

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HIGHER EDUCATION
UNIVERSITY EDUCATION BRANCH

No.1083(8)-Edn(U)

Dated : 18.8.1990

MEMORANDUM

In Education Department Resolution No.903-Edn(U) dated the 30th June, 1987, the State Government constituted a Pay Committee under the Chairmanship of Prof. P. K. Mukherjee for the non-teaching employees (other than Officers and Teachers) of the State-aided Universities viz. (1) Calcutta University, (2) Jadavpur University, (3) Burdwan University, (4) North Bengal University, (5) Kalyani University (6) Rabindra Bharati University (7) Vidyasagar University and (8) Bidhan Chandra Krishi Viswa Vidyalaya as well as employees of the West Bengal Higher Secondary Council and West Bengal Board of Secondary Education to examine :

- (i) present structure of emoluments of non-teaching employees of the state-aided Universities, employees of the West Bengal Council of Higher Secondary Education and the West Bengal Board of Secondary Education and to suggest changes which may be desirable or feasible, keeping in view and with due consideration to the following among others:
 - (a) the total package of benefits available to the categories of employees at present including retirement benefit;
 - (b) the work load and responsibility of each category of employees;
 - (c) holiday, leave etc. available to the employees;
 - (d) structure of emoluments of the State Government employees and employees of different Universities/Higher Secondary Councils/Board of Secondary Education;
 - (e) financial resources of the State Government as well as the State-aided Universities, West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary Education;
- (ii) to examine the principles of grant of special pay, various allowances, honorarium, reward, overtime allowance concessions etc. and other benefits as are presently available in addition to pay to make recommendations for rationalisation and simplification thereof with a view to producing efficiency in administration and with due consideration to (i) (a), (b), (c), (d) and (e) above.
- (iii) to examine anomalies, etc., if there be any, in the structure of emoluments and to suggest measures for their removal.

2. The Pay Committee submitted its report to the State Government in March, 1989 which was under consideration of the State Government for some time past.

3. After careful consideration of the recommendations of the Pay Committee in regard to the scales of pay, age of superannuation retirement benefits and other related matters, the Governor in exercise of the power under section 3 of the West Bengal Universities (Control of Expenditure) Act, 1976, has been pleased to approve of the following benefits in respect of all whole-time non-teaching posts, as approved by the State Govt. from time to time of various universities, carrying respective grades of pay as similarly approved by the State Govt. (other than officers and teachers) as mentioned herein below :

Existing Scale of Pay

1. 300-6-324-8-364-10-434-13-525
2. 325-10-415-13-480-15-600
3. 350-10-410-15-500-20-700
4. 375-15-480-20-600-25-800
5. 400-15-430-20-530-25-655-30-865-35-900
6. 450-25-625-30-805-35-910-45-1000
7. 500-25-550-30-700-35-770-40-1010-45-1100
8. 550-30-700-35-770-40-890-45-1160
9. 600-35-670-40-870-45-1050-50-1250

4. Allocation of Pay Scales

Existing Scale of Pay for the posts of non-teaching employees, as approved by the State Government in terms of Government Order No. 711(6)-Edn(U) dt. 24.4.79 read with subsequent orders issued in this behalf are hereby revised as follows :

Serial No.	Category of Posts	Existing Scale of pay as per G.O.No. 711(6)-Edn(U) dt. 24.4.79 Rs.	Revised scale of pay corresponding to the existing scales shown in column (3) Rs.
1.	All posts carrying existing scale of pay shown in column (3)	300-6-324-8-364-10-434-13-525 in Grade I	880-18-1132-21-1300-25-1375
2.	- Do -	325-10-415-13-480-15-600 in Grade II	950-20-1130-25-1355-30-1505-35-1575
3.	- Do -	350-10-410-15-500-20-700 in Grade III	1030-20-1070-25-1170-30-1350-35-1560-40-1840
4.	- Do -	375-15-480-20-600-25-800 in Grade IV	1110-30-1230-35-1370-40-1650-50-2150
5.	- Do -	400-15-430-20-530-25-655 30-865-35-900 in Grade V	1210-35-1350-40-1550-50-1950-60-2250-70-2460
6.	- Do -	450-25-625-30-805-35-910-45-1000 in Grade VI	1300-45-1480-55-1920-65-2310-75-2835
7.	- Do -	500-25-550-30-700-35-770-40-1010-45-1100 in Grade VII	1400-50-1500-60-1860-70-2490-80-3130
8.	- Do -	550-30-700-35-770-40-890-45-1160 in Grade VIII	1500-60-1860-70-2420-80-3140-90-3320
9.	- Do -	600-35-670-40-870-45-1050-50-1250 in Grade IX	1550-70-1830-80-3030-100-3530

