine~~ of Rs 10/- is fined for each month.

## Executive Committee Meeting (2018-2019)

Date: - 16.08.18

Time: - 10:30 Pm

Venue: - Halls Deptt.

B N Mahavidyalaya.  
Teachers' Mutual Benefit Society.

Executive Committee meeting (Emergency)

Members present: - Agenda: - Loan request from  
Dr. Arjun Dasgupta.

1. Sohini Nath.
2. Sukh Grew
3. Samik Dasgupta
4. Rama Mukherjee
5. Prithwis Kumar Biswas
6. Shreshtha Kundu
7. Pinak Dutta

Any member of the co-operative ~~are~~ ~~can~~ are eligible to take the stipulated amount of loan from the co-operative. But, the teaching-member who is not yet the member of the co-operative is not eligible to draw the loan from the co-operative.

B N M V TMB society

Date: - 17.01.19.

Executive Body meeting

Venue: - Halls Deptt.

Time: - 12 Noon.

1. Sohini Nath
2. Rama Mukherjee
3. Shreshtha Kundu
4. Prithwis Kumar Biswas
5. Pinak Dutta
6. Samik Dasgupta
7. Sukh Grew

Emergency meeting regarding the letter given by Dr. Debasis Mukherjee. The members of Executive Committee discussed about the letter but all of the members could not understand the subject matter of his letter. He are taking the interest as per an ~~is~~ rule of the co-operative - i.e. at the flat rate of interest. So, the interest taken by the co-operative from Dr. D. Mukherjee is absolutely ~~very~~ correct acco to the members of the Committee.

Dr. Palash Ray and Prof. Subhadra Saha  
The 2 names were proposed by the members to take the charge of the co-operative for the next financial session.



B.N.M.V. T.M.B society

Date - 04. Oct 19.

Venue: - Chem. Dept. (Staff room)

Executive Body meeting  
Time: - 1.30 P.m.

Members present :-

1. Sohini Nath
2. Sushu Jinn
3. ~~Harjanti~~
4. Kausik Ghosh.
5. Rama Mukherjee
6. Bithwis Kumar Biswas
7. Shreshtha Kundu .
8. Asoke Kr. Kundu,
9. Pink Datta

1. Letters will be issued to those listed members who are not willing to give fines in case of his/her default. They will be given time of 10 days.
2. Letters will be issued to those listed members who are not willing to give their dues of subscription. They will be given <sup>10</sup> days.
3. Audit will be held for this financial yr 2018-19 after completion of the proceedings of dues of members.  
(i.e. after the expiry of <sup>stipulated</sup> 10 days —  
a general meeting will be held)
4. Those members who are not willing to continue their membership — are to be decided at the general meeting.

20.6.2019

Executive Committee  
Meeting

Agendas of the meeting: —

- 1) regarding the dt of ~~of~~ AGM.
- 2) decisions about the members who are not giving their instalments of loan and as well as interest to the society.
- 3) About the deduction of subscription from the salary.
- 4) Regarding the transfer of the account from Burchwan Co-operative Bank to PNB.
- 5) Termination of the tenure of both Secretary & Treasurer — including the Executive body.
- 6) Rate of dividend should be decided.

Resolutions: —

1) Date of AGM will be on 28th June 2019

2) Ref. to AGM

Not giving subscription	Not giving time
a) Mahadev Sahu	1) Bait Chali
b) Dhanraj Bar	2) Mohaj Ghos
	3) Goutam Ghos.

\* Extra-Ordinary case  
Anjan Das Gupta — Deduction from Salary  
— A letter issued.



## Annual General Meeting (2018-2019)

AGM

28.6.2019

### Resolutions at the AGM

1. The monthly subscription — will be deducted from the salary.

2. Loan - instalment — will be deducted from the salary.

3. closure of account of B.G.M and opening of acc<sup>l</sup> or  
new to be discussed. PNB

4. Not giving subscription —

1) Mahadeo Sahu

2) Dnyaneshwar

3) Manohar Mayadeo.

Not giving fine —

1) Anil Chaturvedi Rate of dividend will be less of .5%.

2) Moolay Ghosh (withheld)

3) Gouder Ghosh.

4) Anup Das Gupta.

↓ Rs 500/- will be deducted from the salary. (Executive committee took the decision)

5. New members and non-willing members will not be given gifts and food packets.

6. Termination of the tenure of both Sec & Treasurer — Also the Exec<sup>l</sup> committee.

Date: 28.6.19  
 B.N.H.V.T.M.B society Executive <sup>Meeting</sup>  
 Time: 1 P.m.

⑤ - Resolutions has taken by the E.C  
 that the existing account of  
~~Resolution~~ ~~Bashtman~~ ~~Green~~ ~~Bank~~ will  
 be closed and the monthly subscribe  
 and the amount of loan of the members will  
 be deducted from the salary-account of  
 PNB, if a new account of the Society  
 will open at PNB.

Signature: —

- |   |                                  |
|---|----------------------------------|
| 1. Suley Ignou                          | 17. Anurag Singh 28.06.19        |
| 2. Ashini Nath                          | 18. Semanti Basu 28.06.19        |
| 3. Sushikha Kundu                       | 19. Madhumita Das 28.06.19       |
| 4. Samir K. Sengupta                    | 20. Borotaki Chakrabarty 28/6/19 |
| 5. Sr. Abdul Kalam                      | 21. Samir Sen. Majumdar 28/6/19  |
| 6. (Signature) 28/06/19                 | 22. Anke K. Kundu 28.6.19        |
| 7. (Signature) 28/06/19                 | 23. Md Hossain. 28.06.19         |
| 8. (Signature) 28/06/19                 | 24. Shyam Sundar Choudh 28/06/19 |
| 9. (Signature) Aditya 28.06.19          | 25. Kanchan Das, 28/6/19         |
| 10. (Signature) 28/06/19                | 26. (Signature) Ghosh 28/6/19    |
| 11. Samhali Banerjee 28/6/19            | 27. (Signature)                  |
| 12. Susharita Chatterjee 28.6.2019, 29. | 28. Hananta Kumar Ghosh 28/6/19  |
| 13. (Signature)                         | 30.                              |
| 14. (Signature)                         | 31.                              |
| 15. (Signature) 28/06/19                | 32.                              |
| 16. (Signature)                         | 33.                              |

## Annual General Meeting (2021-2022)

DT: - 26.11.2021

<sup>1100</sup>  
A General Meeting was held on 26.11.2021.

1) New members ~~was~~ were nominated by the members: -

- a) Asit Chatterjee - Vice Bursar of the College
- b) Shyam Sunder Ghose - Physics Dept, Assistant Prof.
- c) Khagen Haldar - Assistant Prof, Economics
- d) Pranab Kishore - Assistant Prof, Philosophy
- e) M.D. Hossain - Assistant Prof, Physics
- f) Dipak Ghose - Assistant Prof, Sanskrit.

2) Resolution was taken that the interest will be reduced during the period between March 20 to Nov '21.

3) It was also decided that - amount

- a) ~~for~~ the subscription - 5 instalments will be taken
- b) and 6 instalments will be taken for the amount of loan

4) From Jan '22 subscription and loan amount will be taken for the salary through Online.

## Executive Committee Meeting (2021-2022)

DT: 02.12.2021

Meeting of the Executive Committee

1) March 2020 <sup>Dec.</sup> <sup>amount</sup> <sup>interest</sup> <sup>will be paid through 6 instalments (with 6 months)</sup>

2) January 2021 <sup>amount</sup> <sup>will be paid through 5 instalments</sup>

3) Subscription will have to be given through 5 instalments.

Members: -

1. Kishore Ghosh 02.12.21
2. Pranab Kishore 02.12.21
3. Dipak Ghose 02.12.21
4. Shyam Sunder 2.12.21
5. M.D. Hossain 02.12.21
6. Kishore Nath 2.12.21
7. Asit Chatterjee 02.12.2021





# BEJOY NARAYAN MAHAVIDYALAYA

(GOVT. SPONSORED)  
NAAC ACCREDITED

P.O. ITACHUNA, DIST. HOOGHLY, PIN - 712147

website : www.bnmv.ac.in \* e.mail ID : bnmv2012@yahoo.in

Ref. No. 54/AJ(21-22)

Date. 19/8/2021

To

The Director of Public Instruction,  
Department of Higher Education Directorate,  
Govt. of West Bengal,  
Bikash Bhawan, Salt Lake,  
Kolkata- 700091.

Madam,

This is to inform you that promotion (under CAS) of the following teachers have fallen due as per the pattern shown below.

Details of Incumbents seeking for CAS:

Sl No	Name	Subject	Date of Ph.D/M. Phil	Phase	Due date of promotion
1	Dr. Goutam Ghosh	Botany	16/12/2006	III-IV	05/09/2020
2	Dr. Koushik Ghosh	Zoology	22/11/2010	II-III	03/04/2019
3	Dr. Milita Roy	Zoology	11/04/2018	II-III	11/07/2019
4	Dr. Palas Roy	Chemistry	29/01/2015	II-III	29/01/2020
5	Dr. Madhumita Dalal	Physics	20/11/2018	II-III	01/04/2021
6	Mr. Pranab Kirtunia	Philosophy	20/11/2018	II-III	06/04/2021

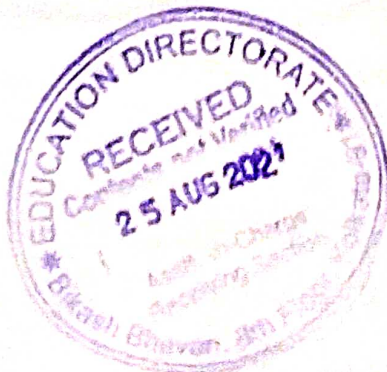
Please send the names of nominee in this regard from your end.

Thanking you,

Yours faithfully,

  
Principal

Principal  
Bejoy Narayan Mahavidyalaya  
P.O.- Itachuna, Dist.- Hooghly





Government of West Bengal  
Education Directorate  
Bikash Bhavan, Salt Lake City, Kolkata 700 091

No. 18109 (CAS)

Date : 07<sup>th</sup> February, 2022

To  
The Principal  
Bejoy Narayan Mahavidyalaya  
Hooghly

Subject: DPI Nominee for CAS  
Ref No. 54/AD (21-22) dt 18/08/2021

I am to inform you that Smt. Aparna Chakraborti, JDPI, Education Directorate, Bikash Bhavan, Kolkata will act as DPI Nominee towards the processing of CAS proposal of all six teachers as mentioned below –

Name	Subject	Stage
1. Dr. Goutam Ghosh	Botany	Stage 3 to 4
2. Dr. Koushik Ghosh	Zoology	Stage 2 to 3
3. Dr. Milita Roy	Zoology	Stage 2 to 3
4. Dr. Palas Roy	Chemistry	Stage 2 to 3
5. Dr. Madhumita Dalal	Physics	Stage 2 to 3
6. Pranab Kirtunia	Philisophy	Stage 2 to 3

The API format and service book may please be kept ready during the screening.

Yours faithfully

  
(Dr. B. De)

For Director of Public Instruction  
Government of West Bengal

Copy to –

1. Smt. Aparna Chakraborti, JDPI, Education Directorate, Bikash Bhavan, Kolkata
2. Guard File



# BEJOY NARAYAN MAHAVIDYALAYA

(GOVT. SPONSORED)  
NAAC ACCREDITED

P.O. ITACHUNA, DIST. HOOGHLY, PIN - 712147

website : www.bnmv.ac.in e.mail ID : bnmv2012@yahoo.in

Ref. No. 53/AD (21-22)

Date. 18/8/2021

To

The Inspector of Colleges,  
The University of Burdwan,  
Rajbati, Burdwan.

Received  
UNIVERSITY OF BURDWAN  
I. C. Department

Sl. No.  
Date- 19/8/21 Signature

Sir,

This is inform you that promotion (under CAS) of the following teachers have fallen due as per the pattern shown below.

Details of Incumbents seeking for CAS:

Sl No	Name	Subject	Date of Ph.D/M. Phil	Phase	Due date of promotion
1	Dr. Goutam Ghosh	Botany	16/12/2006	III-IV	05/09/2020
2	Dr. Koushik Ghosh	Zoology	22/11/2010	II-III	03/04/2019
3	Dr. Milita Roy	Zoology	11/04/2018	II-III	11/07/2019
4	Dr. Palas Roy	Chemistry	29/01/2015	II-III	29/01/2020
5	Dr. Madhumita Dalal	Physics	20/11/2018	II-III	01/04/2021
6	Mr. Pranab Kirtunia	Philosophy	20/11/2018	II-III	06/04/2021

Please take necessary steps in this regard and oblige.

Thanking you,

Yours faithfully,



Principal  
Bejoy Narayan Mahavidyalaya  
P.O.- Itachuna, Dt.- Hooghly.

**Encl:**

1. Incumbent's individual prayer for promotion
2. Filled Up Proforma for Promotion
3. Photocopy of Orientation Programme
4. Photocopy of Refreshers' Programme
5. Photocopies of all relevant Pay-fixation Memos.





No.IC/Subject Expert(s)/CAS/S-11/ 930

Date: 22.02.2022

To  
The Principal/Teacher-in-Charge,  
Bejoy Narayan Mahavidyalaya,  
P.O. Itachuna, Dist. Hooghly.

Sub : Subject Expert(s) of this University on the Selection Committee/Screening Committee for the purpose of Career Advancement of the teacher(s) of college(s) under the University of Burdwan in terms of New Regulation of U.G.C. 2010 and the relevant G.O. in this regard.

Sir/Madam,

With reference to your letter vide No. 53/AD (21-22) dated 18.08.2021, I am directed to inform you that the Hon'ble Vice-Chancellor has been pleased to nominate the following Subject Experts on the Selection Committee/Screening Committee for recommending Career Advancement of the concerned teachers of your college.

Sl. No.	Name of the Teacher	Designation	Promotion sought	Subject	Name and Address of the Experts
1.	Dr. Goutam Ghosh	Assistant Professor (Stage-3)	Associate Professor (Stage-4)	Botany	1) Prof. Tushar Kanti Maity, Dept. of Botany, B.U. 2) Prof. Jai Prakash Keshri, Dept. of Botany, B.U.
2.	Dr. Koushik Ghosh	Assistant Professor (Stage-2)	Assistant Professor (Stage-3)	Zoology	Prof. Soumendranath Chatterjee, Dept. of Zoology, B.U.
3.	Dr. Milita Roy	Assistant Professor (Stage-2)	Assistant Professor (Stage-3)	Zoology	Prof. Soumendranath Chatterjee, Dept. of Zoology, B.U.
4.	Dr. Palas Roy	Assistant Professor (Stage-2)	Assistant Professor (Stage-3)	Chemistry	Prof. Pabitra Chattopadhyay, Dept. of Chemistry, B.U.
5.	Dr. Madhumita Dalal	Assistant Professor (Stage-2)	Assistant Professor (Stage-3)	Physics	Prof. Partha Mitra, Head, Dept. of Physics, B.U.
6.	Mr. Pranab Kirtunia	Assistant Professor (Stage-2)	Assistant Professor (Stage-3)	Philosophy	Prof. Tafajol Hossain, Dept. of Philosophy, B.U.

You are therefore requested to contact the Experts in this regard.

Yours faithfully,

  
(Dr. S.K. Chowdhury)  
Inspector of Colleges



# BEJOY NARAYAN MAHAVIDYALAYA

[GOVT. SPONSORED]

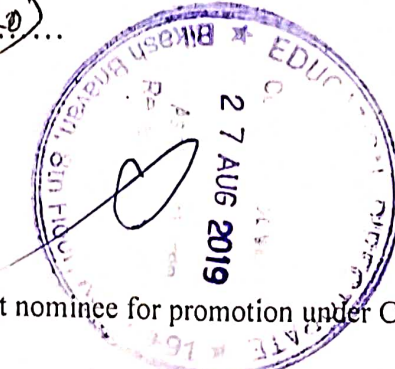
NAAC ACCREDITED

P.O. - ITACHUNA, DIST. - HOOGHLY, PIN. - 712147

Ref. No: ...61/A.D.(19-20)...

Date: ...26/8/2019

To,  
The Director of Public Instruction,  
Government of West Bengal,  
Bikash Bhavan,  
Saltlake, Kolkata-91



Sub: Prayer for a government nominee for promotion under CAS regulation

Dear Sir,

This is to inform you that the promotion of the following five teachers of our college from Assistant Professor Stage I to stage II is due as follows:

SL. NO.	NAME	SUBJECT	DATE OF JOINING	DATE OF Ph.D.	STAGE		DUE DATE OF PROMOTION
					PRESENT	DUE	
1	DR. ARINDAM MANDAL	BOTANY	26/11/2014	31/08/2018	I	II	25/12/2018
2	DR. SAROJ KUMAR GHOSH	ZOOLOGY	20/01/2015	12/11/2012	I	II	20/01/2019
3	DR. ANIMESH LAYEK	PHYSICS	03/03/2015	25/11/2014	I	II	03/03/2019
4	DR. SHAMSUNDAR GHOSH	PHYSICS	17/03/2015	28/11/2014	I	II	17/03/2019
5	DR. BROTI CHAKRABORTY	CHEMISTRY	19/03/2015	23/11/2012	I	II	19/03/2019

In this regard, we hereby make a prayer for a government nominee for promotion under CAS regulation.

Please do the needful and oblige.

