

Government of West Bengal
Finance Department
Audit Branch

No. : 10570-F(P)

Kolkata, the 25th November, 2009

MEMORANDUM

In Finance Department Resolution No. 8349-F dated the 10th November, 2008, read with subsequent orders issued thereon, the Government of West Bengal constituted a Pay Committee for the non-teaching employees (other than officers and teachers) of the State-aided Universities, namely, (1) Calcutta University, (2) Jadavpur University, (3) Burdwan University, (4) North Bengal University, (5) Kalyani University, (6) Rabindra Bharati University, (7) Vidyasagar University, (8) Bidhan Chandra Krishi Viswa Vidyalaya, (9) Bengal Engineering and Science University, (10) West Bengal University of Animal and Fisheries Science, (11) West Bengal Health University, (12) West Bengal University of Technology and (13) North Bengal Krishi Viswa Vidyalaya, as well as employees of the West Bengal Council of Higher Secondary Education, West Bengal Board of Secondary Education, West Bengal State Council of Rabindra Open Schooling and the employees of Hostel/Mess of the State-aided Universities :-

- (i) to examine the present structure of pay and conditions of service after taking into account the total package of benefits available to them and suggest changes which may be desirable and feasible keeping in view, inter alia, the need of benefits for the employees, the needs for more people orientation, social accountability and efficiency of the administration, the recommendations of the Fifth State Pay commission, the decisions of the State Government taken thereon;
- (ii) to examine the existing promotion policies and related issues and suggest changes which may be desirable and feasible after taking into consideration the norms of efficiency/productivity, wherever relevant, and having regard to the need for improving people orientation, social accountability and the efficiency of the administration;
- (iii) to examine the allowances, concessions and benefits in kind which are available to the employees in addition to the pay and to suggest changes which may be desirable and feasible;
- (iv) to examine issues relating to the retirement benefits and
- (v) to make recommendations on each of the above having regard, inter alia, to :
 - (a) the prevailing pay structure under the Central and other State Govts. as well as that obtaining in different Universities/Higher Secondary Council/Board of Secondary Education;
 - (b) the economic condition of the country, financial responsibility of the Government of India and the pattern of allocation of revenues to the State;
 - (c) the resources of the State Government as well as of the State-aided Universities, West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary Education and the demands thereon on account of their commitment to developmental activities;

The pay Committee submitted Volume I of its report on the 17th September, 2009, which was under consideration of the State Government for some time past. After due consideration of the recommendations of the Pay Committee in regard to scales of pay and major allowances like

dearness allowance, house rent allowance and medical allowance, the Governor has been pleased to approve the following benefits in respect of all employees under the terms of reference of the Pay Committee appointed to the whole time posts as approved by the State Govt. from time to time including whole time posts for officers, as mentioned herein below:-

1. A. Scale of Pay :

Keeping parity with the pay-structure prescribed for the State Govt. employees in the West Bengal Services (Revision of Pay and Allowance) Rules, 2009, the Governor has been pleased to prescribe running pay bands and grade pay corresponding to each existing scale of pay with some modifications on recommendation of the Pay Committee.

The revised pay structure which has been prescribed by the Government are set out in –

- (a) Part A of the Annexure I, covering employees of the State-aided Universities, West Bengal Council of Higher Secondary Education, West Bengal Board of Secondary Education and West Bengal State Council of Rabindra Open Schooling including the employees of the Hostel/Mess of the State-aided Universities;
- (b) Part B of the Annexure I, covering officers of the West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary Education;
- (c) Part C of the Annexure I, covering entry-point pay structure of the employees/officers appointed on or after 1st January, 2006.

1. B. Allocation of Pay Scales :

Existing scales of pay for the posts of whole time employees/officers as approved by the State Government in terms of Govt. Order No.342-Edn(U) dated 03.05.99 and No. 520-SE(S) dated 19.05.99 read with subsequent orders, if any, issued in this behalf are hereby revised from the date of commencement of this order and the revised pay structure corresponding to each existing scale of the post has been prescribed in Part A and Part B of the Annexure I.

2. For the purpose of this order unless the context otherwise requires, -

- (i) “*existing scale*” means, the existing scale applicable to a regular post approved by the Government or the personal scale applicable to an employee on account of his advancement to a higher scale under specific or general orders of the Government, whether in a substantive or officiating or temporary capacity;
- (ii) “*existing emoluments*” mean the aggregate of – (a) existing basic pay, (b) dearness pay appropriate to the basic pay, (c) dearness allowance appropriate to the basic pay as sanctioned by the Government from time to time and (d) interim benefits sanctioned from 01.04.09 under F.D.Memo No. 4479-F dt 09.06.09;
- (iii) “*pay in the pay band*” means pay drawn in the running pay bands specified in column (5) of Part A of Annexure-I and column (3) of Part B of the said Annexure-I;
- (iv) “*grade pay*” means a fixed amount corresponding to the pre-revised pay scales/posts;
- (v) “*basic pay*” in the revised pay structure means the pay drawn in the prescribed pay band plus applicable grade pay, but does not include any other type of pay;

- (vi) “*officer*” means an officer of the West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary Education holding approved regular post;
- (vii) “*arrears of pay*” in relation to an employee/officer, means the difference between the aggregate of pay and allowances to which he is entitled on account of revision of pay and dearness allowance under this order for the period in question and the aggregate of the pay and allowance to which he would have been entitled for that period had his pay and allowances not been so revised.

3. Date of effect and fixation of pay in the revised pay structure :

The revised pay structure as mentioned in paragraph 1A and 1B above shall be deemed to have come into force from the 1st January, 2006, but actual payment to be made from the 1st April, 2008, after notional fixation of pay in the revised pay-structure with effect from the 1st January, 2006 or from any subsequent date, according to the option to be exercised by the employee/officer.