5. Date of effect and fixation of pay in the revised scales

The revised scale of pay as mentioned in para 4 earlier shall be deemed to have come into force from the 1st January, 1986 but actual payment will be made on the basis of pay and allowances as on the 1st January 1988 after notional fixation of pay in the revised scale with effect from the 1st January, 1986 or from any subsequent date according to the option to be exercised by the employee concerned.

6. Exercise of option

(a) Employees coming under the purview of this order will exercise option for revised scales of pay. Option ~~no~~ aforesaid shall be exercised in writing in the form appended to Annexure IA and IB so as to reach the respective Heads of offices under the University within 90 days from the date of issue of this memorandum.

Provided that -

(i) the non teaching employees may opt for entry in the revised scale from any date between the 1st January 1986 and 1st January, 1990 and continue to draw pay in the existing approved scale prior to that date.

(ii) a non-teaching employee who on the date of issue of this memorandum is on leave or on deputation shall exercise the said option in writing so as to reach the Head of offices within 90 days of the date of his return from such leave or deputation.

(iii) a non-teaching employee who is under suspension on the date of issue of this memorandum may exercise the said option so as to reach the Head of offices within 90 days of his reinstatement.

(iv) option once exercised shall be final and can not be altered or rescinded without prior approval of the State Government.

(v) if a non-teaching employee of the University who was in service on the 31st December, 1985 fails to exercise option under the proviso to paragraph 6 within the period referred to above he shall be deemed to have been elected to be governed by the revised scales of pay with effect from the 1st January, 1986.

7.

(b) A non-teaching employee of the University shall be entitled to draw pay in the revised scale applicable to the approved post with approved scale to which he is appointed/promoted according to the prescribed procedure.

Provided further that :

(i) the aforesaid option shall not be admissible to any person appointed to the post on or after the 1st January, 1986 for the first time in the service of the University. Such person shall draw pay in the revised scale of pay of the post with effect from the date of his appointment.

(ii) the aforesaid option shall be applicable only in respect of the existing scale of pay of non-teaching employees of the universities as on 1.1.1986. If an employee got appointment to a higher scale of pay with effect from any date prior to 1.1.1990, he may exercise his option to come over to the revised scale corresponding to his existing scale as on 1.1.1986 or from a date not later than the date w.e.f. which he got appointment to higher scale.

8. Fixation of initial pay in the revised scales

(1) The initial pay of a non-teaching employee who elects to draw pay in the revised scale of pay from any date between the 1st January, 1986 and the 1st January, 1990 or who is deemed to have been elected under sub clause (V) of the proviso to the para 6(a) above to be governed by the revised scale of pay on and from 1.1.1986 will

be fixed in the following manner —

(a) an amount representing 20% of the basic pay in his existing scale subject to a minimum of Rs.75/- (Rupees seventy five) shall be added to the existing emoluments of the concerned employee,

(b) for the purpose of fixation of pay in the revised scale of pay the existing emoluments shall mean the

(p) basic pay in the existing scale of pay

(q) dearness pay as sanctioned in terms of State Govt. order No.2144(6)-Edn(U) date 6.8.85.

(r) additional dearness allowance appropriate to the basic pay admissible up to 1.1.1987 in terms of State Government's order No.117(7)-Edn(U) dt.9.2.87.

(s) interim relief sanctioned as per State Govt. Order No.1745(7)-Edn(U) dt.19.11.87.

(c) after the existing emoluments have been so increased the pay shall be fixed in the revised scale applicable to the non-teaching employee at the stage next above the amount thus computed.

Provided that

(a) if the minimum of the revised scale is more than the amount so arrived at the pay shall be fixed at the minimum of the revised scale.