Thanking you,

Yours sincerely,

Principal

Bejoy Narayan Mahavidyalaya,  
Itachuna, Hooghly

Principal

Bejoy Narayan Mahavidyalaya  
Itachuna Hooghly

Encl:

- [1] Photocopies of certificates of OP
- [2] Photocopies of certificates of RC





**Government of West Bengal**  
**Education Directorate**  
**Bikash Bhavan, Salt Lake City, Kolkata 700 091**

No. 17412 (CAS)

Date : 20<sup>th</sup> September, 2018

To  
The Principal  
Bejoy Narayan Mahavidyalaya  
Itachuna, Hooghly

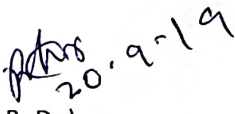
Subject: DPI Nominee for CAS  
Ref No. 61/AD (19-20) dt 26/08/2019

I am to inform you that **Dr. Sanjoy Kumar Roy, Associate Professor, Department of Commerce, Durgapur Govt. College, Durgapur** will act as DPI Nominee towards the processing of CAS proposal of all five teachers as mentioned below –

Name	Subject	Stage
1. Dr. Arindam Mandal	Botany	Stage 1 to 2
2. Dr. Saroj Kumar Ghosh	Zoology	Stage 1 to 2
3. Dr. Animesh Layek	Physics	Stage 1 to 2
4. Dr. Shamsundar Ghosh	Physics	Stage 1 to 2
5. Dr. Brotati Chakraborty	Chemistry	Stage 1 to 2

The API format and service book may please be kept ready during the screening.

Yours faithfully

  
(Dr. B. De)

For Director of Public Instruction  
Government of West Bengal

Copy to –

1. **Dr. Sanjoy Kumar Roy, Associate Professor, Department of Commerce, Durgapur Govt. College, Durgapur**
2. Guard File



# BEJOY NARAYAN MAHAVIDYALAYA

[GOVT. SPONSORED]

NAAC ACCREDITED

P.O. - ITACHUNA, DIST. - HOOGHLY, PIN. - 712147

Ref. No. 62/AD (19-20)

Received  
UNIVERSITY OF BURDWAN  
I. C. Department

Date 26/8/2019

To,  
Inspector of Colleges,  
The University of Burdwan,  
Burdwan

Sl. No

Date 27.08.19

Signature

Sub: Prayer for subject experts for promotion under CAS regulation

Dear Sir,

This is to inform you that the promotion of the following five teachers of our college from Assistant Professor Stage I to stage II is due as follows:

SL. NO.	NAME	SUBJECT	DATE OF JOINING	DATE OF Ph.D.	STAGE		DUE DATE OF PROMOTION
					PRESENT	DUE	
1	DR. ARINDAM MANDAL	BOTANY	26/11/2014	31/08/2018	I	II	25/12/2018
2	DR. SAROJ KUMAR GHOSH	ZOOLOGY	20/01/2015	12/11/2012	I	II	20/01/2019
3	DR. ANIMESH LAYEK	PHYSICS	03/03/2015	25/11/2014	I	II	03/03/2019
4	DR. SHAMSUNDAR GHOSH	PHYSICS	17/03/2015	28/11/2014	I	II	17/03/2019
5	DR. BROTATI CHAKRABORTY	CHEMISTRY	19/03/2015	23/11/2012	I	II	19/03/2019

In this regard, we hereby make a prayer for subject experts for all the five incumbents for promotion under CAS regulation.

Please do the needful and oblige.

Thanking you,

Yours sincerely,

  
Principal

Bejoy Narayan Mahavidyalaya,  
Itachuna, Hooghly  
Principal

Bejoy Narayan Mahavidyalaya  
Itachuna Hooghly

Encl:

- [1] Photocopies of certificates of OP
- [2] Photocopies of certificates of RC





No.IC/Expert(s)/CAS/S-11/23

Date: 24.9.2019

To  
The Principal/Teacher-in-charge,  
Bejoy Narayan Mahavidyalaya,  
P.O. Itachuna, Dist. Hooghly-712147.

Sub : Subject Expert of this University on the Screening Committee for the purpose of Career Advancement of the teachers of colleges under the University of Burdwan in terms of New Regulation of U.G.C. 2010 and the relevant G.O. in this regard.

Sir/Madam,

With reference to your letter No. 62/AD (19-20) dated 26.8.19, I am directed to inform you that the Hon'ble Vice-Chancellor has been pleased to nominate the following Subject Experts on the Screening Committee for recommending Career Advancement of the concerned teachers of your college.

Sl. No.	Name of the Teacher	Designation	Promotion sought	Subject	Name and Address of the Experts
1.	Dr. Arindam Mandal	Assistant Professor (Stage-1)	Assistant Professor (Stage-2)	Botany	Prof. Sikha Dutta, Head, Dept. of Botany, B.U.
2.	Dr. Saroj Kumar Ghosh	Do	Do	Zoology	Prof. Soumendranath Chatterjee, Head, Dept. of Zoology, B.U.
3.	Dr. Animesh Layek	Do	Do	Physics	Prof. Udit Chatterjee, Head, Dept. of Physics, B.U.
4.	Dr. Shamsundar Ghosh	Do	Do	Physics	
5.	Dr. Brotati Chakraborty	Do	Do	Chemistry	Prof. Bimalendu Roy, Dept. of Chemistry, B.U.

You are therefore requested to contact the Experts in this regard.

Yours faithfully,

  
(S.K. Chowdhury)  
Inspector of Colleges

No.IC/Expert(s)/CAS/S-11/23/124)

Date: 24.9.2019

Copy forwarded for information to :

- 1) Prof. Sikha Dutta, Head, Dept. of Botany, B.U.
- 2) Prof. Soumendranath Chatterjee, Head, Dept. of Zoology, B.U.
- 3) Prof. Udit Chatterjee, Head, Dept. of Physics, B.U.
- 4) Prof. Bimalendu Roy, Dept. of Chemistry, B.U.

  
(S.K. Chowdhury)  
Inspector of Colleges





# BEJOY NARAYAN MAHAVIDYALAYA

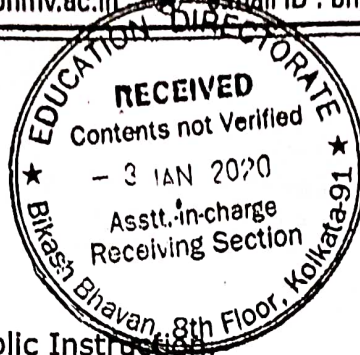
(GOVT. SPONSORED)  
NAAC ACCREDITED

P.O. ITACHUNA, DIST. HOOGHLY, PIN - 712147

website : www.bnmv.ac.in mail ID : bnmv2012@yahoo.in

Ref. No. ....112/A.D.(19-20)

Date. ....19/12/2019



To,  
The Director of Public Instruction,  
Higher Education Directorate  
Govt. of West Bengal,  
Bikash Bhawan, Salt Lake,  
Kolkata-700091

Sub: Pay Fixation of five teachers.

Sir,

Please find the enclosures regarding the proposed Pay Fixation of the following five teachers in the revised pay structure for CAS:

SL NO.	NAME	SUBJECT	DATE OF JOINING	DATE OF Ph.D.	STAGE	DUE DATE OF PROMOTION
1	DR. ARINDAM MANDAL	BOTANY	26/11/2014	31/08/2018	I TO II	26/11/2018
2	DR. SAROJ KUMAR GHOSH	ZOOLOGY	20/01/2015	12/11/2012	I TO II	20/01/2019
3	DR. ANIMESH LAYEK	PHYSICS	03/03/2015	25/11/2014	I TO II	03/03/2019
4	DR. SHYAMSUNDAR GHOSH	PHYSICS	17/03/2015	28/11/2014	I TO II	17/03/2019
5	DR. BROTI CHAKRABORTY	CHEMISTRY	19/03/2015	23/11/2012	I TO II	19/03/2019

Thanking you,

Yours sincerely,



*[Signature]*

Principal  
Bejoy Narayan Mahavidyalaya  
Itachuna, Hooghly.

Encl:

Proposed pay fixation memo of five teachers

Principal  
Bejoy Narayan Mahavidyalaya  
P.O. - Itachuna, Dt. - Hooghly



**Government of West Bengal**  
**Department of Higher Education,**  
**Science and Technology & Biotechnology**  
**C.S.Branch**  
**Bikash Bhavan, Salt Lake, Kolkata-700091**

No.848-Edn(CS)/1M-01/2017

Date: 01/08/2017

**NOTIFICATION**

The proposal for providing medical benefits to the Serving Teachers including Librarians and Graduate Laboratory Instructors of Government-aided Colleges and State-aided Universities was under active consideration of the State Government for sometimes past. After careful consideration, the Governor is now pleased hereby to provide medical benefits to the Serving Teachers including Librarians and Graduate Laboratory Instructors of Government-aided Colleges and State aided Universities and the family members thereto in the following manner under the scheme detailed below.

*Scheme*

**1. Short title and commencement** — (1) This Scheme may be called the West Bengal Health Scheme for Grant -in -aid College and University Teachers, 2017.

(2) It shall come into force on such date, as the State Government may, by notification in the Official Gazette, appoint.

**2. Application**— (1) This scheme shall apply to the serving teacher including Librarian and Graduate Laboratory Instructor of the Government-aided colleges and State-aided universities and his/her beneficiary.

(2) The provision of enrolment under this scheme shall be optional.

(3) A teacher shall not be entitled to draw the regular medical allowance, if opted for this scheme, with effect from the date of effect of such enrolment under clause 4.

(4) A teacher shall have the liberty to opt out of this scheme at any time.

Provided that where a teacher or his/her beneficiary has enjoyed any benefit under this scheme, such employee shall not be allowed to opt out the scheme within five years from the month following the month in which he/she enjoyed the benefit.

A teacher enrolled under this scheme shall not be eligible to be enrolled again if he/she opts out of the scheme for whatever reason.

**3. Definitions** — In this Scheme, unless there is anything repugnant in the subject or context—

- (a) “approved rates” means such rates as may be notified by the State Government from time to time for various services, procedures and investigations required in connection with the medical attendance and treatment of a beneficiary;
- (b) “beneficiary” means a dependent member of the family of a serving teacher;
- (c) “clause” means a clause of the scheme;
- (d) “teacher” means a full time and regular serving teacher including Librarian and Graduate Laboratory Instructor of the Government-aided Colleges and State-aided Universities of the Government of West Bengal enrolled under clause 4;
- (e) “family”, in relation to a teacher, means and includes
  - (i) Husband or Wife, as the case may be,
  - (ii) Dependent Parents whose monthly income does not exceed rupees three thousand and five hundred;
  - (iii) Dependent Children including step-children, children related to half-blood and uterine blood, legally adopted children and unmarried daughters;
  - (iv) Dependent widowed/divorced daughters;
  - (v) Dependent Minor brothers, minor sisters;
  - (vi) Dependent unmarried/widowed/divorced sisters.

**Note:** (i) ‘Son’ is considered to be dependent till he starts earning or attains the age of 25 years, whichever is earlier. Son suffering from permanent disabilities either physically or mentally will be considered dependent without any age limit.

  - (ii) Unmarried daughter is eligible till she starts earning (irrespective of age).
  - (iii) As an exception, parents can live away from employee in another station with other members of family.
  - (iv) A declaration regarding the income of parents should be furnished by the employee concerned once at the beginning of every calendar year.
- (f) “Form” means a Form appended to this scheme;
- (g) “Government” means Government of West Bengal in the department of Higher Education, Science & Technology & Bio-technology;
- (h) “hospital or institution” means such hospital or nursing home or institution as may be recognized from time to time by the Government for the purpose of availing benefits of medical attendance and treatment under this scheme;
- (i) “laboratory” means such laboratory or institution as may be recognized by the Government from time to time for availing of benefits of medical attendance and treatment under this scheme;
- (j) “medical attendance” means attendance for professional advice and includes pathological, bacteriological, radiological or other methods of investigations for the purpose of diagnosis which are considered necessary by the attending physician and are carried out in a hospital or institution;
- (k) “specified” means specified by order;



- (l) "treatment" means the use of medical and surgical facilities and includes—
- (i) the employment of such pathological, bacteriological, radiological or other methods of investigations as are considered necessary by the attending physician;
  - (ii) the use of such medicines, vaccines, serum or other therapeutic substances as may be considered necessary by the attending physician;
  - (iii) medical and surgical services and procedures; (iv) dental treatment;
  - (v) accommodation according to the entitlement of the teacher;
  - (vi) such nursing as is ordinarily provided at the hospital or such special nursing at the hospital as the authorized medical attending physician at the hospital may certify, in writing, to be essential for the recovery or for the prevention of serious deterioration in the condition of the patient, having regard to the nature of the disease.

#### 4. Enrolment –

- (1) A teacher seeking enrolment under the scheme shall exercise his/her option in **Form A** (Annexure-I), in duplicate, along with an undertaking that upon enrolment under this scheme, such teacher shall forgo the regular medical allowance drawn as part of monthly salary.
- (2) The option referred to in sub-clause (1) shall be submitted—
  - (a) to the College authority in the case of Government-aided colleges. The College authority, with the recommendation of the Governing Body of the college will send the same to the Director of Public Instruction, WB.
  - (b) to the Registrar in the case of state aided universities, who will forward the same to the Joint Secretary (University Branch), Department of Higher Education, Science and Technology & Biotechnology.
- (3) The DPI, WB or The Joint Secretary, Department of Higher Education, Science and Technology & Biotechnology, as the case may be, shall, after scrutinization of the option exercised by the teacher, issue a certificate of enrolment in **Form B** (Annexure-I) in favour of the employee, to be effective from the first day of the month following the month in which the certificate is issued.
- (4) The DPI, WB or The Joint Secretary, Department of Higher Education, Science and Technology & Biotechnology, as the case may be, shall send one copy of the certificate to the Drawing and Disbursing Officer in respect of the teacher with a direction to discontinue the drawal of regular medical allowance with effect from the first day of the month following the month in which the certificate is issued.
- (5) (i) The enrolment of the existing teachers under the scheme shall be completed within 2 years from the date of notification of the enrolment process.
 

(ii) New entrants shall be allowed to exercise option and complete enrolment under the scheme within two years of their appointment in colleges/universities.
- (6) The teachers not opting to come under this scheme within the period as specified at sub-clause 5 shall not be eligible to opt for the scheme at a later period.
- (7) If husband and wife both are covered under the scheme and if one opts under the scheme, both will not be entitled to draw regular allowance.



**5. Facilities** – A teacher or a beneficiary of such teacher shall be entitled to the following facilities, namely:–

- (a) medical attendance and treatment as an indoor patient in a hospital or an institution; and
- (b) medical attendance and treatment at out patient department of a hospital or an institution, or a clinic attached to such hospital or institution for such diseases, and under such circumstances, as may be specified.

**6. Medical attendance and treatment as an indoor patient in a hospital** – A teacher shall be entitled to reimbursement of the cost of his/her or his/her beneficiary's medical attendance and treatment, as an indoor patient in a hospital or an institution.

*Explanation.*– For the purpose of this clause, the expression “cost of medical attendance and treatment” shall include –

- (a) the amount charged by the hospital or institution in accordance with the approved rates;
- (b) the cost of medicines purchased from outside on the advice of the attending physician at the hospital or institution;
- (c) the charges for such pathological, bacteriological, radiological or other methods of investigations as are considered necessary by the attending physician and carried out, on the advice of the attending physician, in a laboratory or institution, other than the hospital or institution in which the patient is treated.

**7. Medical attendance and treatment as an OPD (Out-Patient Department) patient in a hospital** –

(1) A teacher shall be entitled to reimbursement of the cost of his or his beneficiary's medical attendance and treatment as an OPD patient in a hospital or institution in the following cases : –

- (i) Malignant diseases, (Mainly cancer cases are considered as Malignant diseases)
- (ii) Tuberculosis.
- iii) Hepatitis B/C and other liver diseases,
- (iv) Insulin-dependent diabetes,(Type -2 Diabetic Melitas is not considered as Insulin-dependent Diabetes.
- (v) Heart diseases,
- (vi) Neurological disorders/Cerebrovascular disorders,
- (vii) Malignant malaria,
- (viii) Renal failure,
- (ix) Thallasaemia/Bleeding orders/Platelet disorders,
- (x) Injuries caused by accidents.(Animal Bite cases will come under the purview of Injuries caused by the accidents.
- (xi) Rheumatoid Arthritis
- (xii) Systematic Lupus Erythematous(LUPUS)
- (xii) Crohn's Diseas

(2) A teacher or his/her beneficiary shall also be entitled to reimbursement of the cost of follow-up medical attendance and treatment relating to Neuro Surgery, Cardiac Surgery (Including Coronary Angioplasty and implants), Cancer Surgery/Chemotherapy/Radiotherapy, Renal Transplant, Hip/Knee replacement Surgery and Accident cases received as an OPD patient in a hospital or institution.

*Explanation.* – For the purpose of this clause, the expression “cost of medical attendance and treatment” shall include–

- (a) the amount charged by the hospital or institution in accordance with the approved rates,
- (b) the cost of medicines purchased from outside on the advice of the attending physician at the hospital or institution.
- (c) the charges for such pathological, bacteriological, radiological or other methods of investigations as are considered necessary by the attending physician and carried out on the advice of the attending physician in a laboratory or institution, other than the hospital or institution in which the patient is treated.