4. Exercise of option :

- (a) For coming under the revised pay structure an employee/officer shall have to exercise option in writing in the form appended to Part A and Part B of the Annexure II so as to reach the respective Heads of offices within 90 (ninety) days from the date of issue of this order :

Provided that –

- (i) he may take opportunity of drawing next increment or any subsequent increment in the existing scale after 1st January, 2006 and thereafter may opt for the revised pay structure from the date of such increment;
- (ii) where he has been placed in a higher pay scale between 1st January, 2006 and the date of issue of this order on account of promotion or non-functional movement to higher scale, he may opt to come under the revised pay structure with effect from the date of such promotion or non-functional movement to higher scale, as the case may be.

Save the two cases detailed above, no employee/officer will be allowed to draw pay in the existing scale after 1st January, 2006.

- (b) The option to be exercised under the provisions mentioned above shall further be guided by the following provisions :-

- (i) An employee/officer who on the date of issue of this order is on leave or deputation or on foreign service, the said option shall be exercised in writing so as to reach the concerned Head Office within 90 days of his return from such leave or deputation or foreign service.

- (ii) An employee/officer who is under suspension on date of issue of this order shall exercise the said option so as to reach the Head of Office within 90 days of his return to duty/reinstatement.
- (iii) The option once exercised shall be final.
- (iv) If an employee/officer who was in service after the 31st December, 1995 and to whom this order applies, does not exercise option under Para 4(a) above within the stipulated period, he shall be deemed to have elected to be governed by the revised pay structure with effect from the 1st January, 2006.
- (v) An employee/officer who dies on or after the 1st day of January, 2006 and could not exercise the option within the prescribed period, shall be deemed to have exercised option for the revised pay structure on and from the 1st January, 2006 or from such subsequent date as is considered most beneficial to him, if he was alive.

5. Fixation of initial pay in the revised pay-structure :

- (1) The initial pay of an employee/officer who elects or is deemed to have elected under Para 4 of this order to be governed by the revised pay structure on and from the 1st January, 2006, shall be fixed in the following manner :-
 - (a) The pay in the pay band of an employee/officer who continued in service after 31st December, 2005 shall be determined notionally as on 1st day of January, 2006 or on any date thereafter as per option exercised by him, by way of multiplying his existing basic pay by a factor of 1.86 and rounding off the resultant figure to the next multiple of 10 :

Provided that if the minimum of the revised pay band is higher than the amount so arrived at, the pay shall be fixed at the minimum of the revised pay band.
 - (b) After the pay in the pay band so determined, grade pay corresponding to the existing scale shall be added.
- (2) Fixation of pay in the revised pay structure shall further be guided under the following conditions:
 - (i) An employee/officer under suspension, shall continue to draw subsistence allowance based on existing scale of pay and his pay in the revised pay structure shall be subject to the final order pending disciplinary proceedings.
 - (ii) Where the amount of existing emoluments exceeds the revised emoluments in respect of any employee/officer, the difference amount shall be allowed as personal pay to be absorbed in future increase in pay.

- (iii) Where in the fixation of pay under sub-para (1) of this paragraph, the pay of an employee/officer, who, immediately before the 1st day of January, 2006, was drawing more pay in the existing scale than another employee/officer junior to him in the same cadre, gets fixed in the revised pay band at a stage lower than that of such junior, his pay shall be stepped upto the same stage in the revised pay band as that of the junior.
- (iv) In the case where a senior employee/officer promoted to a higher post before the 1st day of January, 2006, draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 1st day of January, 2006, the pay in the pay band of senior employee/officer shall be stepped up to an amount equal to the pay in the pay band as fixed for his junior in that higher post. The stepping up shall be done with effect from the date of promotion of the junior employee/officer subject to the fulfilment of the following conditions :
 - (a) both the junior and the senior employee/officer should belong to the same cadre, and the posts in which they have been promoted should be identical in the same cadre;
 - (b) the pre-revised scale of pay and the revised grade pay of the lower and higher posts in which they are entitled to draw pay should be identical;
 - (c) the senior employee/officer at the time of promotion should have been drawing equal or more pay than the junior;
 - (d) the anomaly should arise directly as a result of the application of the provisions of the normal rule or any other rule or order regulating fixation of pay on such promotions in the revised pay structure. If even in the lower post the junior was drawing more pay in the pre-revised scale than the senior by virtue of any advance increments granted to him, the provisions set out above shall not be applicable to step up the pay of the senior.

6. Fixation of pay in revised pay structure of employees appointed as fresh recruits on or after 1st day of January, 2006 :-

- (1) The pay of direct recruits to a particular post carrying a specific grade pay shall be fixed on or after the 1st day of January, 2006, at the entry level pay in the pay band as indicated in Part C of Annexure-I appended to this order.
- (2) The provisions of paragraph (1) shall also be applied in case of those recruited between 1st day of January, 2006 and the date of issue of the order:

Provided that where the emoluments in the pre-revised pay scale(s) i.e. sum total of the basic pay in the pre-revised scale(s), dearness pay, if any, plus dearness allowance applicable from the date of joining, exceeds the sum of

the pay fixed in the revised pay structure and the applicable dearness allowance thereon, the difference shall be ignored up to 31st March, 2008 and such difference in total emoluments for the period from 1st day of April, 2008 to 30th day of November, 2009, shall be regulated in accordance with the provisions of set out in paragraph 13.