(b) if the amount so arrived at, is more than the maximum of the revised scale, the pay shall be fixed at the maximum of that scale and the difference shall be treated as personal pay to be absorbed in stagnation increments in future. The personal pay so determined and remaining after absorption of a portion of it in stagnation increments shall be treated as an element of basic pay for the purpose of fixation of pay on promotion/appointment to higher post/scale.

(d) In case of non-teaching employee drawing special allowance as approved by the State Govt. in addition to his pay in the existing scale, the pay in the revised scale shall be fixed in accordance with the provisions contained in clauses (a), (b) and (c) without taking into account the existing special allowance and in such cases, special allowance shall be continued to be drawn in addition to the pay so fixed in the revised scale in the existing rate and manner until further order.

2. (a) for the purpose of fixation of pay under the aforesaid provision every employee who holds on 31.12.85, a post substantively and other post or posts on officiating basis, shall exercise option separately in the appropriate form set out in Annexure IA and IB for fixation of initial pay in the revised scale of pay of the substantive post and also in the revised scale of pay of the officiating post.

(b) If due to fixation of pay under the aforesaid provisions, the initial pay of a non-teaching employee fixed in the revised scale of pay of the substantive post becomes either equal to or higher than that in the revised scale of pay of the officiating post, his initial pay in the revised scale of pay in the officiating post shall be refixed at the stage above the pay fixed in the revised scale of the substantive post.

NOTE :

(i) The pay of the non-teaching employee of the University who is promoted/appointed to a higher post/scale on or after 1st January 1986 shall be fixed under these rules with reference to lower post/scale and then shall be fixed in the revised scale of the higher post/scale thus revised corresponding to the existing higher scale under usual rules obtaining in the University.

(ii) In the case of an employee who was allowed to draw pay in the existing scale of pay admissible to him by virtue of State Govt. Order No.2010(7)-Edn(U) dated. 4.7.85 on any date between 1.1.86 and the date of issue of this memorandum, the initial pay shall be fixed first in the revised scale of pay of the post under the provisions of this memorandum and then his pay shall be fixed in the next higher scale of pay with effect from the date on which he was allowed the benefit as per State Govt. order No.2010(7)-Edn(U) dated 4.7.85 at the next higher stage of pay fixed in the revised scale of pay of the post, the date of next increment remaining the same as it would have been but for such fixation.

(iii) where the initial pay of a non-teaching employee is fixed under the provisions of para 7(1) in a revised scale of pay on the basis of the existing scale of pay which was admissible to him in accordance with the provisions of State Govt. order No.2010(7)-Edn(U) dated 4.7.1985, or where the fixation of pay of a non-teaching employee who was allowed to draw pay in the existing scale of pay admissible to him by virtue of the state Government order aforesaid on any date between the 1st January, 1986 and the date of issue of this memorandum is governed in accordance with provisions laid down in clause (ii), his pay in the event of his promotion to a higher post/grade/scale shall be fixed on the basis of notional pay he would have been drawn had he not got the benefit of the provisions contained in Govt. order No.2010(7)-Edn(U) dated 4.7.1985 before 1st January, 1986 or the benefit of fixation of pay in terms of aforesaid clause (ii),

(iv) When the date of effect from which an employee elects to draw pay in the revised scale is also the normal date of increment in the existing scale, the increment in the existing scale shall be allowed first and the pay in the revised scale shall be fixed thereafter.

(v) An employee who is promoted to a post carrying duties and responsibilities of greater importance than those attached to the post held by him may exercise option for fixation of pay on promotion as indicated hereunder :

- (1) either his initial pay may be fixed in the higher post at the stage next above the pay notionally arrived at by increasing his pay in respect of lower post by one increment at the stage at which such pay has accrued without any further review on accrual of increment in the scale of pay of lower post, or
- (2) his pay on promotion may be fixed initially in the stage of the time scale next above his substantive pay in respect of the old post; which may be refixed on the basis of clause (a), on the date of accrual of next increment in the scale of pay of the lower post.