**8. Accommodation**– (1) In the case of medical attendance and treatment as an indoor patient in a hospital or an institution, a teacher or his/her beneficiary shall be entitled to such accommodation as mentioned in column (4) of the Table below, of the category of the teacher as mentioned in column (2), to be determined on the basis of the basic pay including dearness pay as mentioned in column (3), respectively, against the Sl. No. as mentioned in column (1) of the said Table :-

Table

Sl. No.	Category of Teacher	Band pay including Grade pay	Type of accommodation
(1)	(2)	(3)	(4)
1.	I	Above Rs. 27,000 p.m.	Private Ward
2.	II	Rs. 18,000 p.m. and above but below Rs. 27,000 p.m.	Semi-Private Ward
3.	III	Below Rs.18,000 p.m.	General Ward

(2) Where the type of accommodation in a hospital does not correspond to the nomenclature as referred to in column (4) of Table to sub-clause (1) or any similar nomenclature, the Government shall, in consultation with the authorities of the hospital concerned, determine the entitlement of the beneficiary.



9. **Tenure** – Notwithstanding anything contained in this scheme and without prejudice to the provisions of sub-clause (2) of clause 7, the cost incurred on account of related medical attendance and treatment received in a hospital or an institution during the period upto 30 days prior to hospitalization and 30 days from the date of discharge, shall be reimbursable.

10. **Issue of Identity Card to teacher and beneficiary** – (1) The teacher and his/her beneficiary shall be issued a photo-identity card with a unique identification number under the seal and signature of the issuing authority.

(2) The identification number of the teacher and his/her beneficiary shall consist of three numbers, for example x/y/z, where “x” denotes the code number of the teacher, “y” denotes the serial number of the beneficiary belonging to the family of the teacher (it being 1 in the case of the teacher himself) and “z” denotes the total number of cards issued for the family of the teacher.

(3) The blank identity cards with running serial numbers shall be supplied by the Director of Public Instruction, West Bengal or Joint Secretary (University Branch) of the Department of Higher Education, Science & Technology and Biotechnology, as the case may be, on the basis of the requisition received from the concerned government-aided colleges or the state-aided Universities

(4) The identity card shall consist of two parts of which the issuing authority shall retain the first part and the second part shall be handed over to the teacher concerned.

(5) A list of teachers to whom identity cards have been issued shall be forwarded to the Drawing and Disbursing Officer.

(6) The identity card shall have a standard format and shall contain such particulars as the name, the date of birth and the relationship of the beneficiary with the teacher.

(7) The colour of the identity card shall be–

- (a) yellow, in case of teachers belonging to category I as mentioned in column (2) against Sl. 1 in column (1) of Table to clause 8;
- (b) pink, in case of teachers belonging to category II as mentioned in column (2) against Sl. 2 in column (1) of Table to clause 8; and
- (c) white, in case of teachers belonging to category III as mentioned in column (2) against Sl. 3 in column (1) of Table to clause 8.

(8) For the purpose of availing the benefits under this scheme, the teacher or his beneficiary shall show his identity card to the hospital, laboratory or institution where he receives medical attendance and treatment.

(9) A temporary family permit in **Form F**(Annexure-I) may be issued to a teacher enrolled under this scheme by the Head of office for a period as may be specified, pending issue of photo-identity cards and such temporary family permit shall entitle the teacher and his/her beneficiary to all the benefits of this scheme.



(10) The identity cards issued under this scheme shall be surrendered to the the college/university authority, at the time of retirement/resignation/on being relieved from service.

**11. Claims for reimbursement of the cost of medical attendance and treatment** – (1) An application for reimbursement of the cost of medical attendance and treatment shall be made by a teacher in **Form C** (Annexure-I).

(2) The application for settlement of claim under this scheme shall be made as follows:

- (A) Indoor treatment : Three months from the date of discharge  
 (B) Outdoor treatment : Three months from the date of each O.P.D. consultation.

(a) to the DPI, WB or Joint Secretary (university branch), Department of Higher Education, Science & Technology and Bio-Technology, as the case may be.

(3) The application referred to in sub-clause (1) shall be accompanied with the following documents :-

- (a) essentiality Certificates in **Form D1/D2/D3**(Annexure-I);  
 (b) photocopy of the identity card issued to the teacher, and where the claim relates to a member of the family of the teacher, photocopy of the identity card issued to such member of the family of the teacher;  
 (c) all original bills verified by the hospital, laboratory or institution;  
 (d) all original vouchers, cash memos and money receipts;  
 (e) detailed lists of all medicines, laboratory tests, investigations, procedures, number of doctors' visits, etc. with dates, duly countersigned by an authorized person of the hospital where the beneficiary has received medical attendance and treatment, along with a certificate from such authorized person that all charges are as per approved rates. In the bill prepared by the hospital, each service, procedure and investigation for which the beneficiary is charged should be specified, along with this reference number in the approved list;  
 (f) detailed list of all medicines purchased from outside and all laboratory tests, investigations and procedures done in a laboratory, institution or hospital other than the hospital where the patient has received medical attendance and treatment, along with a certificate from an authorized person of the hospital that such medicines had to be purchased or such laboratory tests, investigations and procedures had to be done on the advice of the attending physician of the hospital;  
 (g) Check List in **Form E** (Annexure-I).

**12. Settlement of claims**– (1) The application made under sub-clause (1) of clause 12 for reimbursement shall be processed by the Directorate of Public Instruction, West Bengal i.r.o teachers of Govt.-aided Colleges and by the office of the Jt. Secretary (University Branch), Deptt. of Higher Education, Science & Technology and Biotechnology for teacher of State-aided Universities and the admissible cost of medical attendance and treatment shall be worked out on the basis of the approved rates as per Finance Department's notification no.796-F(MED) dated 31.01.2011, as revised from time to time.

(2) The sanctioning authority for reimbursement of the cost of medical attendance and treatment in the case of teachers of Govt.-aided Colleges shall be the D.P.I., W.B.

(i) for medical attendance and treatment as an indoor patient in a hospital - Rs. 1.0 lakh

(ii) for medical attendance and treatment as an OPD patient in a hospital, Rs. 10,000.

(3) The sanctioning authority in the case of a teacher of State-aided Universities shall be the Joint Secretary (University Branch), Deptt. of Higher Education, Science & Technology and Biotechnology

(i) for medical attendance and treatment as an indoor patient in a hospital - Rs. 1.0 lakh

(ii) for medical attendance and treatment as an OPD patient in a hospital, Rs. 10,000.

(4) The Secretary/Principal Secretary/Additional Chief Secretary of the Department of Higher Education, Science & Technology and Biotechnology where the claim exceeds these limits.

**13. Treatment in a hospital or institution outside the State-** (1) Notwithstanding anything contained elsewhere in this scheme, the Government may recognize specialized hospitals and institution outside the State for treatment of specific diseases.

(2) Prior approval of the Secretary/ Principal Secretary/Additional Chief Secretary of the Department of Higher Education, Science & Technology and Biotechnology shall be obtained before receiving medical attendance and treatment in these hospitals or institutions.

(3) Claim for reimbursement of the cost of medical attendance and treatment in these hospitals or institutions shall be allowed on the basis of the rates of various services provided by and investigations and procedures carried out by these hospitals/institutions in the course of medical attendance and treatment.

**14. Operational guidelines, clarifications, etc.-** (1) The Department of Higher Education, Science & Technology and Biotechnology, in consultation with the Finance Department (Medical Cell), wherever necessary, shall issue operational guidelines, clarifications, etc. for implementation of the scheme.

(2) If any difficulty arises in the course of implementation of the scheme, it shall be referred to the Finance Department and the decision of the Finance Department thereon shall be final.

(3) Further operational guidelines, in this regard, will be issued later on.

This is issued with the concurrence of Finance Department (Medical Cell) Vide their U.O. No. 343/17 dated. 12.07.2017

By order of the Governor,



Secretary to the Govt. of West Bengal



No. 848/1(15)-Edn(CS)/1M-01/17

Date : 1<sup>st</sup> August, 2017

**Copy forwarded for information and necessary action to:**

1. Accountant General (A&E), West Bengal, Treasury Building, Kolkata-700001.
2. Principal Accountant General(Audit) west Bengal, Treasury Building, Kolkata-700001.
3. Pay & Accounts Officer, Kolkata Pay & Accounts Office-1, 81/2/2/ Phears Lane, Kolkata-700073.
4. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Hyde Lane, Kolkata-700073.
5. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1<sup>st</sup> floor, Sector-III, IB Block, Kolkata-700106.
6. Finance Department (Medical Cell), Govt. Of West Bengal.
7. Finance (Budget) Department, Govt. Of West Bengal.
8. Director of Public Instruction, W.B, Bikash Bhavan, Salt Lake, Kolkata-700091.
- ✓ 9. Joint Secretary, University Branch of this Department, Bikash Bhavan, Salt Lake, Kolkata-700091.
10. Joint Secretary, C.S. Branch of this Department, Bikash Bhavan, Salt Lake, Kolkata-700091.
11. P.S. to Hon'ble MIC., Department of Higher Education, Science and Technology & Biotechnology, Govt. Of West Bengal, Bikash Bhavan, Salt Lake, Kolkata-700091.
12. P.S. to Hon'ble MOS, Health and Family welfare Department, Swasthya Bhavan, salt lake, Kolkata-700091.
13. P.S. to the Additional Chief Secretary of this Department, Bikash Bhavan, Salt Lake, Kolkata-700091.
14. P.S. to Principal Secretary, Health and Family Welfare Department, Swasthya Bhavan, Salt Lake, Kolkata-700091.
15. Guard file.



Deputy Secretary to the  
Government of West Bengal



# ANNEXURE - I

(FORMS)

**FORM A**

**Application for enrolment**

(See sub-clause (1) of clause 4)

To

The .....(College Authority/University Authority)

Sir,

I, Shri/Smt .....(designation).....attached to .....(college/university) under Department of Higher Education, Science & Technology and Biotechnology do hereby opt for coming under the West Bengal Health Scheme for Grant in-aid College and University Teachers, 2017, with effect from .....

The particulars of the members of my family as defined in para 3(e) of the Scheme are as follows :

Name of the Teacher :  
Designation :  
Residential address :  
Date of birth :  
Date of joining in college/ university :  
Date of superannuation :  
Present pay (Band + Grade Pay)

**Details of Family**

Sl. No.	Name	Age	Relationship	Monthly income, if any
1.				
2.				
3.				
4.				
5.				

I do hereby declare that upon enrolment under the above scheme I shall forgo the regular medical allowance drawn by me as part of salary.

I further declare that I shall abide by the provisions of the West Bengal Health Scheme for Grant in-aid College and University Teachers, 2017, as may be in force from time to time.

*Signature of the Applicant*



**FORM B**

**Certificate of enrolment**

(See sub-clause (3) of clause 4)

Certified that Shri/Smt .....(designation) attached to .....

.....(College/University) under Department of Higher Education, Science & Technology and Biotechnology, has been enrolled under the West Bengal Health Scheme for Grant -in -aid College and University Teachers, 2017 with effect from .....

The particulars of the members of his family as defined in para 3(e) of the Scheme are as follows :

Name of the Teacher :  
Designation :  
Residential address :  
Date of birth :  
Date of joining in college/university :  
Date of superannuation :  
Present pay (Band Pay + Grade Pay) :

**Details of Family**

Sl. No.	Name	Age	Relationship	Monthly income, if any
1.				
2.				
3.				
4.				
5.				

*Signature of the DPI,WB / Jt. Secretary(University Branch)*

No.

Date:

Copy forwarded for information and necessary action to :

1. Shri/Smt .....(designation)
2. The .....(Drawing and Disbursing Officer).

He/she is requested to discontinue the drawal of regular medical allowance in respect of Shri/Smt

.....with effect from 1<sup>st</sup> day of .....(Month),.....(Year).

3. Accountant General (A&E) Department, Writers' Buildings, Kolkata-1.
4. Department of Higher Education, Science and Technology & Bio-technology.

*Signature of the DPI, WB / Jt. Secretary (University Branch)*

West Bengal Health Scheme for Grant-in-aid College and University Teachers, 2017

**FORM C**

**Application Form for settlement of claim for reimbursement**

(See sub-clause (1) of clause 11)

(To be filled in by the applicant)

1. Identification No. of the Teacher :
2. Full name of the Teacher  
with designation (in Block letters) :
3. Full Address  
(i) College/University :
  
- (ii) Residence :
  
4. Enrolled under the Health Scheme w.e.f. :
5. Date of superannuation :
6. Pay (Band Pay + Grade Pay) :
7. Accommodation Category : Private / Semi-Private / General Ward  
[put (√) mark]
8. Medical treatment done : Self or beneficiary
9. Name of the beneficiary & relationship  
with the Teacher :
10. Name of the Hospital with address  
and code no.  
(a) OPD treatment :
  
- (b) Indoor treatment / Day Care :
  
11. Period of OPD treatment :
12. Period of indoor treatment :
13. Disease :



14. Total amount claimed –
- (a) OPD treatment :
- (b) Indoor treatment :
15. Details of permission
- (a) For treatment in speciality hospital outside the State :
- (b) For human organ transplantation / ICD / CRT / Dual Chamber Pacemaker / more than two stents / more than one drug eluting stents, digital hearing aid etc. :
16. Details of Medical advance, if any
- (a) Amount :
- (b) Order no. and date :
- (c) Sanctioning Authority :

#### DECLARATION

I hereby declare that the statements made in the application are true to the best of my knowledge and belief and the person for whom medical expenses were incurred wholly dependent on me. I am a beneficiary of the West Bengal Health Scheme for Grant-in-aid College and University Teachers, 2017 and the enrolment under the Scheme was valid at the time of treatment. I agree for the reimbursement as is admissible under the rules.

Signature of the Teacher

Date:

**West Bengal Health Scheme for Grant-in-aid College and University Teachers, 2017**

FORM "D1"

**Essentiality Certificate-cum-Statement of Expenditure Certified by Treating Specialist  
for OPD Treatment**

[See sub-clause 11 (3) & clause 7(1)]

1. Name of the Teacher with identification No. :
2. Name of College/University of the Teacher with address :
3. Name of the patient, relationship with  
Teacher & identification No. :
4. Details of expenditure :
  - (I) Name of the diagnosed disease :  
(\*vide list enclosed)
  - (II) Name & Code No. of the empanelled/  
Govt. recognized Hospital :
  - (III) Period of OPD treatment :
  - (IV) Total No. of original vouchers & money receipts :
  - (V) Amount claimed for OPD treatment :

Sl. No.	Description of items	Amount Claimed	Amount admissible (for official use)
(a)	Consultation fees (indicate total no. of consultations)		
(b)	Pathological investigations (give Break-up in a separate annexure with code no.)		
(c)	Radiological investigations (attach separate list, if required, with code no.)		
(d)	Medicines (give details of purchase in separate annexure, if required)		
(e)	Special devices like hearing aid/artificial appliances etc. (specify)		

(f) Miscellaneous (specify)

Total

(Rupees:

only)

(Signature of Claimant)

Name in Block Letters

Address:

1. Certified that the relevant bills/vouchers have been verified by me in pursuance of the latest approved rates of the West Bengal Health Scheme for Grant-in-aid College and University Teachers, 2017 and the expenditures shown above are correct and the treatment services prescribed and provided were essential and minimum that required for the recovery of the patient.

2. Certified that the patient, Sri/Smt. \_\_\_\_\_ was/ has been suffering from \_\_\_\_\_ as listed in Sl. No. \_\_\_\_\_ of the WBHS OPD list below\*.

Counter signed by

(Signature of the Treating Specialist  
with official seal)

Administrative officer/Medical Superintendent of  
the empanelled/ recognized Hospital with official seal

**\*OPD Disease List as per clause -7 of the West Bengal Health Scheme for Grant-in-aid  
College and University Teachers, 2017**

- (i) Malignant diseases,
- (ii) Tuberculosis,
- (iii) Hepatitis B/C and other liver diseases,
- (iv) Insulin-dependent diabetes,
- (v) Heart diseases,
- (vi) Neurological disorders/Cerebrovascular disorders,
- (vii) Malignant malaria,
- (viii) Renal failure,
- (ix) Thallasaemia/Bleeding disorders/Platelet disorders,
- (x) Injuries caused by accidents.
- (xi) None of the above list (Specify name of the ailment)



**West Bengal Health Scheme for Grant-in-aid College and University Teachers, 2017**

**FORM "D2"**

**Essentiality Certificate-cum-Statement of Expenditure Certified by Treating Specialist  
for Indoor/Day Care Treatment and related OPD treatment**

[See Clause 11(3), clause 6, clause 7(2) & clause 9]

1. Name of the Teacher with identification No. :

2. Name of College/University of the Teacher with address :

3. Name of the patient, relationship with Teacher & identification No. :

4. Details of expenditure:

(I) Name of the diagnosed disease :

(II) Name & Code No. of the empanelled/  
Government recognized Hospital :

(III) Period of Indoor/Day Care treatment :

(IV) Total No. of original vouchers & money receipts :

(V) Details of Amount claimed

(A) for Package treatment from \_\_\_\_\_ to \_\_\_\_\_ :

<u>Sl No.</u>	<u>Procedure Name</u>	<u>Procedure Code No.</u>	<u>Amount Claimed (Rupees)</u>	<u>Amount admissible (Rupees) (for official use)</u>
(1)	(2)	(3)	(4)	(5)
(i)				
(ii)				
(iii)				
(iv)				
(v)	<b>Miscellaneous</b> (Specify & give details in separate sheet, if necessary)			

Total=Rupees

\_\_\_\_\_

\_\_\_\_\_

(B) for Non-Package treatment from \_\_\_\_\_ to \_\_\_\_\_

<u>Sl No.</u> (1)	<u>Description of items</u> (2)	<u>Item Code</u> (3)	<u>Amount Claimed (Rupees)</u> (4)	<u>Amount admissible (Rupees) (for official use)</u> (5)
(i)	Room Rent :			
	(a) Ward			
	(b) ICU/ ITU/ CCU/ NICU/ PICU			
	(c) HDU/Step Down Unit/Burn Unit			
(ii)	Charges for :			
	(give details with code nos. in separate annexure)			
	(a) Indoor visit of specialist/ super specialist			
	(b) Radiological Investigations			
	(c) Pathological Investigations			
	(d) Medicines			
	(e) Artificial devices			
	(f) Miscellaneous (specify)			
	<b>Total :</b>	<b>=Rupees</b>	_____	_____

**(C) Related OPD treatment in terms of Clause-9 or Clause-7(2)**

<u>Sl No.</u> (1)	<u>Description of items</u> (2)	<u>Amount Claimed (Rupees)</u> (3)	<u>Amount admissible (Rupees) (for official use)</u> (4)
(i)	Consultation fees (indicate total no. of consultations)		
(ii)	Charges for :		
	(give details with code nos. in separate annexure)		
	(a) Pathological investigations		
	(b) Radiological investigations		
	(c) Medicines		

(1)

(2)

(3)

(4)

(d) Special devices like hearing aid/artificial appliances etc.  
(specify)

(e) Miscellaneous (specify)

**Total:**

**= Rupees**

\_\_\_\_\_  
\_\_\_\_\_

**Grand Total (package + non-package+ OPD amount)**

**=Rupees**

(Rupees:  
(in words)

only)

*(Signature of Claimant)*

Name in Block Letters

Address:

1. Certified that the relevant bills/vouchers have been verified by me as per latest approved rates of the West Bengal Health Scheme for Grant-in-aid College and University Teachers, 2017 and the expenditures shown above are correct and the treatment services provided were essential and minimum that required for the recovery of the patient.