7. Rate of increment in revised pay structure

(1) The rate of increment in the revised pay structure shall be three *per centum* (3%) of the sum of the pay in the pay band and grade pay applicable and the resulting amount shall be rounded off to the next multiple of 10. In the process of calculation paise should be ignored, but any amount of a rupee or more should be rounded off to next multiple of 10.

(2) The amount of increment shall be added to the existing pay in the pay band :

Provided that in case an employee/officer who reaches the maximum of this pay band after addition of the amount of increment to the existing pay in the pay band, shall be placed in the next higher pay band after one year of reaching such a maximum and at the time of placement in the higher pay band, benefit of one increment shall be allowed while the grade pay shall remain the same in the higher pay band and such employee/Officer shall continue to move in the higher pay band till his pay in the pay band reaches the maximum of the said pay band.

8. Date of increment in revised pay structure

In respect of all employees/officers, there shall be a uniform date of annual increment and such date of annual increment shall be the 1st day of July of every year.

The grant of such annual increment shall be regulated in the following manner:-

(1) In case of employees/officers completing six (6) months and above in the revised pay structure as on 1st day of July, shall be eligible to be granted the increment. The first increment after fixation of pay on the 1st day of January, 2006 in the revised pay structure shall be granted notionally on the 1st day of July, 2006 for those employees for whom the date of next increment was between 1st July, 2006 to 1st January, 2007.

(2) In case of employees/officers who earned their last increment between the period commencing from the 2nd day of January, 2005 and ending on the 1st day of January, 2006, after fixation of their pay under revised pay structure, such employee, officer should get next increment on the 1st day of July, 2006.

(3) In case of the employees/officers whose date of next increment falls on the 1st day of January, 2006 after granting an increment in the pre-revised pay scale as on the 1st day of January, 2006, their pay in the revised pay structure should be fixed on the 1st day of January, 2006 and such employees/officers should get their next increment on the 1st day of July, 2006.

- (4) If an employee/officers opts to come under the revised pay structure after any date between 1st day of January, 2006 to 1st day of July, 2006, his pay in the revised pay structure should be fixed accordingly, but his date of next increment should be 1st day of July, 2007.

9. Fixation of pay on promotion or non-functional elevation to higher scale or grade on or after 1st day of January, 2006

- (1) In case of promotion or non-functional movement from one grade pay to another in the revised pay structure on or after the 1st day of January, 2006, the fixation of pay of an employee/officer shall be made in the following manner :-

- (i) one increment equal to three *per centum* (3%) of the sum of the pay in the pay band and the existing grade pay shall be computed and rounded off to the next multiple of 10;
- (ii) the amount arrived at in (i) above, shall be added to the existing pay in the pay band and in case the pay in the pay band after adding the increment is less than the minimum of the higher pay band to which promotion is taking place, pay in the pay band shall be stepped up to such minimum;
- (iii) after the pay in the pay band so determined, grade pay corresponding to the promotional post or grade pay of the non-functional movement to existing scale shall be granted in addition to this pay in the pay band.

- (2) Such fixation of pay on promotion or non-functional elevation shall further be regulated in the following manner :

- (i) In case the employee/officer opts to get his pay fixed from the date of next increment, then, on the date of promotion, pay in the pay band shall continue to be unchanged, but grade pay of the higher post shall be granted. Further re-fixation shall be done on the date of his increment, i.e. 1st day of July. On that day, such an employee/officer shall be granted two increments; one annual increment and the second on account of promotion . While computing these two increments, basic pay prior to the date of promotion and grade pay corresponding to such pay in the pay band shall be taken into account. After allowing such increments, grade pay of the higher post/scale shall be allowed.
- (ii) In case the employee/officer opts to get his pay fixed in the higher grade from the date of his promotion, he shall get his first increment in the higher grade on the next 1st July, if he was promoted between the periods from the 2nd July to 1st January. However, if he was promoted between periods commencing from the 2nd January and

ending on the 30th June of a particular year, he shall get his increment on the 1st July of the next year.

(iii) In case of non-functional movement to higher scale, if option is exercised on the date of entitlement straightway, no annual increment shall be available for such movement to higher scale on the 1st July of the year, if such movement occurs between 2nd January to 30th June. However, if such non-functional movement occurs between 2nd July to 1st January of a particular year he will get usual annual increment on the next 1st July after the benefit of non-functional promotion is granted to him.

(iv) In case non-functional movement falls between the period 2nd January to 30th June, and the employee/officer opts to get his pay fixed in the higher scale on the date of annual increment, no interim benefit shall be available to him on the date of entitlement of the benefit. However, two incremental benefits shall be allowed to him on the date of annual increment as per (i) above.

(3) If an employee/officer after getting non-functional movement to higher scale gets promotion in the same existing pre-revised scale, he shall get only one incremental benefit for the higher post without any change in the grade pay.

10. Dearness Allowance :

- (1) The employees/officers who will come under the revised pay- structure will get dearness allowance at the same rate as will be prescribed by the State Government from time to time for the State Govt. employees.
- (2) Since no arrears of pay and allowances in respect of the period from the 1st January, 2006 to 31st March, 2008 shall be paid, the payment of dearness allowance on the revised pay structure with effect from the 1st April, 2008 in respect of the employees/officers shall be regulated in the following manner :-

<u>Period for which payable</u>	<u>Rate of Dearness Allowance per month on basic pay</u>
01.04.2008 to 31.05.2008	2%
01.06.2008 to 31.10.2008	6%
01.11.2008 to 28.02.2009	9%
01.03.2009 to 31.03.2009	12%
01.04.2009 and onwards	16%

** Dearness allowance admissible to the Hostel / Mess employees shall continue to be guided by the existing norms.

11. Medical Allowance :

The employees/officers who are getting medical allowance of Rs. 100/- per month shall draw medical allowance at the rate of Rs. 300/- per month with effect from 1st April, 2009.