(c) The fixation of pay in the revised scale of pay of an employee who had been promoted before 1st January, 1986 and who had exercised option under sub-clause (2) of clause (V) for fixation of pay on promotion and in whose case the date of next increment in the lower scale falls after 1st January, 1986 shall be made in the following manner :

- (i) On 1st January, 1986 the pay of such non-teaching staff of the University shall be fixed in the promotional post with reference to the pay that had been fixed at the time of promotion in the stage of the time scale next above his substantive pay in respect of the old post. He shall be allowed to draw that pay in the revised scale with effect from 1st January, 1986.
- (ii) The notional pay of a non-teaching employee in the lower post in the revised scale may also be fixed as on 1.1.1986. with effect from the date of accrual of his next increment in his existing scale in lower post, his pay in the promotional post may be fixed in accordance with the provision laid herein before.
- (iii) In the promotional post, the next increment shall fall due on completion of twelve months of qualifying service from the date on which the revised pay is fixed under sub-clause (ii).

- (iv) Where an employee was in receipt of personal pay on 1.1.86 which together with his existing emoluments exceeds the pay fixed in the revised scale the difference representing such excess shall be allowed to the employee as personal pay to be absorbed in future increments in pay.
- (v) Where the fixation of pay under paragraph 7(1) the pay of an employee who in the existing scale was drawing immediately before 1.1.86 more pay than an employee junior to him in the same cadre gets fixed in the revised scale at a stage lower than that of such juniors his pay shall be stepped upto the same stage in the revised scale as that of the Junior.
- (vi) In the case where a senior employee promoted to a higher post/ scale before 1.1.1986 draws less pay in the revised scale than his junior who is promoted to the higher post/scale on or after 1.1.1986 the pay of the senior employee shall be stopped up to an amount equal to the pay fixed for his junior in the higher post/scale. The stopping up shall be done from the date of promotion of the junior employee subject to the fulfillment of the following conditions :
 - (a) both the junior and the senior employee should belong to the same cadre and the post / scales to which they have been promoted should be identical in the same cadre.
 - (b) The pre-revised and revised scales of pay of the lower and higher posts in which they are entitled to draw pay should be identical.
 - (c) Anomaly should be directly as a result of the application of the provisions of this memorandum regulating pay fixation on even in the lower post/scale, the junior employee was drawing more pay in the pre-revised scale than the senior employee by virtue of advance increments granted to him or for any other reason, provision of this rule can not be invoked.

NOTE : Some illustrations of initial pay fixation have been given in annexure III for guidance. The University authorities will however, ensure that the pay is fixed strictly according to the provisions of this memorandum.

8. With effect from 1.1.86 or from any subsequent date prior to 1.1.1990 from which a non-teaching employee elects to come under the scheme of revised scale of pay as aforesaid, the dearness pay, interim relief and dearness allowance and ad-hoc dearness allowance if any as sanctioned from time to time shall cease to be drawn except that the dearness allowance as noted in paragraph 13 will be continued to be drawn at the rate and manner indicated therein.

9. Date of increments in the revised scale of pay

The next increment in the revised scale of pay of an employee whose pay has been fixed in the revised scale according to the para 7(1) of this memorandum shall be granted one increment in the time scale after completion of twelve months from the date of fixation of initial pay in the revised scale of pay. Increment in the revised scale of pay shall be drawn with effect from the 1st day of the month in which it becomes otherwise due.

10. Stagnation Increments

(a) A non-teaching employee whose pay has been fixed in any of the revised scales of pay and who reaches the maximum of the scale shall continue to draw increment for stagnation beyond the maximum of the scale for a period of three years at the rate last drawn by him as increment before reaching the maximum.

(b) If a non-teaching employee whose pay has been fixed in any of the revised scales of pay is found to stagnate even after drawing stagnation increments for three years under para 10(a) above, he may be allowed with the prior approval of the State Govt. to draw further increment for stagnation at the same rate once in two years subject to a maximum of three such biennial increments, provided that in no case, the pay even after allowing such stagnation increments, should exceed Rs. 4000/- per month.