2. Certified that the services of Special Nurse/Ayah were required from \_\_\_\_\_ to \_\_\_\_\_ that were absolutely essential for the recovery of the patient.

3. Specific procedure/Operation performed was \_\_\_\_\_ on \_\_\_\_\_.

4. Conservative treatment provided from \_\_\_\_\_ to \_\_\_\_\_.

***(Signature of the Treating Specialist  
with official seal)***

**Countersigned by Medical Superintendent/  
Administrative officer of the empanelled/  
recognized Hospital with seal**



West Bengal Health Scheme for Grant-in-aid College and University Teachers, 2017

FORM "D3"

Essentiality Certificate-cum-Statement of Expenditure Certified by Treating Specialist for treatment services taken from WB Health Scheme non-recognised Private Hospital/ Nursing Home

1. Name of the Teacher with identification No. :
2. Name of College/University of the Teacher with address :

3. Name of the patient, relationship with Teacher & identification No. :

4. Details of expenditure:

(I) Name of the disease :

(II) Name & Address of the Hospital :

(III) Period of treatment :

(IV) Total No. of original vouchers :

**Details of Amount claimed:**

(give details in separate annexure, if required)

Sl. No.	Description of items	Treatment Period	Amount claimed (Rupees)	Amount Admissible (Rupees) (for official use)
(1)	(2)	(3)	(4)	(5)
(i)				
(ii)				
(iii)				

**West Bengal Health Scheme for Grant-in-aid College and University Teachers, 2017**

Sl. No.	Description of items	Treatment Period	Amount claimed (Rupees)	Amount Admissible (Rupees) (for official use)
(iv)				
(v)				
<b>Total</b>		<b>= Rupees</b>	_____	_____

(Rupees :  
(in words)

only)

(Signature of Claimant)

Name in Block Letters

Address:

1. Certified that the patient had been admitted under my care at \_\_\_\_\_ Hospital/Nursing Home as an emergency case. The Specific procedure / Operation performed was \_\_\_\_\_ on \_\_\_\_\_
2. Certified that the relevant bills/vouchers have been verified by me and the expenditure shown is correct and the treatment services provided were essential and minimum that was required for the recovery/stabilization of the patient.
3. Certified that the treatment was done in an organization having number of beds \_\_\_\_\_ and has a License under the West Bengal Clinical Establishment Act and Rules bearing no. \_\_\_\_\_. The License is valid up to \_\_\_\_\_.

Countersigned by Medical Superintendent/  
Administrative officer of the Private Hospital/  
Nursing Home with seal

(Signature of the Treating Specialist  
with official seal)

West Bengal Health Scheme for Grant-in-aid College and University Teachers, 2017

FORM E

Checklist for Reimbursement of Medical Claims/Sanction of Advance

(See sub-clause (3) of clause 11)

1. Teacher's Identification No. & date of enrolment :
2. Full name & designation :  
(block letters)
3. (a) Name of College/University with address :
4. Whether claim is for Teacher himself/herself or his/her Beneficiary, if for his/her beneficiary, mention –
  - a) Name of the beneficiary and relationship with Teacher :
  - b) Beneficiary's Identification No. :
  - c) Validity of the Card up to :
5. Entitlement of accommodation (Put tick mark) : Private / Semi-Private / General Ward
6. Disease :
7. Name of the hospital where treatment was done/to be done /is going on :
8. Whether treatment was done in non-empanelled hospital : Yes / No  
If yes –
  - a) Name of the hospital/nursing home with Clinical Establishment licence No. and address :
9. Period of treatment:
  - a) OPD : From \_\_\_\_\_ to \_\_\_\_\_
  - b) Indoor/Day Care treatment : From \_\_\_\_\_ to \_\_\_\_\_
10. Details of advance sanctioned –
  - a) Amount :
  - b) Order No. & date :
  - c) Sanctioning Authority :
11. a) Treatment done within the State –
  - (i) Copy of intimation letter furnished : Yes / No.  
(Vide Clause-11 of the West Bengal Health Scheme for Grant-in-aid College and University Teachers, 2017)
  - (ii) Copy of permission letter furnished : Yes / No.  
(For human organ implantation/Dual-chamber pacemaker/AICD/CRT/more than one drug eluting stents Implantation, etc.)
- b) Treatment done outside the State – : Yes / No.  
Copy of permission letter furnished



**West Bengal Health Scheme for Grant-in-aid College and University Teachers, 2017**

12. (A) Whether the claim for reimbursement has been preferred within
- (i) three months from the date of discharge of indoor treatment :
  - (ii) three months from the date of consultation of OPD treatment :
  - (iii) three months from the date of purchase of medicines, etc. :  
(for continuous OPD treatment)
- (B) If not, whether delay in preferring claim has been condoned by the  
Appropriate Authority :
13. The following documents are submitted :  
(please tick [✓] the relevant column)
- (a) Photocopy of the Health Scheme Identity Card of
    - I) Teacher : Yes / No.
    - II) Beneficiary : Yes / No.
  - (b) Essentiality Certificate (as specified) : Yes / No.
  - (c) Copy of Discharge summary : Yes / No.
  - (d) Copy of OPD prescription : Yes / No.
  - (e) Total Number of original bills & cash memos :
  - (f) Detailed list / Statement of medicines furnished : Yes / No.
  - (g) Detailed list of investigations furnished : Yes / No.
  - (h) Original papers have been lost, the following documents are submitted –
    - (I) Photocopies of claim papers : Yes / No.
    - (II) Affidavit on stamp paper : Yes / No.
    - (III) Photo copy of Police Diary : Yes / No.
  - (i) In case of death of Teacher, following documents are submitted –
    - (I) Affidavit on stamp paper by claimant : Yes / No.
    - (II) No objection from other legal heirs on stamp papers : Yes / No.
    - (III) Copy of death certificate : Yes / No.

Dated.....

Signature of the Applicant

**Form - F**

**Temporary Family Permit**

[See sub-clause (9) of clause 10]

1. Name of the Teacher :
2. Teacher code No. :
3. Designation :
4. Present Pay (Band pay+ Grade Pay) :
5. Entitlement of accommodation :
6. Date of birth :
7. Date of Superannuation :
8. Residential address :
9. Details of Family :

SI. No. any.	Name	Age	Relationship	Monthly Income, if
1.				
2.				
3.				
4.				

Shri/Smt. .... attached to.....(college/university)  
under Department of Higher Education, Science & Technology and Biotechnology has been enrolled under  
the West Bengal Health Scheme for Grant-in-aid College and University Teachers, with effect from  
.....

He/She and his/her family members are entitled to the medical attendance and treatment in a Govt. Hospital/  
enlisted Pvt. Hospital or Institution etc. in the entitled class mentioned in SI. No.5

This permit is valid for 6 (six) months from the date of issue.

Signature of DPI, WB / Joint Secretary (University Branch)



**Government of West Bengal**  
**Department of Higher Education**  
**College Sponsored Branch**  
**Bikash Bhavan, 6th Floor, Salt Lake, Kolkata -700 091**

No. 819-Edn(CS)/1363/SACT/2021

Date: 12.08.2021

**ORDER**

Service conditions and other benefits for Government approved Part Time Teachers (PTTs), Government approved Contractual Whole Time Teachers (CWTTs) and Guest Teachers engaged in different Government / Government aided colleges in the State of West Bengal up to 13.07.2019 have been restructured under **Memorandum No. 2081-Edn(CS)/10M-83/2019 dated 23.12.2019** in supersession of all previous orders in this regard and nomenclatures of such teachers have been changed to State Aided College Teacher (SACT).

Whereas the above mentioned G.O. is devoid of benefits of (i) **Leaves** like casual leave, medical leave, maternity leave, study leave and (ii) **Swasthya Sathi Scheme** which had earlier been enjoyed by the erstwhile Government approved Part Time Teachers, Contractual Whole Time Teachers, the State Government in the Department of Higher Education have no objection to allow SACTs leaves as described here below in supersession of all previous orders in this regard.

**Casual Leave**

State Aided College Teachers (SACTs) of Government / Government aided Colleges are entitled to avail of 14 (fourteen) days casual leave in a calendar year with full remuneration.

**Medical Leave**

State Aided College Teachers (SACTs) of Government / Government aided Colleges are entitled to avail of 20 (twenty) days medical leave with half ( $\frac{1}{2}$ ) remuneration in a calendar year on production of medical certificate from a registered medical practitioner.

Such medical leave with half ( $\frac{1}{2}$ ) remuneration can be commuted to and in that case SACTs are entitled to avail of 10 (ten) days commuted medical leave with full remuneration in a calendar year on production of medical certificate from a registered medical practitioner.

Unutilised medical leave with half ( $\frac{1}{2}$ ) remuneration or commuted medical leave with full remuneration in a calendar year, shall be allowed to be carried forward to the following year, subject to accumulation of a maximum of sixty days (with half remuneration) or thirty days (with full remuneration), and the accumulated medical leave may be utilised from time to time depending on the type of medical need but not exceeding thirty days at a time (with full remuneration), subject to submission of medical documents to the satisfaction of the college authority.



## **Maternity Leave**

State Aided College Teachers (SACTs) of Government / Government aided Colleges are entitled to avail of maternity leave as admissible under Government rules.

## **Study Leave**

Considering the necessity of acquiring higher degrees by SACTs towards improvement of the quality of teaching in the State's higher educational institutions, the State Government is pleased to order that the SACTs shall be entitled to avail themselves of Study leave, to be granted by the Governing Body of the college and subject to approval of the State Government, for the purpose of pursuing further studies and acquiring higher degrees for a maximum period of 12 months in one spell and for a period not exceeding 24 months in their entire service period, provided the concerned teacher has put in at least three years of service and is not due to retire within five years of his/her return from such leave. There shall be a gap of at least three years between two periods of such leave.

The State Government is further pleased to order that a SACT when granted study leave shall, upon his / her return and rejoining the institution, shall be eligible for receiving the monthly remuneration accrued during the said leave period (and periodical enhancement of remuneration notionally), as admissible, which he/she would have earned in course of time if he/she had not proceeded on study leave. On return from the study leave, he / she will submit a certificate from the competent authority relating to satisfactory completion of higher degree or submission of thesis etc., to the satisfaction of the college authority. The said leave period will count towards their total length of service for calculating the admissible service benefits.

Further, before proceeding on the study leave, the concerned SACT will be required to execute a Bond / Undertaking that he/she will serve the institute for at least three years after acquiring the higher degree. However, the concerned SACT may be permitted during the bond period to join any Government College or Government -aided college in the event of selection by the West Bengal Public Service Commission or the West Bengal College Service Commission, as the case may be. The study leave granted to a SACT shall be deemed to have been cancelled in case it is not availed of within twelve months of sanction.

## **Group Health Insurance Scheme named "Swasthya Sathi"**

The issue of providing a comprehensive Health Insurance Scheme to the serving SACTs of Government Colleges and Government-aided Colleges of West Bengal has been considered by the State Government with a view to providing such persons and their families' protection from the financial consequences of ill health.


2. The State Government is pleased to extend the benefit of the Group Health Insurance Scheme namely "Swasthya Sathi" as contained in Finance Department's Notification no. 1104-F(P) dated 25.02.2016 to the serving SACTs of Government Colleges and Government-aided Colleges of West Bengal.

3. The main features of the Scheme are:

- i. The Scheme will have basic health cover for secondary and tertiary care up to Rs. 1.5 Lakhs per annum.
- ii. There will be no cap on the family size.
- iii. Critical illness like, Cancer, Neuro Surgeries, Cardiothoracic Surgeries, Liver diseases, Blood disorders etc. will be covered up to Rs.5.0 lakh.

- iv. All pre-existing diseases will be covered.
- v. The entire premium will be borne by the State Government with no contribution from the beneficiaries.
4. The Scheme will be implemented by the Department of Health and Family Welfare, Government of West Bengal.
5. The Scheme for the aforesaid category of teachers/employees will be effective from the date of issuance of this order.

This is issued with the concurrence of Finance Department (Group-P<sub>1</sub>), vide their U.O. No. Group-P<sub>1</sub>/2021-2022/0083 dated 26.06.2021. This will be effective from the date of issuance of this order.

 12/8/21

Deputy Secretary,  
Higher Education Department.

**No. 819/1(9)-Edn(CS)/1363/SACT/2021**

**Date: 12.08.2021**

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A & E), West Bengal
2. Finance Department (Group-P<sub>1</sub>) of the State of West Bengal
3. Vice Chancellor, .....(all State aided Universities)
4. Director of Public Instructions, West Bengal
5. Principal / Vice Principal / Teacher-in-Charge, .....(all Govt. & Govt. aided Colleges)
6. PS to Hon'ble Minister-in-Charge, Higher Education Department
7. Sr. PS to the Principal Secretary, Higher Education Department
8. IT Cell of this Department for uploading in the departmental website
9. Guard File.

 12/8/21

Deputy Secretary,  
Higher Education Department.

**GOVERNMENT OF WEST BENGAL  
HIGHER EDUCATION, SCIENCE & TECHNOLOGY  
AND BIOTECHNOLOGY DEPARTMENT  
(C. S. BRANCH)  
BIKASH BHABAN, SALT LAKE  
KOLKATA-700091**

**No. 1373–Edn (CS)/5P-52/98**

**Date: 07.12.2017**

**NOTIFICATION**

Consequent upon the Notification of the University Grants Commission's (4<sup>th</sup> Amendment) Regulations published vide Number F.1-2/2016 dated 11.07.2016, and in continuation of the Department's Order vide No. 920-Edn(CS) dated 31.12.2012, the matter regarding adoption of the Regulations was under active consideration of this Department for sometime past.

After careful consideration of all the aspects in this regard, the Governor, in exercise of the powers conferred by section 18 of the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017, has now been pleased to direct that the teachers and librarians of Government-aided Colleges in West Bengal, who come under the administrative jurisdiction of this Department, shall be guided by the Career Advancement Scheme (CAS) detailed in the Annexures to this notification.

In this connection, the Governor is further pleased to direct that if the assessment period of any incumbent for the purpose of Career Advancement falls under both the UGC's Regulations, 2010 and Regulations 2016, then for the purpose of computation of API score, the period prior to issuance of this notification shall be guided by the Department's Order vide No. 920-Edn(CS) dated 31.12.2012 and all corresponding orders issued in this regard, and for the period falling after the date of issuance of this Notification shall be guided by the scheme provided in the Annexures to this notification.

This notification shall take immediate effect from the date of its issuance.