12. House Rent Allowance:

- (1) With effect from the 1st April, 2009, the house rent allowance admissible to an employee/officer shall be 15% of his revised basic pay i.e. aggregate of the pay in the pay band plus grade pay in the revised pay structure subject to a maximum of Rs. 6000/- per month. The ceiling of house rent allowance drawn by husband and wife together shall be raised to Rs. 6000/- per month.
- (2) All other conditions regarding drawal of house rent allowance and recovery of rent/license fee shall continue to apply.

13. Mode of Payment of arrears :

- (1) No arrears of pay to which an employee/officer may be entitled in respect of the period from the 1st day of January, 2006 to the 31st day of March, 2008 shall be paid to the employee/officer.
- (2) The arrears of pay to which the employee/officer may be entitled to in respect of the period from the 1st day of April, 2008 to 31st day of March, 2009, shall be paid in three consecutive equal yearly installments in cash from the year 2009-2010. The first installment may be paid in the month of January, 2010.
- (3) An employee/officer, who retired on any date between the 1st day of January, 2006 to the 31st day of March, 2008 shall not be entitled to any arrears of pay for the period up to the 31st day of March, 2008.
- (4) An employee/officer, who retired between the periods from the 31st day of March, 2008 to the 1st day of April, 2009 shall receive arrears of pay for the period from the 1st April, 2008 to the date of his retirement, in cash.
- (5) Since interim benefit of 'additional pay' of an amount equivalent to 30 % of the existing 'basic pay' and benefit of other allowances thereon, was sanctioned to the employees/officers with effect from 1st April, 2009 in terms of F.D.Memo No. 4479-F dt 09.06.2009, arrears of pay in respect of the period from 1st April, 2009 to 30th November, 2009, shall be paid to the employees/officers after due adjustment of the amount already drawn by them as interim benefit – in cash with the salary of month of December, 2009.

14. Other Allowances :

Until further orders are issued revising the rates of other allowances, the employees/officers shall continue to draw the amount of allowance at the same rate and

scale as they drew on their unrevised basic pay till 31st March, 2009, after they have opted to come under the revised pay structure.

15. Fixation of pay in the revised pay structure from the pre-revised scales of pay of the post/service to the revised pay band pay and grade pay has been prescribed in this order keeping in view scale to scale fixation of pay. Any revision of pay structure of any post/service may be decided by the Government later on after final report of the Pay Committee is available with the Government.
16. (a) Concerned Universities/Council/Board will make amendments to their Statutes/Ordinance/Rules etc. where necessary, for incorporation of the provision of this order therein.
- (b) Anomalies and difficulties, if any, in the implementation of the provisions of this order may be brought to the notice of Finance Department through the respective controlling departments.

**By order of the Governor,
Sd/- S. K. Chattopadhyay,
Special Secretary to the
Government of West Bengal,
Finance Department.**

No. : 10570/1(150)-F(P)

Date : 25.11.09

Copy forwarded for information & necessary action to :-

- (1) The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-1.
- (2) Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-12.
- (3) Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata-73.
- (4) The Treasury Officer,.....
- (5) Principal Secretary/SecretaryDepartment.
- (6)

**Sd/- B. Lahiri
Officer on Special Duty &
Ex-Officio Deputy Secretary to the
Government of West Bengal,
Finance Department.**

Annexure - I
PART-A

Correspondence between the existing scales and the revised scales

Existing Pay Structure			Revised Pay Structure		
Sl. No.	Post / Services	Existing Scales (Rs.)	Name of Pay Band	Pay Band Scale (Rs.)	Grade Pay (Rs.)
1(a)	For Hostel/Mess employees, where applicable	2600-55-2985-60-3525-65-4175	PB-I	5400-18,600	1800
1(b)	All posts/services carrying existing scales shown in column (3)	2850-60-3030-65-3550-70-4250-75-4400	PB-I	5400-18,600	1800
2	-do-	3000-75-3450-80-4330-90-5230	PB-I	5400-18,600	2100
3	-do-	3325-90-3775-100-4575-125-6325	PB-I	5400-18,600	2600
4	-do-	3525-100-3925-125-5550-150-7050	PB-I	5400-18,600	2900
5	-do-	3850-125-5100-150-5850-175-7075-200-8075	PB-2	7200-25,400	3300
6	-do-	4125-150-4575-175-5450-200-7450-225-9700	PB-2	7200-25,400	3900
7	-do-	4525-175-5225-200-7425-225-9675-250-10175	PB-2	7200-25,400	4100
8	-do-	4800-175-5150-200-6150-225-8175-250-10925	PB-3	9000-28,300	4400
9	-do-	5000-200-6000-225-8025-250-10775-275-11325	PB-3	9000-28,300	4600
10	-do-	6000-225-7800-250-9800-275-12000	PB-3	9000-28,300	4800

**Annexure - I
PART-B**

Correspondence between the existing scales and the revised scales of the Officers

Sl No.	Existing Pay Scale (Rs.)	Revised Pay Structure	
		Pay Band (Rs.)	Grade Pay (Rs.)
1	8000-275-13,500	15,600-39,100	5400
2	10,000-325-15,525	15,600-39,100	6600
3	12,000-375-18,000	15,600-39,100	7600

**Annexure - I
PART- C**

Entry Pay in the revised pay structure for direct recruits appointed on or after 1st. January

PAY BAND - 1 (Rs. 5400 - 18,600)