11. Mode of payment of arrears of pay

(i) A non-teaching employee of the university shall not be entitled to any arrears of pay and allowance in respect of the period from 1.1.1986 to 31.12.1987 as a result of notional fixation of his pay in the revised scales with effect from 1.1.1986 or any subsequent date thereto but prior to 1.1.1988. The arrears of pay and allowances to which an employee may be entitled to respect of the period from 1.1.1988 to 31.3.1989 shall be deposited in full in the Provident Fund Account of the concerned employee and the University Authorities shall not contribute anything whatever on this account. This arrear amount may however be withdrawn at the option of the employee after 31.3.1991 in two equal instalments, the second instalment being payable not before 1st April, 1992. The arrears from the 1st April, 1989 shall be paid in cash.

(ii) A non-teaching employee who retired on any date between 1.1.86 and 31.12.87 shall not be entitled to arrears of pension for the period upto 31.12.87.

(iii) An employee who retired after 31.12.87 but before issue of this memorandum shall receive his arrears of pay for the period from 1.1.88 to the date of his retirement in cash.

(iv) A non-teaching employee who ceased to be in university service in any date between the 1st January, 1986 and the date of issue of this order shall get arrears for the period from 1.1.88 to the date with effect from which he ceased to be in university service in cash.

Explanation : for the purpose of this rule

- (a) arrears of pay for a particular period means the differences between the aggregate of pay and allowances to which he is entitled on account of revision of his pay and allowances under this order for the period in question and the aggregate of the pay and allowances to which he would have been entitled for that period had his pay and allowances not been so revised.
- (b) Arrears of pension in relation to a retired employee for a particular period means the difference between the aggregate of pension (including pensionary relief, if any) to which he is entitled on account of revision of pay and allowances under this order for the period in question and the aggregate of pension (including pensionary relief, if any) to which he would have been entitled for that period had his pay and allowances not been so revised.
- (c) An employee who will retire before being eligible for withdrawing the amount to be deposited in the Provident Fund Account in the manner mentioned shall be allowed to withdraw the entire amount as and when he retires.
- (d) The arrears of pay and allowances credited to the Provident Fund Account of an employee cannot be reckoned for calculating admissible advances or final withdrawals till 31.3.1992.

12. Protection of loss on account of reduction in the real value of increment in the existing scale

If the rate of increment at a certain stage in a revised scale of pay applicable to an employee is lower than the real value of the rate of increment at the corresponding stage in his existing scale of pay, then the University Authorities with the prior approval of the State Government may, if the circumstances of the case so require, compensate the employee for the reduction in the real value of the increment in the existing scale in such manner and to such extent as may be considered necessary.

Explanation : Real value of increment in the existing scale means the net addition to the sum total of basic pay, dearness pay (sanctioned in terms of Govt. Order No.2144(6)-Edn(U) dated 6.8.85), and additional dearness allowance, admissible up to 1.1.1987 (Vide State Govt. Order No.147(7)-Edn.(U) dated 9.2.87) of the concerned employee that may result from his earning that increment in the existing scale.

13. Dearness Allowance

With effect from 1st January, 1988 or the date with effect from which an employee of the University elects to draw pay in the revised scale, whichever is later, dearness allowance at the rate as prescribed by the State Govt. from time to time will be continued to be drawn at the same rate and in the same manner. Accordingly, the non-teaching employees shall draw dearness allowance at the rate mentioned below until further order with effect from 1st January, 1988 or the date with effect from which a non-teaching employee elects to draw pay in the revised scale, whichever is later and no deduction on account of dearness allowance already drawn at the rate mentioned below for the period from 1.3.87 to the date of option for the purpose of drawal of pay in the revised scale need be made.