By Order of the Governor,  
SD/-  
(Madhumita Ray)  
Secretary  
Government of West Bengal



To G.O. No. 1373–Edn (CS) dated 07.12.2017

**Guidelines and terms and conditions towards Career Advancement Scheme subject to fulfillment of required API scores as prescribed in the UGC Regulations (4th Amendment) 2016 for the teachers, librarians of Government-aided Colleges in West Bengal.**

**APPENDIX – III: TABLE I**(Please refer to UGC notification no. F.1-2/2016 dated 11<sup>th</sup> July, 2016)

**ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER  
ADVANCEMENT SCHEME (CAS) PROMOTIONS FOR ASSISTANT  
PROFESSOR, ASSOCIATE PROFESSOR IN COLLEGES.**

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

Category	Nature of Activity	Assistant Professor		Associate Professor	
		Max.	Actual Score	Max.	Actual Score
<b>I</b>	a. Direct Teaching	<b>70</b>	Actual hours spent per academic year $\div 7.5$	<b>60</b>	Actual hours spent per academic year $\div 7.75$
	b. Examination duties (question paper setting, Invigilation, evaluation of	<b>20</b>	Actual hours spent per academic year $\div 10$	<b>20</b>	Actual hours spent per academic year $\div 10$

	answer scripts) as per allotment				
	c. Innovative Teaching – learning methodologies, updating of subject contents/courses, mentoring etc.	<b>10</b>	Actual hours spent per academic year ÷10	<b>15</b>	Actual hours spent per academic year ÷10

**Note:**

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practical /Project Supervision/Field Work.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

Based on the teacher’s self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

<b>Category II</b>	<b>Nature of Activity</b>	<b>Maximum API Score</b>	<b>Actual Score</b>
a.	Student related co-curricular, extension and field based activities  (i) Discipline related co-curricular activities (e.g. remedial classes, career	15	Actual hours spent per academic year ÷10

	counseling, study visit, student seminar and other events.)  (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)  Extension and dissemination activities (public /popular lectures/talks/seminars etc.)		
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.  i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge)  (ii). Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷10
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷10

### **CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor.

<b>Category</b>	<b>Activity</b>	<b>Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences</b>	<b>Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management</b>	<b>Maximum score for University / College teacher*</b>
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals	Other Reputed Journals as	10 per



		as notified by the UGC#	notified by the UGC #	Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	20 per Book for Single Author
		Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	15 per Book for Single Author
		Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	International -10 per Chapter National – 5 per Chapter
<b>III (C)</b>	<b>RESEARCH PROJECTS</b>			
III (C) (i)	Sponsored Projects:	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per project

		(c) Minor Project with grants above Rs. 1 lakh up to Rs.5 lakhs	Minor Project with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.. 10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs. 10 lakhs and Rs. 2 lakhs
III (C) (iii)	Projects Outcome/ Outputs	Patent/Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO /UNICEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies – 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D)	<b>RESEARCH GUIDANCE</b>			
III (D) (i)	M. Phil.	Degree awarded	Degree awarded	5 per candidate
III (D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars			
III (E)(i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award/Fellowship from academic bodies/Associations	15 per award / 15 per Fellowship
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/ Associations	10 per award / 10 per Fellowship
		State/University level award from academic bodies	State/University level award from academic bodies/ Associations	5 per award
III (E)(ii)	Invited lectures/ papers	International	International	7 per lecture /5 per paper presented
		National level	National level	5 per lecture /3 per paper presented
		State/University level	State/University level	3 per lecture /2 per paper

			presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
III (F)	Development of e-learning delivery process/material		10 per module

\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

# The University shall identify the journal subject wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journal approved from the list, by the UGC Standard Committee shall be included "List of Journal" notified by the UGC.

**APPENDIX - III TABLE - II (A)**

(Please refer to UGC notification no. F.1-2/2016 dated 11<sup>th</sup> July, 2016)

**MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT**

<b>Category</b>	<b>Activity</b>	<b>Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)</b>	<b>Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)</b>	<b>Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4)</b>
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period



III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period
II + III	Minimum total API score under Categories II and III*	90/ Assessment period	120/ Assessment period	150/ Assessment period
IV	Expert Assessment system	Screening cum evaluation committee	Screening Cum evaluation committee	Selection Committee
	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance

\* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

### **APPENDIX-III - TABLE: III**

(Please refer to UGC notification no. F.1-2/2016 dated 11<sup>th</sup> July, 2016)

#### **MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN COLLEGES**

Sl.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Professor/ Equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in	(i) Minimum proforma developed by the UGC as per the norms provided in Table II (A). (ii) One Orientation and one Refresher course/ Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.

		Professional courses	
2.	Assistant Professor/equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A) (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. (iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning -Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. (iv) A selection committee process as stipulated in the regulation and in Tables II(A).

### APPENDIX- III TABLE VII

(Please refer to UGC notification no. F.1-2/2016 dated 11<sup>th</sup> July, 2016)

#### ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS).

**Direct Work load and weightage to be given to different levels of Librarians**

	Direct working hours per week	Direct working hours per week
Assistant Librarian/College Librarian (Stage 1 to 2 & Stage 2 to 3)	40	100
Assistant Librarian / College Librarian (Stage 3 to 4)	36 + 4*	90

**Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources organization and maintenance of books, journals, reports, Development, organization**

and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for upgradation of library services and

(c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. The minimum API score required by Library Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

**\*Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.**

**CATEGORY-I: PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES**

Nature of Activity	Assistant Librarian/College Librarian (Stage 1 to 2 & Stage 2 to 3)		Assistant Librarian/College Librarian (Stage 3 to 4)	
	Max. Score	Actual Score	Max. Score	Actual Score
<p>a) Library resources organization and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. (40 Points)</p> <p>Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc. (15 Points)</p> <p>User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest</p>	<b>70</b>	Actual Score (Actual hours spent per Academic Year ÷20)	<b>60</b>	Actual Score (Actual hours spent per Academic Year ÷20)



learning resources, etc. (15 Points)				
b) ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools(software), Intranet management	<b>15</b>	Actual Score (Actual hours spent per Academic Year ÷10)	<b>15</b>	Actual Score (Actual hours spent per Academic Year ÷10)
c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	<b>15</b>	Actual Score (Actual hours spent per Academic Year ÷10)	<b>15</b>	Actual Score (Actual hours spent per Academic Year ÷10)

**CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

Based on the Librarian Cadre's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian / College Librarian to higher grades and selection committee for the promotion of Assistant Librarian/College Librarian (Stage 3) to Assistant Librarian / College Librarian (Stage 4).

<b>Nature of Activity</b>	<b>Maximum API Score</b>	<b>Actual Score</b>
a) Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	15	Actual hours spent per academic year ÷10
b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	Actual hours spent per academic year ÷10

c) Professional Development activities (such as participation in seminars, conferences, short term, e- library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	Actual hours spent per academic year ÷10
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### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion in universities/colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian/College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian/College Librarian (Stage 3 to Stage 4).

Category	Activity	University/College Librarian	Maximum score*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	20 per Book for Single Author
		Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	15 per Book for Single Author
		Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	International-10 per Chapter National – 5 per Chapter
III (C)	<b>RESEARCH PROJECT</b>		
III (C) (i)	Sponsored Projects:	(a) Major Projects with grants above Rs. 5 lakhs	20 per Project

		(b) Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per project
		(c) Minor Project with grants above Rs. 1 lakh up to Rs.3 lakhs	10 per project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.. 2 lakhs	10 for every Rs. 2 lakhs
III (C) (iii)	Projects Outcome/ Outputs	Major policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./ Local bodies prepared	Major policy document of International bodies – 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D)	<b>RESEARCH GUIDENCE</b>		
III (D) (i)	M. Phil.	Degree awarded	5 per candidate
III (D) (ii)	Ph.D.	Degree awarded / Thesis submitted	15/10 per candidate
III (E)			
III (E)(i)	Awards / Fellowship	International Award/Fellowship from academic bodies	15 per Award/15 per Fellowship
	Awards / Fellowship	National Award/Fellowship from academic bodies/ association	10 per Award/10 per Fellowship
	Awards / Fellowship	State/University level award from academic bodies/ association	5 per Award
III (E)(ii)	Invited lectures/ papers	International	7 per lecture/ 5 per paper presented
		National level	5per lecture/3 per paper presented
		State/University level	3 per lecture/2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
III (E)(iii)	Development of e-learning delivery process/material		10 per module

\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the

First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

# The University shall identify the journal subject wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journal approved from the list, by the UGC Standard Committee shall be included “List of Journal” notified by the UGC.

**APPENDIX - III TABLE - VII (A)**

(Please refer to UGC notification no. F.1-2/2016 dated 11<sup>th</sup> July, 2016)

**MINIMUM APIs FOR THE CAREER ADVANCEMENT SCHEME (CAS) OF PROMOTION OF FOR PROMOTIONS OF ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN COLLEGES**

Category	Activity	Assistant/ College Librarian: (Stage 1 to Stage 2)	Assistant/ College Librarian: (Stage 2 to Stage 3)	Assistant/ College Librarian (Stage 3 to Stage 4)
I	Procurement, organization, and delivery of knowledge and information through Library services	80/Year	80/year	75/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period
II + III	Minimum total API score under Categories II and III*	90/ Assessment period	120/ Assessment period	150/ Assessment period
	Expert Assessment system	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee
IV	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organizational skills 20% - Interview performance

\* One may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.



**APPENDIX-III - TABLE: IX**

(Please refer to UGC notification no. F.1-2/2016 dated 11<sup>th</sup> July, 2016)

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR  
PROMOTION OF LIBRARIAN CADRES IN COLLEGES**

<b>S N</b>	<b>Promotion of Librarian Cadres through CAS</b>	<b>Service (as prescribed by the MHRD Notification) requirement</b>	<b>Minimum Academic Performance Requirements and Screening/Selection Criteria</b>
<b>1</b>	Assistant Librarian/College Librarian to Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/College Librarian completed four years of service in Stage 1 with Ph. D or five years of service in Stage 1 with Ph.D or five years of service with M.Phil or six years of service without Ph.D./M.Phil	(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII(A) of Appendix III for Librarian cadres in universities and for college Librarian cadres. (ii) One Orientation and one Refresher Course of 3/4 weeks duration (iii) Screening cum Verification process for recommending promotion.
<b>2</b>	Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (senior scale)/College Librarian (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provide in Table VIII(A) of Appendix III for Librarian Cadres in universities and for college Librarian cadres. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) Screening cum Verification process for recommending promotion.
<b>3</b>	Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) ( stage 3 to stage 4)	Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (selection Grade ) with three years of completed service in stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (A) of Appendix- III Three publications over 12 years. In Colleges, a exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph.D. holders. (ii) Additionally one course/training under the categories of Library automation/Analytical tool Development for Academic documentation. (iii) A selection committee process as stipulated in the regulation and in Tables VIII(A).

**Note:** The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.

A format for Annual Self-Assessment for the performance Based Appraisal System (PBAS) in respect of Teachers is annexed for ready references to frame the same for Assistant/College Librarian in Colleges.

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**ANNEXURE (B)**

To G.O. No. 1373–Edn (CS) dated 07.12.2017

**This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening / Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**

**Session/ Year \_\_\_\_\_**

**(To be completed and submitted at the end of each academic year)**

**PART A: GENERAL INFORMATION**

1. Name (Block letters) :
2. Father's /Mother's name/  
Husband's name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence :  
(with pin code)
7. Permanent Address :  
(with pin code)  
Telephone No.:  
E-mail:
8. Whether acquired any degrees or fresh academic qualifications during the year:
9. Academic Staff College Orientation/ Refresher Course attended during the year:

<b>Name of the Course/Summer School</b>	<b>Place</b>	<b>Duration</b>	<b>Sponsoring Agency</b>

10. Date of Appointment :
11. For which position & AGP you are applying under CAS :
12. Date of eligibility for Promotion :
13. Educational Qualification (Graduation onwards):

<b>Examination</b>	<b>Name of the University</b>	<b>Year of passing</b>	<b>Marks obtained (%)</b>	<b>Class/ grade</b>
BA/B.Sc./ B.Com.				
MA/M.Sc./ M.Com.				
Other examination, if any				

14. Research Degree(s):

<b>Degree</b>	<b>Name of the University</b>	<b>Date of award</b>	<b>Title</b>
M.Phil			
Ph.D/ D.Phil			
D.Sc./ D.Lit			

15. Details of Teaching/ Research/Academic Experience:

<b>Designation</b>	<b>Employer</b>	<b>Period of service From To</b>	<b>Scale of pay</b>

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Co-ordinator, IQAC

Date:

Seal:

Signature of the Principal/TIC

Date:

Seal:

**Part B: Academic Performance Indicators (API)**

(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**(a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

Sl. No.	Course/Paper	Level	Mode of Teaching*	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof. )	API Score
	<b>Maximum API Score :</b>					
	i) Assistant Professor Stage I :					
	70					
	ii) Assistant Professor Stage II :					
	70					
	iii) Assistant Professor Stage III:					
	70					

\* Lectures, Tutorials, Practical, Project Supervision and Field Work

- Workload as per UGC Regulations 2016:

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14

**b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

Sl. No.	Type of Examination Duties	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)	API Score



	<b>Maximum API Score :</b> <b>i) Assistant Professor Stage I : 20</b> <b>ii) Assistant Professor Stage II : 20</b> <b>iii) Assistant Professor Stage III : 20</b>			

**(c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

- (a) Updating of Courses/Curriculum Design:
- (b) Participation/Innovative – Interactive courses:
- (c) Participn./Innovative – Learning Modules
- (d) Participn./Innovative – Case Studies prepared:
- (e) Use of ICT or Computer-aided methods – ppt:
- (f) Use of ICT – Multi-media/Simulation etc:
- (g) Dev/Teaching Remedial/Bridge Courses:
- (h) Dev/Teaching Soft skill/Communication/Personality Dev:
- (i) Special Programs in Phys. Edn./Library:
- (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
- (k) Organizing & cond. of popular Prog. /Teaching Web-based/E-Library/IT-asst teaching:

<b>Sl. No.</b>	<b>Short Description (in terms of items) as listed above</b>	<b>Actual hours spent per Academic Year</b>	<b>Actual Score (Actual hours spent per Academic Year ÷10)</b>	<b>API Score</b>
	<b>Maximum API Score :</b> <b>i) Assistant Professor Stage I : 10</b> <b>ii) Assistant Professor Stage II : 10</b> <b>iii) Assistant Professor Stage III : 10</b>			

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

i)	Stage I to II	80/ Year
ii)	Stage II to III	80/Year
iii)	Stage III to IV	75/Year

**CATEGORY 2 : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY**

Sl.No.	Type of Activity	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10)*	API Score
(a)	<b>Student related Extension, Co-curricular &amp; field based Activities</b>			
	i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)			
	ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)			
	iii) Extension and dissemination activities (public /popular lectures/talks/seminars			
	<b>(Max API Score : 15)</b>			
(b)	<b>Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge)</b>			
	i) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher-in-charge/ similar other duties that require regular Office hours for its discharge)			

	iii) Participation in Board of Studies, Academic and Administrative committees			
	(Max API Score : 15)			
(c)	<b>Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution)</b>			
	(Max API Score : 15)			
	*For all categories of Teachers ( Assistant/Associate) Total Score (a + b +c) (Max : 45)			

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

<b>i)</b>	<b>Stage I to II</b>	<b>50/Assessment Period</b>
<b>ii)</b>	<b>Stage II to III</b>	<b>50/Assessment Period</b>
<b>iii)</b>	<b>Stage III to IV</b>	<b>50/Assessment Period</b>

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:**

**Minimum API Score for CATEGORY III, required to be assessed cumulatively –**

<b>i)</b>	<b>Stage I to II</b>	<b>20/Assessment Period</b>
<b>ii)</b>	<b>Stage II to III</b>	<b>50/Assessment Period</b>
<b>iii)</b>	<b>Stage III to IV</b>	<b>75/Assessment Period</b>

**III (A) Research Papers Published in**

**- Refereed Journals as notified by UGC in ‘List of Journals’ –  
25/publication**

**-Other Reputed Journals as notified by UGC in ‘List of Journals’ -10 per publication**

<b>Sl. No.</b>	<b>Title with page no.</b>	<b>Journal</b>	<b>ISSN/IS BN No.</b>	<b>Whether peer Reviewed. Impact factor, if any</b>	<b>No. of Co-author</b>	<b>Whether you are the main author</b>	<b>API score</b>

\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

**III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.**

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for single author
- Subject Books published by National level Publisher with ISBN/ISSN number or State /Central Govt. Publications as approved by University :20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for single author
- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University :  
 International -10 per chapter  
 National – 05 per chapter

Sl. No.	Title of the publication with page no. and year of publication	Name of the publisher	ISSN/ ISBN No.	No. of Co-author	Whether you are the main author	API score

**III (C) RESEARCH PROJECTS**

**III (C) (i) Sponsored Projects:**

- (a) Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts) - 20 per project
- (b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15per project
- (c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 per project

Sl. No.	Title of the Major /Minor Project	Sponsoring Agency	Period	Grant/ Amount mobilized	API score




**III (C) (ii) Consultancy Projects:**

**Amount Mobilized with a minimum of Rs.10 lakhs( Science)/Rs. 02 lakhs ( Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs**

<b>Sl. No.</b>	<b>Title of the Consultancy Project</b>	<b>Agency</b>	<b>Period</b>	<b>Grant/ Amount mobilized</b>	<b>API score</b>

**III (C) (iii) Projects outcome/outputs**

- **API score:**

Patent / Technology transfer / Product/Process (**for Science**)-  
 International level output--30 / each output  
 National level output--- 20/each output

**(a) For Science: Patent / Technology transfer / Product/Process:**

<b>Sl. No.</b>	<b>Details of the Patent / Technology transfer / Product/Process</b>	<b>Date and year of acceptance of the patent/Technolo</b>	<b>National /International</b>	<b>API score</b>

**(b) For Arts: Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /local Bodies**

- Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /local Bodies (**for Arts**)—

- Major Policy document prepared for International bodies- 30
- Central Government-20
- State Government --10
- Local Bodies---05

Sl. No.	Title of Major Policy document prepared	Date and year of acceptance of the Major Policy documents	Name of the body for which the policy was prepared	International/National/Central Govt./State Govt./Local Bodies.	API score

### III(D) Research Guidance

API Score – (i) Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per candidate

(ii) M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate.