Sl. No.	Grade Pay (Rs.)	Pay in the Pay Band (Rs.)	Total (Rs.)
1	1800	5400	7200
2	2100	5580	7680
3	2600	6190	8790
4	2900	6560	9460

PAY BAND - 2 (Rs. 7200 - 25,400)

Sl. No.	Grade Pay (Rs.)	Pay in the Pay Band (Rs.)	Total (Rs.)
1	3300	7200	10500
2	3900	7680	11580
3	4100	8420	12520

PAY BAND - 3 (Rs. 9000 - 28,300)

Sl. No.	Grade Pay (Rs.)	Pay in the Pay Band (Rs.)	Total (Rs.)
1	4400	9000	13400
2	4600	9300	13900
3	4800	11160	15960

PAY BAND - (Rs. 15,600 - 39,100)

Sl. No.	Grade Pay (Rs.)	Pay in the Pay Band (Rs.)	Total (Rs.)
1	5400	15600	21000
2	6600	18600	25200
3	7600	22320	29920

Annexure – II
PART – A

Form of option

* (i) I..... hereby elect to the revised pay structure with effect from 1st January, 2006

* (ii) I..... hereby elect to continue on the existing scale of pay of any substantive/officiating post mentioned below until :

(a) the date of may next increment

(b) the date of my subsequent increment raising my pay to Rs. in the existing scale

(c) the date of my promotion toin the existing scale of pay of Rs.....

Declaration – I hereby undertake to refund to the authority (University, Council, Board as the case may be) any amount which may be drawn by me in excess of what is admissible to me on account of erroneous fixation of pay in the revised pay structure as soon as the fact of such excess drawal come/brought to my notice.

Date :

Signature :

Station :

Name :

Designation :

Office in which employed :

Department/Section :

University/Council/Board :

* To be scored out, if not applicable

Annexure – II
PART – B

Form of fixation of initial pay in the revised pay structure under this Memorandum

01. Name of the Department, Office
(University/Council/Board) :
02. Name and designation of the employee :
03. Status (substantive/officiating) :
04. Existing scale of pay
(a) in substantive post :
(b) in officiating/temporary post :
05. Existing basic pay as on :
06. Pay after multiplication by a factor 1.86 and
rounded off to next multiple of 10 :
07. Revised Pay Band & Grade Pay corresponding
to existing scale (as shown at Sl. No. 4 above) :
08. Pay in the revised pay band/scale in which pay
is to be fixed :
09. Grade Pay to be applied in terms of PART-A/
PART-B of Annexure-I :
10. Revised basic pay (Sl. No. 8 + Sl. No. 9) :
11. Date of effect :
12. Date of next increment :

Signature of Head of Office/Department

Designation

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale Rs. 2600 - 4175/-	Revised Pay Band + Grade Pay PB - 1 -- Rs. 5400 - 18600/- + Rs. 1800/-		
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
2600	5400	1800	7200
2655	5400	1800	7200
2710	5400	1800	7200
2765	5400	1800	7200
2820	5400	1800	7200
2875	5400	1800	7200
2930	5450	1800	7250
2985	5560	1800	7360
3045	5670	1800	7470
3105	5780	1800	7580
3165	5890	1800	7690
3225	6000	1800	7800
3285	6120	1800	7920
3345	6230	1800	8030
3405	6340	1800	8140
3465	6450	1800	8250
3525	6560	1800	8360
3590	6680	1800	8480
3655	6800	1800	8600
3720	6920	1800	8720
3785	7050	1800	8850
3850	7170	1800	8970
3915	7290	1800	9090
3980	7410	1800	9210
4045	7530	1800	9330
4110	7650	1800	9450
4175	7770	1800	9570

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale No. 1 Rs. 2850 - 4400/-	Revised Pay Band + Grade Pay PB - 1 -- Rs. 5400 - 18600/- + Rs. 1800/-		
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
2850	5400	1800	7200
2910	5420	1800	7220
2970	5530	1800	7330
3030	5640	1800	7440
3095	5760	1800	7560
3160	5880	1800	7680
3225	6000	1800	7800
3290	6120	1800	7920
3355	6250	1800	8050
3420	6370	1800	8170
3485	6490	1800	8290
3550	6610	1800	8410
3620	6740	1800	8540
3690	6870	1800	8670
3760	7000	1800	8800
3830	7130	1800	8930
3900	7260	1800	9060
3970	7390	1800	9190
4040	7520	1800	9320
4110	7650	1800	9450
4180	7780	1800	9580
4250	7910	1800	9710
4325	8050	1800	9850
4400	8190	1800	9990

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale No. 2 Rs.3000 - 5230/-	Revised Pay Band + Grade Pay PB - 1 -- Rs. 5400 - 18600/- + Rs. 2100/-		
	Revised Pay		
Pre Revised Basic Pay (Rs.)	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
3000	5580	2100	7680
3075	5720	2100	7820
3150	5860	2100	7960
3225	6000	2100	8100
3300	6140	2100	8240
3375	6280	2100	8380
3450	6420	2100	8520
3530	6570	2100	8670
3610	6720	2100	8820
3690	6870	2100	8970
3770	7020	2100	9120
3850	7170	2100	9270
3930	7310	2100	9410
4010	7460	2100	9560
4090	7610	2100	9710
4170	7760	2100	9860
4250	7910	2100	10010
4330	8060	2100	10160
4420	8230	2100	10330
4510	8390	2100	10490
4600	8560	2100	10660
4690	8730	2100	10830
4780	8900	2100	11000
4870	9060	2100	11160
4960	9230	2100	11330
5050	9400	2100	11500
5140	9570	2100	11670
5230	9730	2100	11830