Period for which payable	Pay Range	Rate of dearness allowance per month
1	2	3
1.1.1988 to 31.5.1988	i) Upto Rs.3500/- ii) Above Rs.3500/- and upto Rs.6000/- iii) Above Rs.6000/-	i) 8% of pay ii) 6% of pay subject to a minimum of Rs.280/- iii) 5% of pay subject to a minimum of Rs.360/-
1.6.88 to 31.1.89	i) Upto Rs.3500/- ii) Above Rs.3500/- and upto Rs.6000/- iii) Above Rs.6000/-	i) 13% of pay ii) 9% of pay subject to a minimum of Rs.455/- iii) 8% of pay subject to a minimum of Rs.540/-
1.2.89 to 31.5.89	i) Upto Rs.3500/- ii) Above Rs.3500/- and upto Rs.6000/- iii) Above Rs.6000/-	i) 18% of pay ii) 13% of pay subject to a minimum of Rs.630/- iii) 11% of pay subject to a minimum of Rs.780/-
1.6.89 to 31.10.89	i) Upto Rs.3500/- ii) Above Rs.3500/- and upto Rs.6000/- iii) Above Rs.6000/-	i) 23% of pay ii) 17% of pay subject to a minimum of Rs.805/- iii) 15% of pay subject to a minimum of Rs.1020/-
1.11.89 to 31.5.90	i) Upto Rs.3500/- ii) Above Rs.3500/- and upto Rs.6000/- iii) Above Rs.6000/-	i) 29% of pay ii) 22% of pay subject to a minimum of Rs.1015/- iii) 19% of pay subject to a minimum of Rs.1320/-
1.6.90 onwards	i) Upto Rs.3500/- ii) Above Rs.3500/- and upto Rs.6000/- iii) Above Rs.6000/-	i) 34% of pay ii) 25% of pay subject to a minimum of Rs.1190/- iii) 22% of pay subject to a minimum of Rs.1500/-

14. Special allowance & Hazard Allowance

(i) An employee who was drawing special allowance/hazard allowance as approved by the State Govt. in addition to pay in the existing scale of pay shall continue to draw such allowance at the existing rate only in addition to pay in the revised scale of pay until further order.

(ii) No upward revision of the existing rates of special allowance and extension of special/Hazard allowance to any new category of employee shall not be made without any specific and prior approval is obtained from the State Govt.

15. Tiffin Allowance

(a) The system of payment of Tiffin Allowance @ Rs.18 p.m. to the employees of the State-aided Universities is hereby abolished. The existing employees drawing the allowance at present before the issue of this memorandum shall, however, continue to draw the same amount as special allowance personal to them.

(b) The employees who will be appointed after the issue of this memorandum shall not be entitled to draw the said allowance.

16. Checking of calculations relating to fixation of pay in the revised scales

The State Government in the department of Higher Education shall arrange to check such percentage of calculations relating to fixation of initial pay to be drawn by the concerned employees under the revised scales of pay as may be fixed for the purpose.

Since, however, it would be difficult to carry out the mode of checking without greatly delaying the practical effect of the revision of pay and allowance and since the Government desires that the benefit should be extended to the concerned employees without delay, the authorities of the University may draw on their own responsibilities the pay under this order of all non-teaching employees under them and then prepare the initial pay fixation statement in triplicate in the form set at in Annexure IA and Annexure IB along with the covering statement in the form set out in the Annexure II for the purpose of checking by the State Government.

Detailed procedure relating to checking of pay fixation statement will follow in due course. The University Authorities are also authorized to draw pay bills and monthly bills of the non-teaching employees on the basis of initial pay fixation statement but they shall make it clear to the concerned employees that such pay fixation under the revised scales of pay is provisional and overdrawal, if any, shall be recoverable as soon as the fixation of pay has been checked and approved by the State Govt.

The fact of having done so shall be certified in the following form both on the arrear pay bills and on the pay bills drawn in the revised scales of pay till the fixation of pay is finally approved by the State Government :

(i) Certified that the pay fixation statements in the prescribed form have duly been completed and found to be correct in respect of all non-teaching employees for whom the pay and allowances in the revised scales are drawn in this bill and will be submitted to the Department of Higher Education, Govt. of West Bengal for the purpose of checking and approval.

(ii) Certified that it has been made clear to the non-teaching employees for whom revised pay and allowances have been drawn in this bill that this pay fixation is 'provisional' and the payments are being made subject to subsequent adjustment and that overdrawals, if any, will be recovered forthwith.

Provided that for the sake of convenience the University Authorities may take an undertaking from the concerned employee to that effect.

17. Holiday

Introduction of uniform pattern of holidays for the employees of the State-aided universities is under consideration of the State Govt. and necessary order will be issued separately.