Sl. No.	Number enrolled	Degree awarded	Thesis Submitted	API score
	M.Phil. or equivalent			
	Ph.D.or equivalent			

### III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar

#### ( III)E.(i) Fellowship /Award :

- International Award/Fellowship from academic bodies- 15/award & 15 / fellowship
- National Award/Fellowship from academic bodies- 10/award & 10 / fellowship
- State /University level Award from academic bodies- 05/award

Sl. No.	Title of the Award /Fellowship	International /National/ State /University level	Name of the ward or Fellowship awarding Academic Body	Date &Year of achievement of Award/Fellowship	API Score

### III)E.(ii) Invited Lectures/papers.

- a)International-7/lecture or 5/paper presented
- b) National-5/lecture or 3/paper presented
- c)State /University level-3 /lecture or 2/paper presented

Sl. No.	Title of the invited lecture /paper presented	Title of Conference/ Seminar with date	Organized by	Whether International/ National/State or University	API score
	<b>Total* :</b>				

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

i)	Stage I to II	04/Assessment Period
ii)	Stage II to III	10/Assessment Period
iii)	Stage III to IV	15/Assessment Period

### III(F) Development of e-learning delivery process /material

**API score -10/ Module**

Sl. No.	Title of the Module	Course/Paper for which the module was prepared	Year and Date of presentation	API Score

**\*Minimum total API scores required for promotion under CATEGORY I + CATEGORY II\*:**

i)	Stage I to II	90/Assessment Period
ii)	Stage II to III	120/Assessment Period
iii)	Stage III to IV	150/Assessment Period

**\* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III**

**IV. Summary of API scores: Name of the applicant:**

**Subject:**

	<b>Criteria</b>	<b>API Score for previous 3 / 4 / 5 / 6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV.</b>					<b>Total-API score for assessment period</b>	<b>Percentage Distribution of Weightage Points in the Expert Assessment ( applicable only for selection committee)</b>
<b>I</b>	<b>CATEGORY I:</b> Teaching, learning and evaluation related activities (to be assessed yearly)							
<b>II</b>	<b>CATEGORY II:</b> Co- curricular, extension and professional development related activity ( to be assessed cumulatively for assessment period)							
<b>III</b>	<b>CATEGORY III:</b> Research and Academic Contributions ( to be assessed cumulatively for assessment period)							
<b>II + III</b>	<b>Total API score (Category II + Category III)/ Assessment Period)</b>							
	<i>Signature of the incumbent</i>	<i>Signature of the Coordinator, IQAC with date and Seal</i>					<i>Signature of the Principal /TIC / OIC with date and seal</i>	
	<i>Date of Screening Committee / Selection committee and Venue</i>	<i>Date:</i>					<i>Venue:</i>	
	<i>Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion</i>	<ul style="list-style-type: none"> <li>• <i>Recommended for promotion from Stage I/II/III to Stage II/III/IV (Strike out which are not applicable)</i></li> <li>• <i>Date of effect</i></li> </ul>						
	<i>Signature of the Principal/TIC/OIC with date and seal</i>	<i>Signature of the DPI Nominee with date and seal</i>						
					<i>Signature of the Subject Expert/s with date and seal</i>			<i>Signature of the Subject Expert/s with date and seal</i>



**SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016 (4<sup>th</sup> AMENDMENT)**

• Date of Screening Committee / Selection committee :

• Venue:

• Name of the applicant:

Subject:

• Date of RC/OP/ WORKSHOP :

Assessment period						
API score up to 06.12.2017			API score w.e.f 07.12.2017			
		API (A)		API (B)	Total API score in Assessment period (A +B)	Percentage Distribution of Weightage Points in the Expert Assessment ( applicable only for selection committee for Associate Professor)
<b>CAT I</b>	<b>CATEGORY I:</b> Teaching, learning and evaluation related activities (to be assessed yearly)		<b>CATEGORY I:</b> Teaching, learning and evaluation related activities (to be assessed yearly)			
<b>CAT II</b>	<b>CATEGORY II:</b> Co-curricular, extension and professional development related activity ( to be assessed yearly)		<b>CATEGORY II:</b> Co-curricular, extension and professional development related activity ( to be assessed cumulatively for assessment period)			

<b>CAT III</b>	<b>CATEGORY III:</b> Research and Academic Contributions ( to be assessed cumulatively for assessment period)		<b>CATEGORY III:</b> Research and Academic Contributions ( to be assessed cumulatively for assessment period)			
<b>Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion</b>			<b>Recommended for promotion from Stage I/II/III to Stage II/III/IV (Strikeout which are not applicable)</b> • <b>Date of effect</b>			
<b>Signature of the Principal/TIC/OIC with date and</b>	<b>Signature of the DPI Nominee with date and seal</b>					
		<i>Signature of the Subject Expert/s with date and seal</i>	<i>Signature of the Subject Expert/s with date and seal</i>			

**Part C: For use of the Screening/ Selection Committee**

Name of the College:

Date of the Meeting:

Venue:

Name of the Incumbent: Shri/Smt/Dr.

Present designation: Assistant Professor (Stage 1/ Stage 2/ Stage 3) of .....

Date of joining:

Awarded Ph. D. on:

Date of Confirmation:

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. 6000 / 7000 / 8000

Designation after promotion: Assistant Professor (Stage 2 / Stage 3) /Associate Professor (Stage 4) Scale of Pay: Rs. 15600-39100/- or Rs. 37400-67000/- with AGP of Rs. 7000 / 8000 / 9000

Date of effect:

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]:

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1/ Stage 2/ Stage 3) to the post of Assistant Professor (Stage 2/ Stage 3) / Associate Professor (Stage 4). As the incumbent has fulfilled all conditions as laid down in G.O. No. .... dated ..... for promotion under CAS , the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of ` 7000 /

8000 / 9000 with effect from

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of ` 7000 / 8000 /

9000 with effect from ..... and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of the Expert with Date and Seal  
(Nominated by the VC of the affiliating University)

Signature of the Expert with Date and Seal  
(Nominated by the VC of the affiliating University)

Signature of Govt. Nominee with Date and Seal  
(Nominated by the DPI, West Bengal)

Signature of the Principal/ TIC of  
College with Date and Seal

**Part D: for use of the Governing Body / Administrator of the College**

The Governing body in its meeting held on ..... Resolved that on the basis of the recommendation of the screening/selection committee for the purpose of considering the matter of promotion under CAS, Sri/Smt./Dr..... of the Department of ..... of this college be promoted to the post of Assistant/ Associate Professor in the scale of pay Rs. 15600/- - 39100/- or Rs. 37400/- - 67000/- with AGP of Rs. 7000/8000/9000 with effect from .....

It is resolved that the post held by Sri/Smt./Dr. .... be upgraded to the post Assistant/ Associate Professor in the scale of pay Rs. 15600/- - 39100/- or Rs. 37400/- - 67000/- with AGP of Rs. 7000/8000/9000 and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/TIC/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/TIC.
- ii. Year-wise detailed leave statement countersigned by the Principal/TIC.

Date:

Signature of the President/ Administrator

Seal

\*\*\*\*\*

Copy forwarded for information and for necessary action to:–

- (1) Accountant General, (A&E), West Bengal,
- (2) Finance Department, Group – P (Pay) of the State Government,
- (3) Finance Department (Group –B) of the State Government,
- (4) Director of Public Instruction, West Bengal, Bikash Bhavan, Kolkata – 91.
- (5) The Director of Treasuries and Accounts, 4, Lyons Range, Kolkata – 700 001.
- (6) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kol-700012.
- (7) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jahar Building, Kolkata – 73.
- (8) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Block, Sector III, Salt Lake City, Kolkata – 106.
- (9) The Treasury Officer, \_\_\_\_\_ Treasury,
- (10) Joint Secretary, Budget Branch of this Department,
- (11) Joint Secretary, College Sponsored Branch of this Department,
- (12) P.S. to Hon'ble MIC, Higher Education Department, Government of West Bengal.
- (13) Sr. P.A. to the Additional Chief Secretary of this Department,
- (14) Sr. P.A to the Secretary of this Department,
- (15) Computer Cell of this Department,
- (16) Guard File.

Joint Secretary





**Government of West Bengal**  
**Department of Higher Education**  
**University Branch**  
**Bikash Bhavan, 6<sup>th</sup> Floor, Bidhannagar, Kolkata – 700 091.**

**No. 1306(22) - Edn (U)/EH/1U - 77/17**

**Dated, Kolkata, the 30<sup>th</sup> December, 2019.**

**From: The Principal Secretary to the Govt. of West Bengal.**

**To: 1. The Vice Chancellor, \_\_\_\_\_ University;**  
**2. The Director of Public Instruction, West Bengal.**

In consonance with the decision to implement the revised Pay structure in respect of Government Employees, School Teachers, Employees of Local & Urban Bodies etc., the undersigned is directed by order of the Governor to implement revision of pay for Teachers of State-aided Universities and Government-aided Colleges, Teachers of Government Colleges, Certain other equivalent cadres (Teaching Posts) of State-aided Universities and Government-aided Colleges and Government Colleges, Registrar, Controller of Examinations, Inspector of Colleges and Finance Officer of State-aided Universities.

**1. Designation**

There shall be only three Designations in respect of Teachers in Universities and Colleges, namely, Assistant Professors, Associate Professors and Professors. Also, there shall be no change in the present designations in respect of Library and Physical Education personnel at various levels.

**2. Revised Pay for Teachers and certain equivalent cadres (Teaching Posts) of State-aided Universities and Government-aided Colleges and Government Colleges, Registrar, Controller of Examinations, Inspector of Colleges and Finance Officer of State-aided Universities:**

**(i) Pay Fixation method**

The revised pay structure for different categories of teachers and equivalent positions as prescribed by the UGC is as follows:

- a) The revised academic pay structure has been moved from the concept of Pay Band and Academic Grade Pay to that of Academic Levels and Cells.
- b) The first academic level (corresponding to AGP of Rs. 6000) is numbered as Academic level 10. Similarly, the other academic levels are 11, 12, 13A, 14 and 15.



- c) Each cell in an academic level is at 3% higher than the previous cell in that level.
- d) The Index of Rationalisation (IOR) is 2.67 for present AGP less than Rs. 10,000 and 2.72 for the AGP of Rs.10,000 and above.
- e) The entry pay for each level is as follows:

Level	Academic Grade Pay (Rs.)	Entry Pay (Rs.)
10	6,000	21,600
11	7,000	25,790
12	8,000	29,900
13A	9,000	49,200
14	10,000	53,000
15	-	67,000

- f) The Pay Matrix based on the above propositions on Academic Levels, Cells and Entry Pay is at **Annexure-I**.
- g) For fixation of pay of an employee as mentioned in para – 2 of this order in the Pay Matrix as on 1<sup>st</sup> January, 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31<sup>st</sup> December, 2015 shall be multiplied by a factor of 2.57. The figure so arrived at is to be located in the Academic Level corresponding to employee's Pay Band and Academic Grade Pay in the new Pay Matrix. If a Cell identical with the figure so arrived at, is available in the appropriate Academic Level, then that Cell shall be the revised pay; otherwise the next higher cell in that Academic Level shall be the revised pay of the employee. If the figure arrived at in this manner is less than the first cell in that Academic Level, then the pay shall be fixed at the first cell of that Academic Level.

**(ii) Revised pay for Teachers in Universities and Colleges**

Existing Pay	Revised Pay
Assistant Professor / Graduate Laboratory Instructor (at Rs. 6000/- AGP in PB Rs. 15,600-39,100/-)	Assistant Professor / Graduate Laboratory Instructor (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Professor / Graduate Laboratory Instructor (at Rs. 7000/- AGP in PB Rs. 15,600-39,100/-)	Assistant Professor / Graduate Laboratory Instructor (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Assistant Professor / Graduate Laboratory Instructor (at Rs. 8000/- AGP in PB Rs.15,600-39,100/-)	Assistant Professor / Graduate Laboratory Instructor (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)



Associate Professor / Graduate Laboratory Instructor (at Rs. 9000/- AGP in PB Rs. 37,400-67,000/-)	Associate Professor / Graduate Laboratory Instructor (at Academic Level 13A with rationalized entry pay of Rs. 1,31,400/-)
Professor (at Rs. 10000/- AGP in PB Rs. 37,400-67,000/-)	Professor (at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-)
Professor (HAG Scale / PB of Rs. 67,000-79,000/-)	Professor (at Academic Level 15 with rationalized entry pay of Rs.1,82,200/-)

**(iii) Revised pay for Librarians of Universities and College Librarians:**

Existing pay	Revised pay
Assistant Librarian of Universities/ College Librarian (at Rs. 6000/- AGP in PB Rs. 15,600- 39,100/-)	Assistant Librarian of Universities / College Librarian (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Librarian (Sr. Scale) of Universities / College Librarian (Sr. Scale) (at Rs.7000/- AGP in PB Rs. 15,600-39,100/-)	Assistant Librarian (Sr. Scale) of Universities / College Librarian (Sr. Scale) (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Deputy Librarian / Assistant Librarian (Selection Grade) of Universities / College Librarian (Selection Grade) (at Rs. 8000/- AGP in PB Rs. 15,600-39,100/-)	Deputy Librarian / Assistant Librarian (Selection Grade) of Universities / College Librarian (Selection Grade) (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Deputy Librarian / Assistant Librarian (Selection Grade) of Universities / College Librarian (Selection Grade) (at Rs. 9000/- AGP in PB Rs. 37,400-67,000/-)	Deputy Librarian / Assistant Librarian (Selection Grade) of Universities / College Librarian (Selection Grade) (at Academic Level 13A with rationalized entry pay of Rs. 1,31,400/-)
University Librarian (at Rs. 10000/- AGP in PB Rs. 37,400-67,000/-)	University Librarian (at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-)

**(iv) Revised pay for Assistant Director of Physical Education and Sports / Physical Instructor / Instructor of Colleges, Assistant Director of Physical Education and Sports (Senior Scale) / Physical Instructor / Instructor of Colleges (Senior Scale), Deputy Director of Physical Education and Sports / Assistant Director of Physical Education and Sports (Selection Grade) / Physical Instructor / Instructor of Colleges, University Director of Physical Education & Sports:**



Existing pay	Revised pay
Assistant Director of Physical Education and Sports of Universities / Physical Instructor / Instructor of Colleges (at Rs. 6000/- AGP in PB Rs. 15,600-39,100/-)	Assistant Director of Physical Education and Sports of Universities / Physical Instructor / Instructor of Colleges (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Director of Physical Education and Sports (Senior Scale) of Universities / Physical Instructor / Instructor of Colleges (Senior Scale) (at Rs. 7000/- AGP in PB Rs. 15,600-39,100/-)	Assistant Director of Physical Education and Sports (Senior Scale) of Universities / Physical Instructor / Instructor of Colleges (Senior Scale) (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Deputy Director of Physical Education and Sports / Assistant Director of Physical Education and Sports (Selection Grade) of Universities / Physical Instructor / Instructor of Colleges (Selection Grade) (at Rs. 8000/- AGP in PB Rs. 15,600-39,100/-)	Deputy Director of Physical Education and Sports / Assistant Director of Physical Education and Sports (Selection Grade) of Universities / Physical Instructor / Instructor of Colleges (Selection Grade) (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Deputy Director of Physical Education and Sports / Assistant Director of Physical Education and Sports (Selection Grade) of Universities / Physical Instructor / Instructor of Colleges (Selection Grade) (at Rs. 9000/- AGP in PB Rs. 37,400- 67,000/-)	Deputy Director of Physical Education and Sports / Assistant Director of Physical Education and Sports (Selection Grade) of Universities / Physical Instructor / Instructor of Colleges (Selection Grade) (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
University Director of Physical Education & Sports (at Rs. 10000/- AGP in PB Rs. 37,400- 67,000/-)	University Director of Physical Education & Sports (at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-)

**(v) Revised pay for Registrar, Controller of Examinations, Inspector of Colleges and Finance Officer of State-aided Universities:**

Existing pay	Revised pay
Registrar, Controller of Examinations, Inspector of Colleges and Finance Officer (at Rs. 10000/- GP in PB Rs.37,400- 67,000/-)	Registrar, Controller of Examinations, Inspector of Colleges and Finance Officer (at Level 14 with rationalized entry pay of Rs. 1,44,200/- as per Pay Matrix given at <b>Annexure – I</b> )

**3. Revised pay of Principals in Colleges:**

The pay of Principals in Under Graduate and Post Graduate Colleges shall be –

- (i) Under Graduate Colleges: The pay of Principals shall be equivalent to the pay of Associate Professor i.e. Academic Level 13A with rationalized entry pay of Rs. 1,31,400/-, with the existing special allowance of Rs. 2000/- per month.



- (ii) Post Graduate Colleges: The pay of Principals shall be equivalent to the pay of Professor i.e. at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-, with the existing special allowance of Rs. 3000/- per month.

**Note:**

- (i) The existing pay scale of person appointed as Principal shall be protected.
- (ii) Principals would continue to have lien in their main academic post where they would continue to get notional promotions while they are functioning as Principals. After completion of their tenure as Principals, they would go back to their academic post and draw salary due in such respective academic posts, and would not continue to have the Principals' pay including Special Allowance.

**4. Date of Implementation:**

The date of implementation of the above revised pay shall be 1<sup>st</sup> day of January, 2016 notionally and actually from 1<sup>st</sup> day of January, 2020.

**5. Incentive increment for higher qualification:**

The incentive structure is built-in in the pay structure itself wherein those having M. Phil or Ph.D. degree will progress faster under CAS. Therefore, there shall be no incentives in the form of advance increments for obtaining the degrees of M. Phil or Ph. D. w. e. f. 01.01.2016.

**6. Increment:**

The annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. The annual increments would move up in the same academic level, moving from the existing cell in the academic level to the immediate next cell in the same academic level.

There shall be a uniform date of annual increment, as existing now and such date of annual increment shall be the 1<sup>st</sup> day of July of every year.