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale No. 3 Rs. 3325 - 6325/-	Revised Pay Band + Grade Pay		
	PB - 1	--	Rs. 5400 - 18600/- + Rs. 2600/-
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
3325	6190	2600	8790
3415	6360	2600	8960
3505	6520	2600	9120
3595	6690	2600	9290
3685	6860	2600	9460
3775	7030	2600	9630
3875	7210	2600	9810
3975	7400	2600	10000
4075	7580	2600	10180
4175	7770	2600	10370
4275	7960	2600	10560
4375	8140	2600	10740
4475	8330	2600	10930
4575	8510	2600	11110
4700	8750	2600	11350
4825	8980	2600	11580
4950	9210	2600	11810
5075	9440	2600	12040
5200	9680	2600	12280
5325	9910	2600	12510
5450	10140	2600	12740
5575	10370	2600	12970
5700	10610	2600	13210
5825	10840	2600	13440
5950	11070	2600	13670
6075	11300	2600	13900
6200	11540	2600	14140
6325	11770	2600	14370

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale No. 4 Rs. 3525 - 7050/-	Revised Pay Band + Grade Pay		
	PB - 1	--	Rs. 5400 - 18600/- + Rs. 2900/-
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
3525	6560	2900	9460
3625	6750	2900	9650
3725	6930	2900	9830
3825	7120	2900	10020
4925	9170	2900	12070
4050	7540	2900	10440
4175	7770	2900	10670
4300	8000	2900	10900
4425	8240	2900	11140
4550	8470	2900	11370
4675	8700	2900	11600
4800	8930	2900	11830
4925	9170	2900	12070
5050	9400	2900	12300
5175	9630	2900	12530
5300	9860	2900	12760
5425	10100	2900	13000
5550	10330	2900	13230
5700	10610	2900	13510
5850	10890	2900	13790
6000	11160	2900	14060
6150	11440	2900	14340
6300	11720	2900	14620
6450	12000	2900	14900
6600	12280	2900	15180
6750	12560	2900	15460
6900	12840	2900	15740
7050	13120	2900	16020

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale No. 5 Rs. 3850 - 8075/-	Revised Pay Band + Grade Pay PB - 2 -- Rs. 7200 - 25400/- + Rs. 3300/-		
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
3850	7200	3300	10500
3975	7400	3300	10700
4100	7630	3300	10930
4225	7860	3300	11160
4350	8100	3300	11400
4475	8330	3300	11630
4600	8560	3300	11860
4725	8790	3300	12090
4850	9030	3300	12330
4975	9260	3300	12560
5100	9490	3300	12790
5250	9770	3300	13070
5400	10050	3300	13350
5550	10330	3300	13630
5700	10610	3300	13910
5850	10890	3300	14190
6025	11210	3300	14510
6200	11540	3300	14840
6375	11860	3300	15160
6550	12190	3300	15490
6725	12510	3300	15810
6900	12840	3300	16140
7075	13160	3300	16460
7275	13540	3300	16840
7475	13910	3300	17210
7675	14280	3300	17580
7875	14650	3300	17950
8075	15020	3300	18320

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale No. 6 Rs. 4125 - 9700/-	Revised Pay Band + Grade Pay		
	PB - 2	--	Rs. 7200 - 25400/- + Rs. 3900/-
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
4125	7680	3900	11580
4275	7960	3900	11860
4425	8240	3900	12140
4575	8510	3900	12410
4750	8840	3900	12740
4925	9170	3900	13070
5100	9490	3900	13390
5275	9820	3900	13720
5450	10140	3900	14040
5650	10510	3900	14410
5850	10890	3900	14790
6050	11260	3900	15160
6250	11630	3900	15530
6450	12000	3900	15900
6650	12370	3900	16270
6850	12750	3900	16650
7050	13120	3900	17020
7250	13490	3900	17390
7450	13860	3900	17760
7675	14280	3900	18180
7900	14700	3900	18600
8125	15120	3900	19020
8350	15540	3900	19440
8575	15950	3900	19850
8800	16370	3900	20270
9025	16790	3900	20690
9250	17210	3900	21110
9475	17630	3900	21530
9700	18050	3900	21950

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale No. 7 Rs. 4525 - 10175/-	Revised Pay Band + Grade Pay		
	PB - 2	--	Rs. 7200 - 25400/- + Rs. 4100/-
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
4525	8420	4100	12520
4700	8750	4100	12850
4875	9070	4100	13170
5050	9400	4100	13500
5225	9720	4100	13820
5425	10100	4100	14200
5625	10470	4100	14570
5825	10840	4100	14940
6025	11210	4100	15310
6225	11580	4100	15680
6425	11960	4100	16060
6625	12330	4100	16430
6825	12700	4100	16800
7025	13070	4100	17170
7225	13440	4100	17540
7425	13820	4100	17920
7650	14230	4100	18330
7875	14650	4100	18750
8100	15070	4100	19170
8325	15490	4100	19590
8550	15910	4100	20010
8775	16330	4100	20430
9000	16740	4100	20840
9225	17160	4100	21260
9450	17580	4100	21680
9675	18000	4100	22100
9925	18470	4100	22570
10175	18930	4100	23030