✓ 18. Career Advancement Scheme

The non-teaching employees of the Universities in the revised pay scale nos. 1 to 8 will be allowed to move to their respective next higher scales as shown in column 2 of the Statement A on completion of the ten years of continuous and satisfactory service in their respective revised scales and their corresponding unrevised scales taken together. In order to move to the scale next above the first higher scale as shown in column (2) of the Statement B on completion of further ten years of continuous and satisfactory service in the first higher scale and the corresponding unrevised scales approved under previous Government orders issued by the Education Department in this respect.

STATEMENT A

Career Advancement from the basic scale to next higher scale

Basic Scale	Next higher scale on completion of 1st 10 years service
880-18-1132-21-1300-25-1375	950-20-1130-25-1355-30-1505-35-1575
950-20-1130-25-1355-30-1505-35-1575	1030-20-1070-25-1170-30-1350-35-1560-40-1840
1030-20-1070-25-1170-30-1350-35-1560-40-1840	1110-30-1230-35-1370-40-1650-50-2150
1110-30-1230-35-1370-40-1650-50-2150	1210-35-1350-40-1550-50-1950-60-2250-70-2460
1210-35-1350-40-1550-50-1950-60-2250-70-2460	1300-45-1480-55-1920-65-2310-75-2835
1300-45-1480-55-1920-65-2310-75-2835	1400-50-1500-60-1860-70-2490-80-3130
1400-50-1500-60-1860-70-2490-80-3130	1500-60-1860-70-2420-80-3140-90-3320
1500-60-1860-70-2420-80-3140-90-3320	1550-70-1830-80-3030-100-3530
1550-70-1830-80-3030-100-3530	2200-80-3000-100-4000

STATEMENT B

Career Advancement from 1st higher scale to 2nd higher scale next above the first higher scale

Basic Scale	1st Higher Scale	2nd Higher scale next above
1	2	3
880-18-1132-21-1300-25-1375	950-20-1130-25-1355-30-1505-35-1575	1030-20-1070-25-1170-30-1350-35-1560-40-1840
950-20-1130-25-1355-30-1505-35-1575	1030-20-1070-25-1170-30-1350-35-1560-40-1840	1110-30-1230-35-1370-40-1650-50-2150
1030-20-1070-25-1170-30-1350-35-1560-40-1840	1110-30-1230-35-1370-40-1650-50-2150	1210-35-1350-40-1550-50-1950-60-2250-70-2460
1110-30-1230-35-1370-40-1650-50-2150	1210-35-1350-40-1550-50-1950-60-2250-70-2460	1300-45-1480-55-1920-65-2310-75-2835
1210-35-1350-40-1550-50-1950-60-2250-70-2460	1300-45-1480-55-1920-65-2310-75-2835	1400-50-1500-60-1860-70-2490-80-3130
✓ 1300-45-1480-55-1920-65-2310-75-2835	✓ 1400-50-1500-60-1860-70-2490-80-3130	✓ 1550-70-1830-80-3030-100-3530
✓ 1500-60-1860-70-2420-80-3140-90-3320	✓ 1550-70-1830-80-3030-100-3530	✓ 2200-80-3000-100-4000
✓ 1550-70-1830-80-3030-100-3530	✓ 2200-80-3000-100-4000	Nil

Every movement to such higher scales will be subject to the fulfillment of usual norms of promotion general scheme of career advancement will, however, be subject to provisions undernoted -

- A non-teaching employee who was first appointed to a post in any of the unrevised scale num to 8 and who had already moved to the next higher scale in terms of G.O.No.2010(7)-Edn(U) 4.7.85 will be deemed to have got the benefit of movement to the first higher scale. On complete total service of twenty years without any further promotion/appointment to higher scale of pay now get an advancement to the second higher scale.
- A non-teaching employee who has completed service of ten years or longer without any pro will move from the revised scale in relation to him to the first higher scale and after serving in th for two years will get advancement to the second higher scale, provided that the total perio service in the first two scales is not less than twenty years.