*Note- Employees mentioned in para – 2 of this Order completing 06 (six) months and above in the revised pay structure as on 1<sup>st</sup> day of July, shall be eligible to be granted increment.*

**7. Promotion:**

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

One increment shall be given in the Academic Level / Level from which the individual is promoted and he/she shall be placed at a Cell equal to the figure so arrived at in the applicable Level of the post to which promoted and if no such Cell is available in the



applicable Level to which promoted, he/she shall be placed at the next higher Cell in that applicable Level. In this case, the employee may have option to get his pay fixed either from the date of promotion or from the date of next increment and the manner of pay fixation will be the same as detailed in Rule 11 of the WBS (ROPA) Rules, 2019 provided that in the case of CAS benefit, there will be no interim pay fixation benefit.

**8. Allowances:**

*(a) House Rent Allowance* - With effect from the 1<sup>st</sup> January, 2020, the house rent allowance admissible shall be 12% of his/her revised basic pay, subject to a maximum of Rs. 12,000/- per month. The ceiling of house rent allowance drawn by husband and wife together shall also be raised to Rs. 12,000/- per month.

The term basic pay in the revised pay structure means the pay drawn in the prescribed Pay Level in the Pay Matrix and does not include any other type of pay.

The existing terms and conditions of drawl of house rent allowance by an individual living in his/her own house or in a rented house shall continue to apply.

When a Government accommodation being in a habitable condition in all respect with appropriate supply of water, power and toilet arrangements for individual families and such a Government accommodation is earmarked for holder of a particular post, the holder will not be entitled to house rent allowance for living elsewhere.

*(b) Medical Allowances:* The existing rate of Medical Allowance will be revised to Rs. 500/- per month w. e. f. 01.01.2020 in respect of an individual who is not covered under "West Bengal Health Scheme for the Beneficiaries of Grant-in-aid Colleges and Universities, 2017".

*(c) Hill Compensatory Allowance:* Hill Compensatory Allowance will be admissible @ 12% of revised basic pay subject to maximum of Rs. 2000/- per month with effect from 01.01.2020 to the employees covered in para – 2 of this order who are now in receipt of the same as per the existing Government Order.

*(d) Conveyance Allowance for differently-abled employees:* This will be admissible @ 5% of Revised Basic Pay subject to maximum of Rs. 800/- per month with effect from 01.01.2020.

*(e) Other Allowances:* All other allowances shall continue with the existing amount as drawn as on the date of issue of this memorandum for the revised pay till such time the allowances are revised. Employees joining service after issue of this memorandum shall also draw the existing amount.

9. **Gratuity:** The benefits of revised Gratuity as allowed to the State Government employees shall also be allowed to the individual falling under this Scheme.
10. **Payment of arrears:** No arrears of pay for the period from the 1<sup>st</sup> day of January, 2016 to the 31<sup>st</sup> day of December, 2019, shall be paid to the individual.
11. This order does not extend to the Accompanists, Guest Accompanists, Guest Teachers/Faculties, contractually engaged teachers designated as State-aided College Teachers, Coaches, Tutors and Demonstrators and any other categories of employees / officers of the Universities which are not mentioned in para – 2 of this Order.
12. Concerned University will make necessary amendments in the Statutes / Ordinances / Rules etc. where necessary for incorporating the provision of the Government Order therein.

Anomalies, if any, in the implementation of this order may be brought to the notice of the Department of Higher Education, Govt. of West Bengal for clarification/decision of the State Government.

This issues with the approval of the Finance Department, Govt. of West Bengal vide *U. O. No. Group P1/2019-2020/0254 dated 14.11.2019* and *U. O. No. Group P1/2019-2020/0297 dated 16.12.2019* and approval of the Cabinet, West Bengal.

By Order of the Governor,



Principal Secretary  
Department of Higher Education



Copy forwarded for information and necessary action to:-

- 1) The Principal Accountant General (A&E), Treasury Buildings, Kolkata-700 001;
- 2) The Principal Accountant General (Audit), Treasury Buildings, Kolkata-700 001;
- 3) The Principal Accountant General (Receipt, Works & Local Bodies Audit), CGO Complex at Salt Lake, Kolkata- 700 091;
- 4) Finance Department, (Group-P) of this Government;
- 5) The Financial Advisor, Education, Bikash Bhavan, 8<sup>th</sup> Floor, Salt Lake, Kolkata – 700 091;
- 6) The Pay and Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012;
- 7) The Pay and Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata- 700 012;
- 8) The Pay and Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, SGO Complex, 5<sup>th</sup> and 6<sup>th</sup> Floor, Plot no. 9, DF Block, Sector 1, Bidhannagar, 700064;
- 9) Director of Treasuries & Accounts, New India Assurance Buildings,4, Lyons Range, Kolkata-700 001;
- 10) The Treasury Officer,..... District;
- 11) The Registrar,..... University;
- 12) The Joint Secretary, West Bengal State Council of Higher Education;
- 13) The Audit Officer, Internal Audit Wing, Todi Mansion (9<sup>th</sup> Floor), P-15, India Exchange Place, Kolkata-700 073;
- 14) Animal Resources Development Department of this Government;
- 15) Agriculture Department of this Government;
- 16) The Special Secretary, Technical Branch of this Department;
- 17) The Special Secretary, Appointment Branch of this Department;
- 18) Budget Branch of this Department;
- 19) Sr. Personal Secretary to the Principal Secretary of this Department;
- 20) IT Cell (for uploading the Order in the Department Website Portal)

  
**Assistant Secretary to the  
Government of West Bengal**

**ANNEXED TO ORDER NO. 1306 (22) – Edn (U)/EH/1U – 77/17 DATED 30.12.2019**

**ANNEXURE - I**

		<b>Pay Matrix</b>					
<b>Pay Band (Rs.)</b>		<b>15,600 – 39,100</b>			<b>37,400 – 67,000</b>		<b>67,000 – 79,000</b>
<b>Academic Grade Pay / Grade Pay (Rs.)</b>		6,000	7,000	8,000	9,000	10,000	0
<b>Entry Pay (Rs.)</b>		21,600	25,790	29,900	49,200	53,000	67,000
<b>Academic Level / Level</b>		10	11	12	13A	14	15
<b>Rationalised Entry Pay (Rs.) 1</b>		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		

*Handwritten Signature*



**ANNEXED TO ORDER NO. 1306 (22)-Edn (U)/EH/IU - 77/17 DATED 30.12.2019**

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000 - 79,000
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	1,48,300			
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					

*Alvin Rao*



**Government of West Bengal**  
**Department of Higher Education**  
**C.S.Branch**  
**Bikash Bhavan, Salt Lake, Kolkata-700091**

No. 28 - Edn(CS)/5P-42/1998(Pt-I)

Date: 09-01-2020

**MEMORANDUM**

In view of the recommendation of the 6<sup>th</sup> Pay Commission constituted vide Resolution No. 8070-F(P) dated 27.11.2015 read with Resolution No. 8071-F(P) dated 27.11.2015, as accepted by the State Government, the Governor has been pleased to direct that the date of effect of the revised pay structure, the manner of fixation of pay in the revised pay structure and other conditions of service of the employees mentioned in para 2 below are set out below;

**1. Date of effect-** this Memorandum shall be deemed to have come into force on the 1<sup>st</sup> day of January, 2016 notionally with actual financial effect from 01.01.2020.

**2. Application-** (1) Save as otherwise provided by or under the provision of this memorandum, this memorandum shall apply to those regular employees of the following institutions or offices holding substantive/ officiating posts as on 01/01/2016 and whose pay and allowances are borne by the Government of West Bengal in the Higher Education Department.

(i) Non-teaching employees of state aided Non. Govt. Colleges including erstwhile sponsored colleges and Day students' Homes employees.

(ii) Employees of the West Bengal College Service Commission.

(2) This memorandum shall not apply to-

(a) Employees appointed on contractual /part-time basis,

(b) Employees not in whole time employment

(c) Employees who have retired in the afternoon of the 31<sup>st</sup> December, 2015 or earlier and employees re-employed after retirement.

**3. Definitions -** (1) In this memorandum, unless the context otherwise requires, -

(a) **"existing basic pay"** means the pay drawn in the prescribed existing Pay Band and Grade Pay but does not include any other type of pay;

(b) **"existing Pay Band and Grade Pay"** means the running Pay Band and the Grade Pay applicable to the post held by the employee or, as the case may be, the personal scale applicable to such an employee on account of his advancement to a higher Pay Band/Grade Pay under specific or general orders of the Government as on 1<sup>st</sup> day of January, 2016, whether in a substantive or officiating or temporary capacity, and

(c) **"existing pay structure"** means the present system of Pay Band and Grade Pay applicable to the post held by the employee as on the 1<sup>st</sup> day of January, 2016 whether in a substantive or officiating capacity or the Pay Band and Grade Pay as personal scale applicable to him on account of advancement to higher Pay Band /Grade Pay.;



**Explanation.-** the expressions “existing basic pay” and “existing Pay Band and Grade Pay” in respect of an employee, who was on the 1<sup>st</sup> day of January, 2016, on deputation or on foreign service or on leave or who would have on that date officiated in one or more lower posts but for his officiating in a higher post, shall mean such basic pay, Pay band and Grade pay applicable to the post which he would have held but for his being on deputation or on foreign service or on leave or officiating in a higher post;

- (d) “**existing emoluments**” means the sum of existing basic pay and existing dearness allowance allowed to the basic pay as on 1<sup>st</sup> day of January, 2016.
- (e) “**Pay Matrix**” means Matrix specified in Schedule-I, with levels of pay arranged in vertical cells as assigned to corresponding existing Pay Band and Grade Pay ;
- (f) “**Level**” in the Pay Matrix shall mean the Level corresponding to the existing Pay Band and Grade Pay as specified in Schedule-II;
- (g) “**pay in the Level**” means pay drawn in the appropriate Cell of the Level as specified in Schedule-I;
- (h) “**revised pay structure**” means the Pay Matrix and the Level specified therein corresponding to the existing Pay Band and Grade Pay of the post unless a different revised level is notified separately for the post;
- (i) “**basic pay**” in the revised pay structure means the pay drawn in the prescribed Level in the Pay Matrix ;
- (j) “**revised emoluments**” means the pay in the Level of an employee in the revised pay structure admissible to him.;
- (k) “**Schedule**” means the schedule appended to this memorandum

**4. Level of posts** - From the date of commencement of this memorandum, the Level of posts shall be determined in accordance with the various Levels as assigned to the corresponding existing Pay Band and Grade Pay as specified in the Pay Matrix.

**5. Drawal of pay in the revised pay structure** - Save as otherwise provided in this memorandum, an employee shall draw pay in the Level in the revised pay structure applicable to the post which he is holding as on 01.01.2016 or to which he is appointed on or after 1<sup>st</sup> day of January, 2016:

Provided that an employee may elect to continue to draw pay in the existing pay structure until the date on which he earns his next or any subsequent increment in the existing pay structure or until he vacates his post or ceases to draw pay in the existing pay structure:

Provided further that in cases where an employee has been placed in a higher Grade Pay between 1<sup>st</sup> day of January, 2016 and 25.09.2019 on account of promotion or upgradation, the employee may elect to switch over to the revised pay structure from the date of such promotion or upgradation as the case may be.



**Explanation 1** - The option to retain the existing pay structure under the first proviso to this memorandum shall be admissible only in respect of one existing Pay Band or Grade Pay.

**Note-** An employee shall have no option to come under the revised pay structure from the date of any increment that fell after the date of promotion that took place between 01.01.2016 and 25.09.2019.

**Illustration I-** An employee got promotion on 18.10.2016. He is not eligible to exercise option to come under the revised pay structure on the date of increments on 01.01.2017 or 01.01.2018 or 01.07.2019. He is however, eligible to exercise such option with effect from 01.01.2016 or 01.07.2016 or 18.10.2016.

**Illustration II-** An employee got promotion on 07.04.2018 and got pay fixation benefit with effect from 01.07.2018. He is not eligible to exercise option with effect from 01.07.2019. He is eligible to exercise option with effect from 01.01.2016, 01.07.2016, 01.07.2017 or 01.07.2018.

**Explanation 2** - The aforesaid option shall not be admissible to any person appointed to a post on or after the 1<sup>st</sup> day of January, 2016, whether for the first time in service or by transfer from another post and he shall be allowed pay only in the revised pay structure.

**Explanation 3** – Where the employee exercises the option under the proviso to this memorandum to retain the existing pay structure in respect of a post held by him in an officiating capacity on a regular basis for the purpose of regulation of pay in that pay structure under the existing rule or order applicable to the post, his substantive pay shall be substantive pay which he would have drawn had he retained the existing pay structure in respect of the permanent post on which he holds a lien or would have held a lien had his lien not been suspended or the pay of the officiating post which has acquired the character of substantive pay in accordance with any order for the time being in force, whichever is higher.

**6. Exercise of option** - (1) The option under the provisos to paragraph 5 of this memorandum shall be exercised in writing in the form appended to Schedule III so as to reach the authority mentioned in sub- para (2) within three months of the date of publication of this memorandum.

Provided that-(i) in the case of an employee, who on the date of publication of this memorandum, is on leave or on deputation or on foreign service, the said option shall be exercised in writing so as to reach the said authority within three months of his return from such leave or deputation or foreign service, as the case may be; and

(ii) where an employee is under suspension on the date of publication of this memorandum, the option may be exercised by him within three months of the date of his return to his duty or within three months of the date of publication of this memorandum, whichever is later.

- (2) The option shall be submitted by the employee to the Head of the Institute/ Head of Office, as the case may be
- (3) If the option is not received by the Head of his Office within the time specified in sub-para (1), the employee shall be deemed to have elected to be governed



by the revised pay structure with effect from the 1<sup>st</sup> day of January, 2016.

(4) The option once exercised shall be final.

**Note** - An employee, who died on or after the 1<sup>st</sup> day of January, 2016 and could not exercise the option within the prescribed time limit, shall be deemed to have opted for the revised pay structure on and from the 1<sup>st</sup> day of January, 2016 or from such subsequent date as is considered most beneficial to him, if he was alive.

**7. Fixation of initial pay in the revised pay structure.**- (1) The initial pay of an employee who elects, or is deemed to have elected under para 6 to be governed by the revised pay structure on and from the 1<sup>st</sup> day of January, 2016, shall, unless in any case the Government by special order otherwise directs, be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien or would have held a lien if such lien had not been suspended, and in respect of his pay in the officiating post held by him, in the following manner, namely:-

(I) in the case of all employees,-

(i) the pay in the applicable level in the Pay Matrix shall be the pay obtained by multiplying the existing basic pay by a factor of 2.57, rounded off to the nearest rupee and the figure so arrived at will be located in that level in the Pay Matrix and if such an identical figure corresponds to any Cell in the applicable level in the pay matrix, the same shall be the pay, and if no such cell is available in the applicable level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix, as per schedule IV.

Illustration -1

1.	Existing Pay Band : P.B.1	Pay Band	P.B I 4900-16200	
		Grade Pay	1700	1800
2.	Existing Grade Pay : 1800	Level	1	2
		1	17000	17600
3.	Existing Pay in the Pay Band : 7410	2	17500	18100
		3	18000	18600
		4	18500	19200
4.	Existing Basic Pay : 9210 (=7410+1800)	5	19100	19800
		6	19700	20400
		7	20300	21000
5.	Pay after multiplication by a fitment factor of 2.57 : $9210 \times 2.57 = 23669.70$ (rounded off to 23670)	8	20900	21600
		9	21500	22200
		10	22100	22900
6.	Level corresponding to Grade Pay 1800 : Level 2	11	22800	23600
		12	23500	<b>24300</b>
7.	Revised Pay in the Pay Matrix (either equal to or next higher to 23670 in Level 2) : <b>24300</b>	13	24200	25000
		14	24900	25800
		15	25600	26600



Illustration -2

1.	Existing Pay Band : P.B.3	Pay Band	P.B.3 7100-37600			
		Grade Pay	3200	3600	3900	4100
2.	Existing Grade Pay : 4100	Level	8	9	10	11
		1	27000	28900	32100	33400
		2	27800	29800	33100	34400
3.	Existing Pay in the Pay Band : 14000	3	28600	30700	34100	35400
		4	29500	31600	35100	36500
		5	30400	32500	36200	37600
4.	Existing Basic Pay : 18100 (=14000+4100)	6	31300	33500	37300	38700
		7	32200	34500	38400	39900
5.	Pay after multiplication by a fitment factor of 2.57 : 46517	8	33200	35500	39600	41100
		9	34200	36600	40800	42300
		10	35200	37700	42000	43600
6.	Level corresponding to Grade Pay 4100 : Level 11	11	36300	38800	43300	44900
		12	37400	40000	44600	46200
7.	Revised Pay in the Pay Matrix (either equal to or next higher to 46517 in Level 11 ): <b>47600</b>	13	38500	41200	45900	<b>47600</b>
		14	39700	42400	47300	49000

(II) If the minimum pay or the first cell in the applicable Level is more than the amount arrived at as per sub-clause (i) above, the pay shall be fixed at minimum pay or the first Cell of that applicable Level

(2) An employee who is on leave on the 1<sup>st</sup> day of January, 2016 and is entitled to leave salary shall be entitled to pay in the revised pay structure from the date of actual effect of the revised emoluments.

(3) An employee under suspension, shall continue to draw subsistence allowance based on existing pay structure and his pay in the revised pay structure shall be subject to the final order on the pending disciplinary proceedings.

(4) Where the existing emoluments exceed the revised emoluments in the case of any Government employee, the difference shall be allowed as personal pay to be absorbed in future increases in pay.