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale No. 8 Rs. 4800 - 10925/-	Revised Pay Band + Grade Pay		
	PB - 3	--	Rs. 9000 - 28300/- + Rs. 4400/-
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
4800	9000	4400	13400
4975	9260	4400	13660
5150	9580	4400	13980
5350	9960	4400	14360
5550	10330	4400	14730
5750	10700	4400	15100
5950	11070	4400	15470
6150	11440	4400	15840
6375	11860	4400	16260
6600	12280	4400	16680
6825	12700	4400	17100
7050	13120	4400	17520
7275	13540	4400	17940
7500	13950	4400	18350
7725	14370	4400	18770
7950	14790	4400	19190
8175	15210	4400	19610
8425	15680	4400	20080
8675	16140	4400	20540
8925	16610	4400	21010
9175	17070	4400	21470
9425	17540	4400	21940
9675	18000	4400	22400
9925	18470	4400	22870
10175	18930	4400	23330
10425	19400	4400	23800
10675	19860	4400	24260
10925	20330	4400	24730

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale No. 9 Rs. 5000 - 11325/-	Revised Pay Band + Grade Pay PB - 3 -- Rs. 9000 - 28300/- + Rs. 4600/-		
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
5000	9300	4600	13900
5200	9680	4600	14280
5400	10050	4600	14650
5600	10420	4600	15020
5800	10790	4600	15390
6000	11160	4600	15760
6225	11580	4600	16180
6450	12000	4600	16600
6675	12420	4600	17020
6900	12840	4600	17440
7125	13260	4600	17860
7350	13680	4600	18280
7575	14090	4600	18690
7800	14510	4600	19110
8025	14930	4600	19530
8275	15400	4600	20000
8525	15860	4600	20460
8775	16330	4600	20930
9025	16790	4600	21390
9275	17260	4600	21860
9525	17720	4600	22320
9775	18190	4600	22790
10025	18650	4600	23250
10275	19120	4600	23720
10525	19580	4600	24180
10775	20050	4600	24650
11050	20560	4600	25160
11325	21070	4600	25670

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale No. 10 Rs. 6000 - 12000/-	Revised Pay Band + Grade Pay PB - 3 -- Rs. 9000 - 28300/- + Rs. 4800/-		
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
6000	11160	4800	15960
6225	11580	4800	16380
6450	12000	4800	16800
6675	12420	4800	17220
6900	12840	4800	17640
7125	13260	4800	18060
7350	13680	4800	18480
7575	14090	4800	18890
7800	14510	4800	19310
8050	14980	4800	19780
8300	15440	4800	20240
8550	15910	4800	20710
8800	16370	4800	21170
9050	16840	4800	21640
9300	17300	4800	22100
9550	17770	4800	22570
9800	18230	4800	23030
10075	18740	4800	23540
10350	19260	4800	24060
10625	19770	4800	24570
10900	20280	4800	25080
11175	20790	4800	25590
11450	21300	4800	26100
11725	21810	4800	26610
12000	22320	4800	27120

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale Rs. 8000 - 13500/-	Revised Pay Band + Grade Pay Rs. 15600 - 39100/- + Rs. 5400/-		
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
8000	15600	5400	21000
8275	15600	5400	21000
8550	15910	5400	21310
8825	16420	5400	21820
9100	16930	5400	22330
9375	17440	5400	22840
9650	17950	5400	23350
9925	18470	5400	23870
10200	18980	5400	24380
10475	19490	5400	24890
10750	20000	5400	25400
11025	20510	5400	25910
11300	21020	5400	26420
11575	21530	5400	26930
11850	22050	5400	27450
12125	22560	5400	27960
12400	23070	5400	28470
12675	23580	5400	28980
12950	24090	5400	29490
13225	24600	5400	30000
13500	25110	5400	30510

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale Rs. 10000 - 15525/-	Revised Pay Band + Grade Pay Rs. 15600 - 39100/- + Rs. 6600/-		
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
10000	18600	6600	25200
10325	19210	6600	25810
10650	19810	6600	26410
10975	20420	6600	27020
11300	21020	6600	27620
11625	21630	6600	28230
11950	22230	6600	28830
12275	22840	6600	29440
12600	23440	6600	30040
12925	24050	6600	30650
13250	24650	6600	31250
13575	25250	6600	31850
13900	25860	6600	32460
14225	26460	6600	33060
14550	27070	6600	33670
14875	27670	6600	34270
15200	28280	6600	34880
15525	28880	6600	35480

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale Rs. 12000 - 18000/-	Revised Pay Band + Grade Pay Rs. 15600 - 39100/- + Rs. 7600/-		
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
12000	22320	7600	29920
12375	23020	7600	30620
12750	23720	7600	31320
13125	24420	7600	32020
13500	25110	7600	32710
13875	25810	7600	33410
14250	26510	7600	34110
14625	27210	7600	34810
15000	27900	7600	35500
15375	28600	7600	36200
15750	29300	7600	36900
16125	30000	7600	37600
16500	30690	7600	38290
16875	31390	7600	38990
17250	32090	7600	39690
17625	32790	7600	40390
18000	33480	7600	41080

Annexure – IV

Illustrations showing the fixation of pay under this memorandum

Illustration I : An employee attached to Hostel / Mess of a University with basic pay of Rs. 2820/- p.m. in the existing scale of pay of Rs. 2600-4175/- opted for fixation of his pay in the revised Pay Structure w.e.f. 01.01.2006.

1. Existing Scale of Pay	:	Rs.2600-55-2985-60-3525-65-4175/-
2. Pay Band (Revised) applicable	:	PB – 1 Rs. 5400-18600/-
3. Existing Basic Pay as on 01.01.06	:	Rs. 2820/-
4. Pay after multiplication by a factor of 1.86 (to be rounded off to next multiple of 10)	:	Rs. 5250/-
5. Pay in the Pay Band (PB – 1)	:	Rs. 5400/-
6. Grade Pay attached to the scale	:	Rs. 1800/-
7. Revised Basic Pay (total of Pay in the Pay Band and Grade Pay) (5+6)	:	Rs. 7200/- (as on 01.01.06)
8. Date of next increment	:	01.07.06

Illustration II : An employee with basic pay of Rs. 4275/- p.m. in the existing scale of pay of Rs. 3325 – 6325/- opted for fixation of his pay in the revised pay structure w.e.f. 01.04.06 after taking increment in the unrevised scale.