- (iii) A non-teaching employee who has got normal promotion to a post in the first higher scale within ten years of service will have to complete total service of twenty years before he gets advancement to the second higher scale with reference to the feeder post.
- (iv) A non-teaching employee directly recruited to a post in the revised scale number 9 (or its unrevised equivalent) will be allowed advancement to a senior scale of Rs.2200-80-3000-100-4000/- on completion of ten years of service. He will not be eligible to any further advancement under this scheme.
- (v) Where a non-teaching employee has got benefit of only one promotion or advancement to a scale similar to or above the second higher scale, he will not get any further advancement under this scheme except fixation benefit under the rules of the University.
- (vi) Where the scale of a promotional post is the same as that of the feeder post, it will be treated as the scale of the feeder post for advancement under the scheme.
- (vii) Where a non-teaching employee is borne on a scale higher than the basic scale for the post as personal to him, the scale personal to him will be treated as the basic scale for his advancement under the scheme.
- (viii) Where a non-teaching employee whose scale of pay of the promotion post is next higher scale, gets promotion after enjoying the benefit of career advancement scheme for twenty years, he will be allowed to retain the higher scale in the promotional post, as personal to him, and his pay on promotion will be fixed in terms of the relevant rules of the University.
- (ix) The existing promotion opportunities available in terms of the Government Order No.2426(6)-Edn(U) dated 17.10.85 and No.1423-Edn(U) dated 7.9.87 (This latter G.O. being applicable in respect of Calcutta University only) will continue to be available to various services and post in addition to the career advancement scheme introduced now.
- (x) Necessary changes in the Statutes/Ordinances/Regulations/Rules of the University may be made to incorporate the provisions of this para.
- (xi) Fixation of pay on movement to higher scale of pay under career advancement scheme enunciated in this paragraph will be made in the following manner -
- (a) The initial pay of an employee in the next higher scale on career advancement shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower scale by one increment at the stage at which such pay has accrued provided that -
- When an employee comes within the quota of promotional post in the first higher scale under the existing promotional policy after getting the first higher scale in accordance with this scheme, he will not be eligible to get any fixation benefit for the second time. He will however remain eligible for second higher scale after total service of twenty years, and
- Provided further that if the scale of the promotional post is above the first higher scale the pay of the employee on his appointment to such promotional post will be fixed at the stage of the scale in the promotional post next above his pay in the first higher scale under Career Advancement Scheme.
- (b) When a non-teaching employee comes within the quota of second promotional posts under the existing policy getting the second higher scale on completion of total service of twenty years, he will not get any benefit of fixation if the scale of second promotional post is the same as the

second higher scale. If however, the scale of the second promotional post is higher the pay of the employee, on his appointment to the second promotional post will be fixed at the stage of the scale of the second promotional post next above the pay in the second higher scale under this scheme.

(c) Where a non-teaching employee whose scale of pay of the promotion post is next higher scale gets promotion after enjoying the benefit of career advancement scheme for twenty years, he will be allowed to retain the higher scale in his promotional post as personal to him and his pay on promotion will be fixed at the stage of the time scale next above his substantive pay in respect of the old post.

(d)

(xii) Notwithstanding anything stated to the contrary regarding the date of effect of this memorandum this career advancement scheme will be effective from the 1st April, 1989.

19. Age of retirement

The age of retirement of all non-teaching employees will be 60 years without any provision for extension or reemployment. But in those cases where such retirement age is already fixed otherwise the same will continue for the existing incumbents only as personal to them and no extension/reemployment will be allowed under any circumstances.

20. Other Allowances

Other allowances viz. Traveling Allowance, Conveyance Allowance, Overtime Allowance, Holiday Allowance etc. as are prevalent in the concerned universities in the approved rates and pattern shall continue to be drawn at the existing rates.

21. Any other matters announced in the policy statement of the State Government issued on 1.3.90 and not covered earlier will be taken up in due course.

22. Anomalies if any, in the implementation of the provisions of this memorandum may be brought to the notice of the State Government in the Department of Higher Education for clarification.

23. Concerned Universities will make necessary amendments in their Statutes/Ordinances/Rules etc. where necessary for incorporation of the provision of this G.O. therein.

24. In regard to the matters concerning Leave, Leave Travel Concession, Bonus and other service benefits orders will be issued separately.

25. This order issues with the concurrence of the Finance Department vide their U.O. No. GroupB/1416 dt.9.8.90.

26. Accountant General, West Bengal, is being informed.

Deputy Secretary to the
GOVERNMENT OF WEST BENGAL