(5) Where in the fixation of pay under sub-para (1) the pay of an employee, who, in the existing pay structure was drawing more pay than another employee junior to him in the same grade in the same cadre immediately before the 1<sup>st</sup> day of January, 2016, gets fixed in the revised pay structure in a Cell lower than that of such junior, his pay shall be stepped up to the same Cell in the revised pay structure as that of the junior.



(6) In the case where a senior an employee promoted to a higher post before the 1<sup>st</sup> day of January, 2016 draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 1<sup>st</sup> day of January, 2016, the pay of senior employee in the revised pay structure shall be stepped up to an amount equal to the pay as fixed for his junior in that higher post and such stepping up shall be done with the approval of the Government with effect from the date of promotion of the junior employee subject to the fulfilment of the following conditions, namely :-

- (a) both the junior and the senior employees belong to the same cadre and the posts in which they have been promoted are identical in the same cadre ;
- (b) the existing pay structure and the revised pay structure of the lower and higher posts in which they are entitled to draw pay should be identical ;
- (c) the senior employee at the time of promotion was drawing equal or more pay than the junior ;

**8. Fixation of pay in the revised pay structure in respect of an employee appointed as fresh recruits on or after 01.01.2016** - The pay of employees appointed by direct recruitment on or after the 1<sup>st</sup> day of January, 2016 shall be fixed at the minimum pay or the first Cell in the Level, applicable to the post to which such employees are appointed subject to the higher initials, where applicable, as indicated in Schedule-II.

Provided that where the existing pay of such employee appointed on or after the 1<sup>st</sup> day of January, 2016 and before the publication of this memorandum, has already been fixed in the existing pay structure and if his existing emoluments happen to exceed the minimum pay in the revised pay structure as applicable to the post to which he is appointed on or after the first day of January, 2016, such difference shall be treated to be personal pay to be absorbed in future increments in pay.

Provided further that the pay of an employee, appointed to another post on or after the 1<sup>st</sup> day of January, 2016 , through direct recruitment after applying with due permission of the appointing authority , shall be allowed protection of last pay drawn with the approval of Government for which each such case shall have to be referred to Finance Department through administrative department.

**9. Increments in Pay Matrix** - After fixation of pay in the appropriate Level in the Pay Matrix, the subsequent increment in the Level shall be at the immediate next higher Cell vertically arranged in that Level.

### Illustration

	Pay Band	P.B. 2 5400-25200				
	Grade Pay	1900	2100	2300	2600	2900
	Level	3	4	5	6	7
An employee in the basic pay of Rs.29000 in Level 5 will move vertically downwards in the same level to Rs.29900 on grant of increment	1	18800	19700	21000	22700	24700
	2	19400	20300	21600	23400	25400
	3	20000	20900	22200	24100	26200
	4	20600	21500	22900	24800	27000
	5	21200	22100	23600	25500	27800
	6	21800	22800	24300	26300	28600
	7	22500	23500	25000	27100	29500
	8	23200	24200	25800	27900	30400
	9	23900	24900	26600	28700	31300
	10	24600	25600	27400	29600	32200
	11	25300	26400	28200	30500	33200
	12	26100	27200	29000	31400	34200
				▼		
	13	26900	28000	29900	32300	35200
	14	27700	28800	30800	33300	36300
	15	28500	29700	31700	34300	37400
	16	29400	30600	32700	35300	38500
17	30300	31500	33700	36400	39700	

**10. Date of next increment in revised pay structure.** – In respect of all employees, there shall be a uniform date of annual increment, as existing now and such date of annual increment shall be the 1<sup>st</sup> day of July of every year.

**Note.** – In the case of employees completing 6 (six) months and above in the revised pay structure as on 1<sup>st</sup> day of July, shall be eligible to be granted increment.

**11. Fixation of pay on promotion on or after the 1<sup>st</sup> day of January, 2016.**- The fixation of pay in case of promotion from one level to another in the revised pay structure shall be made in the following manner, namely;-

- (i) One increment shall be given in the Level from which the employee is promoted and he shall be placed at a Cell equal to the figure so arrived at in the Level of the post to which promoted and if no such Cell is available in the Level to which promoted, he shall be placed at the next higher Cell in that Level.



### Illustration

An employee is drawing basic pay of Rs. 31400 in Level 6. He is promoted to Level 7. His pay will be fixed in the following manner.	Pay Band	P.B. 2 5400-25200					
	Grade Pay	1900	2100	2300	2600	2900	
	Level	3	4	5	6	7	
(1) Pay after giving one increment in Level 6 is to be determined which will be Rs. 32300	1	18800	19700	21000	22700	24700	
	2	19400	20300	21600	23400	25400	
	3	20000	20900	22200	24100	26200	
	4	20600	21500	22900	24800	27000	
	5	21200	22100	23600	25500	27800	
	6	21800	22800	24300	26300	28600	
	7	22500	23500	25000	27100	29500	
	8	23200	24200	25800	27900	30400	
	9	23900	24900	26600	28700	31300	
	10	24600	25600	27400	29600	32200	
	11	25300	26400	28200	30500	<b>33200</b>	
	(2) Pay will be fixed in Level 7 at Rs.33200 (either equal to or next higher in Level 7)	12	26100	27200	29000	<b>31400</b>	34200
		13	26900	28000	29900	<b>32300</b>	35200
		14	27700	28800	30800	33300	36300
		15	28500	29700	31700	34300	37400
		16	29400	30600	32700	35300	38500
		17	30300	31500	33700	36400	39700

**Note 1.-** An employee may have option to get his pay fixed either from the date of promotion or from the date of next increment.

(a) In case the employee opts to get his pay fixed from the date of promotion, his pay in the promotion post shall be fixed under the provisions of this para and his next increment will fall due on the 1<sup>st</sup> July on completion of at least six months from the date of such promotion.

(b) In case the employee opts to get his pay fixed from the date of increment, then on the date of promotion his pay shall initially be fitted in the applicable level of the promotion post at the same Cell as that of his existing pay and in absence of such Cell, it shall be fitted at the next higher Cell and such pay shall finally be re-fixed under the provisions of this para after accrual of increment in the lower post. The next increment shall, however, fall due on the next 1<sup>st</sup> July.

**Note 2 :**

(a) In the case of non functional movement under CAS where an employee is moved to next higher Level on completion of 10 years or 20 years of service, his pay shall be fixed as per Note 1 above except the interim pay fixation benefit from the date of entitlement when the employee opts to get his pay fixed from the date of increment.

(b) In case of an employee has got promotion to a post carrying Pay Level equal to 2<sup>nd</sup>



higher Level or above before completion of 20 years of service, he will, on completion of 20 years of service, get one increment in the same level with date of next increment remaining unchanged.

(c) In case an employee has got promotion (functional) to a post carrying same level or lower level than the Level he enjoying due to CAS, he will get one increment in the same level from the date of such promotion with date of next increment remaining unchanged.

**12. Payment of arrears.**- Notwithstanding anything contained elsewhere in this memorandum, or in any other orders for the time being in force, no arrears of pay to which an employee may be entitled in respect of the period from the 1<sup>st</sup> day of January, 2016 to the 31<sup>st</sup> day of December, 2019, shall be paid to the employee.

**13. House Rent Allowance** – With effect from the 1st January, 2020, the house rent allowance admissible to an employee shall be 12% of his revised basic pay, subject to a maximum of Rs. 12,000/- per month. The ceiling of house rent allowance drawn by husband and wife together shall also be raised to Rs. 12,000/- per month.

The existing terms and conditions for drawing House Rent Allowance shall continue to apply.

**14. Medical Allowance** –

The existing rate of Medical Allowance will be revised to Rs. 500/- per month in respect of employees with effect from 1st January, 2020 subject to condition that those who opted for any health scheme sponsored by the State Government are not entitled to such medical allowances.

**15. Overriding effect of Memorandum**- The provisions of this memorandum shall have effect notwithstanding anything contrary contained in any other rules, orders or notifications for the time being in force, and all such rules, orders and notifications shall have effect subject to the provisions of this memorandum.

**16. Relaxation of Memorandum**- Where the Government is satisfied that the operation of all or any of the provisions of this memorandum causes undue hardship in any particular case, it may, by order dispense with or relax the requirements of the same to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

**17. Interpretation** - If any question arises relating to the interpretation of any of the provisions of this memorandum it shall be referred to the Finance Department through Higher Education Department for decision.

This is issued with the concurrence of Finance Department vide their U.O. No. Group P1/2019-2020/0348 dated 08/01/2020

**By order of the Governor,**

**Sd/- Manish Jain**


**Principal Secretary to the Government of West Bengal**

No. 28/1(11) - Edn(CS)/5P-42/1998(Pt-I)

Date: 09-01-2020

**Copy forwarded for information and necessary action to the:**

1. Accountant General (A & E), West Bengal.
2. Finance Department (Group-P1) of this Government.
3. Director of Public Instruction, West Bengal.
4. Secretary, West Bengal College Service Commission, 6, Bhabani Dutta Lane, Kolkata-700 073.
5. Pay and Accounts Officer, Kolkata-I, Kolkata Pay and Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012.
6. Pay and Accounts Officer, Kolkata-II, Kolkata Pay and Accounts Office-II, P-1, Hyde Lane, Kolkata-700 073.
7. Pay and Accounts Officer, Kolkata-III, Kolkata Pay and Accounts Office-III, Salt Lake,
8. The Director of Treasuries, Government of West Bengal, Kolkata.
9. IT Cell of this department.
10. PS to MIC, Higher Education Department, Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata-700 091.
11. Guard File.

  
**Special Secretary to the  
Government of West Bengal**



**Schedule – I**

**[see para 3(e) and 3(g)]**

Pay Band	P.B I 4900-16200		P.B. 2 5400-25200					P.B.3 7100-37600			
	1700	1800	1900	2100	2300	2600	2900	3200	3600	3900	4100
Grade Pay	1700	1800	1900	2100	2300	2600	2900	3200	3600	3900	4100
Old Entry Pay	6600	6830	7300	7680	8160	8840	9600	10300	11040	12270	12750
Level	1	2	3	4	5	6	7	8	9	10	11
1	17000	17600	18800	19700	21000	22700	24700	27000	28900	32100	33400
2	17500	18100	19400	20300	21600	23400	25400	27800	29800	33100	34400
3	18000	18600	20000	20900	22200	24100	26200	28600	30700	34100	35400
4	18500	19200	20600	21500	22900	24800	27000	29500	31600	35100	36500
5	19100	19800	21200	22100	23600	25500	27800	30400	32500	36200	37600
6	19700	20400	21800	22800	24300	26300	28600	31300	33500	37300	38700
7	20300	21000	22500	23500	25000	27100	29500	32200	34500	38400	39900
8	20900	21600	23200	24200	25800	27900	30400	33200	35500	39600	41100
9	21500	22200	23900	24900	26600	28700	31300	34200	36600	40800	42300
10	22100	22900	24600	25600	27400	29600	32200	35200	37700	42000	43600
11	22800	23600	25300	26400	28200	30500	33200	36300	38800	43300	44900
12	23500	24300	26100	27200	29000	31400	34200	37400	40000	44600	46200
13	24200	25000	26900	28000	29900	32300	35200	38500	41200	45900	47600
14	24900	25800	27700	28800	30800	33300	36300	39700	42400	47300	49000
15	25600	26600	28500	29700	31700	34300	37400	40900	43700	48700	50500
16	26400	27400	29400	30600	32700	35300	38500	42100	45000	50200	52000
17	27200	28200	30300	31500	33700	36400	39700	43400	46400	51700	53600
18	28000	29000	31200	32400	34700	37500	40900	44700	47800	53300	55200
19	28800	29900	32100	33400	35700	38600	42100	46000	49200	54900	56900
20	29700	30800	33100	34400	36800	39800	43400	47400	50700	56500	58600
21	30600	31700	34100	35400	37900	41000	44700	48800	52200	58200	60400
22	31500	32700	35100	36500	39000	42200	46000	50300	53800	59900	62200
23	32400	33700	36200	37600	40200	43500	47400	51800	55400	61700	64100
24	33400	34700	37300	38700	41400	44800	48800	53400	57100	63600	66000
25	34400	35700	38400	39900	42600	46100	50300	55000	58800	65500	68000
26	35400	36800	39600	41100	43900	47500	51800	56700	60600	67500	70000
27	36500	37900	40800	42300	45200	48900	53400	58400	62400	69500	72100
28	37600	39000	42000	43600	46600	50400	55000	60200	64300	71600	74300
29	38700	40200	43300	44900	48000	51900	56700	62000	66200	73700	76500
30	39900	41400	44600	46200	49400	53500	58400	63900	68200	75900	78800
31	41100	42600	45900	47600	50900	55100	60200	65800	70200	78200	81200
32	42300	43900	47300	49000	52400	56800	62000	67800	72300	80500	83600
33	43600	45200	48700	50500	54000	58500	63900	69800	74500	82900	86100



**Schedule – I (Continued)**

Pay Band	P.B.4 9000 - 40500				P.B.4, 49000 - 40500				P.B.5 37400-60000
	Grade Pay	4400	4600	4700	4800	5400	6600	7000	
Old Entry Pay	13400	13900	14930	15960	21000	25200	25600	29920	46100
Level	12	13	14	15	16	17	18	18	19
1	35800	37100	39900	42600	56100	67300	68400	79900	123100
2	36900	38200	41100	43900	57800	69300	70500	82300	126800
3	38000	39300	42300	45200	59500	71400	72600	84800	130600
4	39100	40500	43600	46600	61300	73500	74800	87300	134500
5	40300	41700	44900	48000	63100	75700	77000	89900	138500
6	41500	43000	46200	49400	65000	78000	79300	92600	142700
7	42700	44300	47600	50900	67000	80300	81700	95400	147000
8	44000	45600	49000	52400	69000	82700	84200	98300	151400
9	45300	47000	50500	54000	71100	85200	86700	101200	155900
10	46700	48400	52000	55600	73200	87800	89300	104200	160600
11	48100	49900	53600	57300	75400	90400	92000	107300	165400
12	49500	51400	55200	59000	77700	93100	94800	110500	170400
13	51000	52900	56900	60800	80000	95900	97600	113800	175500
14	52500	54500	58600	62600	82400	98800	100500	117200	180800
15	54100	56100	60400	64500	84900	101800	103500	120700	186200
16	55700	57800	62200	66400	87400	104900	106600	124300	191800
17	57400	59500	64100	68400	90000	108000	109800		
18	59100	61300	66000	70500	92700	111200	113100		
19	60900	63100	68000	72600	95500	114500	116500		
20	62700	65000	70000	74800	98400	117900	120000		
21	64600	67000	72100	77000	101400	121400	123600		
22	66500	69000	74300	79300	104400	125000	127300		
23	68500	71100	76500	81700	107500	128800	131100		
24	70600	73200	78800	84200	110700	132700	135000		
25	72700	75400	81200	86700	114000	136700	139100		
26	74900	77700	83600	89300	117400	140800	143300		
27	77100	80000	86100	92000	120900	145000	147600		
28	79400	82400	88700	94800	124500	149400	152000		
29	81800	84900	91400	97600	128200	153900	156600		
30	84300	87400	94100	100500	132000	158500	161300		
31	86800	90000	96900	103500	136000	163300	166100		
32	89400	92700	99800	106600	140100	168200	171100		
33	92100	95500	102800	109800	144300	173200	176200		

**Schedule – II**

**[see para 3(f)]**

**Corresponding Levels of existing Pay Band and Grade Pay**

Sl. No.	Existing Pay Band	Pay Band Scale	Existing Grade Pay	Level in Pay Matrix with indication of higher initials, where applicable
1	PB-1	Rs.4900-16200	1700	Level-1
2	PB-1	Rs.4900-16200	1800	Level-2
3	PB-2	Rs.5400-25200	1900	Level-3
4	PB-2	Rs.5400-25200	2100	Level-4
5	PB-2	Rs.5400-25200	2300	Level-5
6	PB-2	Rs.5400-25200	2600	Level-6
7	PB-2	Rs.5400-25200	2900	Level-7
8	PB-3	Rs.7100-37600	3200	Level-8
9	PB-3	Rs.7100-37600	3600	Level-9
10	PB-3	Rs.7100-37600	3900	Level-10
11	PB-3	Rs.7100-37600	4100	Level-11
12	PB-4	Rs.9000-40500	4400	Level-12
13	PB-4	Rs.9000-40500	4600	Level-13
14	PB-4	Rs.9000-40500	4700	Level-14
15	PB-4	Rs.9000-40500	4800	Level-15
16	PB-4	Rs.15600-42000	5400	Level-16
17	PB-4	Rs.9000-40500	6600	Level-17
18	PB-4	Rs.9000-40500	7600	Level-19
19	PB-5	Rs.37400-60000	8700	Level-21



**Schedule- III**

Form of option

(see Para 5 and 6)

\*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 w.e.f \_\_\_\_\_

(b) the date of my subsequent increment raising my pay to Rs. ----- in the existing scale w.e.f \_\_\_\_\_

(c) the date of my promotion/upgradation to the post of -----

w.e.f \_\_\_\_\_ Existing Pay Band and Grade Pay -----

-----.

Signature -----

Name -----

Designation -----

Office/ Institute 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 these rules, as detected subsequently, any excess payment so made shall be refunded by me to the competent authority either by adjustment against future payments due to me or otherwise.

Signature -----

Name -----

Designation -----

Date :

Place :

**Schedule- IV**

**[see para 7(1)]**

*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 Government 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 on the date of option on :  
(Band Pay + Grade Pay)
6. Amount arrived at by multiplying basic  
pay as at sl. no. 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 :

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Signature of Head of Office / Institute with Designation