

PROFORMA FOR REVISION OF PAY UNDER ROPA 2009 OF NON-TEACHING EMPLOYEES IN THE STATE AIDED NON-GOVERNMENT COLLEGES INCLUDING ERSTWHILE SPONSORED COLLEGES OF WEST BENGAL

STATEMENT SHOWING FIXATION OF PAY OF NON-TEACHING EMPLOYEE(S) OF _____ COLLEGE/MAHAVIDYALAYA

IN THE REVISED SCALE OF PAY OF 2006 IN TERMS OF G.O. NO. 277EDN(CS) DATED 21ST APRIL, 2009.

S. No	(A)	Name, Designating & Date of Joining	Date of Option	a) Existing Pre-revised scale of pay b) Basic pay as on date of option c) Date of increment	REVISED PAY STRUCTURE a) Name of Pay Band b) Revised Pay Scale c) Grade Pay	a) Revised pay (next multiple of ten of (unrevised pay x 1.86)) b) Grade pay c) Revised Basic pay (a+b) d) w.e.f.		Date of Next Increment (DNI)
	(B)	If promoted / appointed to higher scale on or after 1.1.2006						
		Name, Designating & Date of Joining		a) Date of promotion / effect under CAS for 7/10/20 year under (a) b) Pre-revised scale of pay under (a) c) Date of option to get the fixation benefit under (a)	REVISED PAY STRUCTURE a) Name of Pay Band b) Revised Pay Scale c) Grade Pay	By Option		Date of Next Increment (DNI)
						Initially Fixed on	Finally Fixed	
						a) w.e.f. b) at Rs. c) Grade Pay d) at Rs.(b+c)	a) w.e.f. b) at Rs. c) Grade Pay d) at Rs.(b+c)	
(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)

* **Strike out which is not applicable**

Enclosures to be submitted along with proposal:

- Form of Option (Annexure II of GO No. 277Edn(CS) dated 21.4.2009)
- Initial pay fixation statement for revision of pay under ROPA 2009 as per the proforma prescribed in GO No. 277Edn(CS) dated 21.4.2009 (Annexure III, PART – A , B & C)
- All pay fixation memos since joining
- Consolidated pay fixation statement in respect of all the Non-Teaching Employees in the proforma enclosed herewith.
- Whether enjoyed leave without pay on any occasion, if so, details thereof to be furnished along with G B resolution stating whether the date of increment of the concerned non-teaching employee was deferred on any occasion or not.
- A list of non-teaching employees who have been promoted to / placed in next higher scales for 7/10/20 years service under CAS benefit on or after 1.1.2006 giving details thereof.

N.B. a) This proforma is to be submitted in MS-Word Format on GLG 8.5" x 13" paper size (Landscape) on a Compact Disk (Multi-session) along with hardcopy (print out) of the same.

b) Those non-teaching employees who got placement under CAS in next higher scale / promotion on or after 1.1.2006 will be required to fill up (A) and (B) both and those who did not get any placement / promotion on or after 1.1.2006 will be required to fill up (A) only.