1. Existing Scale of Pay	:	Rs. 3325 – 6325/-
2. Pay Band (revised) applicable	:	PB – 1 Rs. 5400 – 18600/-
3. Existing Basic Pay as on 01.04.06 after increment	:	Rs. 4275/-
4. Pay after multiplication by a factor of 1.86 (to be rounded off to next multiple of 10)	:	Rs. 7960/-

Annexure – IV

5. Pay in the Pay Band (PB – 1)	:	Rs. 7960/-
6. Grade Pay attached to the scale	:	Rs. 2600/-
7. Revised Basic Pay (total of Pay in the Pay Band and Grade Pay) (5 +6)	:	Rs. 10560/- (as on 01.04.06)
8. Date of next increment	:	01.07.07

Illustration III : *An employee with basic pay of Rs. 5850/- in the existing scale of pay of Rs. 3850 – 8075/- as on 01.01.06 was promoted to a post in the existing scale of pay of Rs. 4525 – 10175/- w.e.f. 01.04.06. He opted for fixation of his pay in the revised pay structure w.e.f. 01.01.06 and he also exercised option for promotional fixation w.e.f. 01.07.06.*

A.

1. Existing Scale of Pay	:	Rs. 3850 – 8075/-
2. Pay Band (revised) applicable	:	PB – 2 Rs. 7200 – 25400/-
3. Existing Basic Pay as on 01.01.06 after increment	:	Rs. 5850/-
4. Pay after multiplication by a factor of 1.86 (to be rounded off to next multiple of 10)	:	Rs. 10890/-
5. Pay in the Pay Band (PB – 2)	:	Rs. 10890/-
6. Grade Pay attached to the scale	:	Rs. 3300/-
7. Revised Basic Pay (total of Pay in the Pay Band and Grade Pay) (5 +6)	:	Rs. 14190/-
8. Date of next increment	:	01.07.06

Annexure – IV

B.

1. Revised pay structure of the promotion: PB – 2, Rs. 7200 – 25400/-
post Grade pay Rs. 4100/-
2. Date of Promotion : 01.04.06
3. Option exercised for fixation of pay : 01.07.06
in the promotion post
4. Pay Band (revised) applicable in the : PB – 2 Rs. 7200 – 25400/-
Promotion Post
5. Pay in the Pay Band on the date : Rs. 10890/-
of promotion
6. Grade Pay attached to the scale of : Rs. 4100/-
promotion post
7. Pay initially fixed in the promotion : Rs. 14990/- (Rs.10890 + Rs. 4100)
post w.e.f. 01.04.06
8. Pay finally fixed in the promotion : Rs. 11760 (Pay in the Pay
post (as per option exercised) as Band) + Rs. 4100 (Grade Pay)
on 01.07.06 = Rs. 15860.
[normal increment @ 3% on pay at item no. A-7 above amounting to Rs. 430 +
promotional increment @ 3% on the whole amount of Rs.14620 => (14190+ 430)
so arrived at amounting to Rs. 440/-]
9. Date of next increment : 01.07.07

C.

In case the employee opted for fixation of his pay straightway with effect from the date of promotion i.e. w.e.f. 01.04.06 after coming under the revised pay structure on 01.01.06.

1. Existing Scale of Pay of promotion : Rs. 4525 – 10175/-
post
2. Date of Promotion : 01.04.06
3. Option exercised for promotion post : 01.04.06

Annexure – IV

4. Pay Band (revised) applicable in the : PB – 2 Rs. 7200 – 25400/-
Promotion Post
5. Pay in the Pay Band on the date : Rs. 10890/-
of promotion
6. Grade Pay attached to the scale of : Rs. 4100/-
promotion post
7. Pay to be fixed in the promotion : Rs. 11320 + Rs. 4100 = Rs. 15420/-
post w.e.f. 01.04.06
(promotional increment @ 3%
on pay at item A-7 above amounting
to Rs. 430/-)
8. Date of next increment : 01.07.07

Illustration-IV : *An employee with basic pay of Rs. 5100/- in the existing scale of pay of Rs. 3850-8075/- as on 01.01.06 got the benefit of CAS in the next higher scale of Rs. 4125-9700/- w.e.f. 01.04.06. He opted for fixation of his pay in the revised pay structure w.e.f. 01.01.06 and also he exercised option for fixation of his pay in the next higher scale w.e.f. 01.07.06.*

A. Revision of pay

1. Existing scale of pay : Rs. 3850-8075/-
2. Pay Band (revised) applicable : PB-2, Rs. 7200-25400/-
3. Existing basic pay as on 01.01.06 : Rs. 5100/- p.m.
4. Pay after multiplication by a factor of 1.86 : Rs. 9490/-
(to be rounded off to next multiple of 10)
5. Pay in the Pay Band-2 : Rs. 9490/-
6. Grade pay attached to the scale : Rs. 3300/-
(3850-8075/-)

Annexure – IV

7. Revised basic pay (total of pay in the Pay Band and Grade Pay) (item 5+6) : Rs. 12790/- (as on 01.01.06)
8. Date of next increment : 01.07.06

B. Pay on awardment of CAS benefit option on the date of next increment

1. Date of entitlement : 01.04.06
2. Option exercised for fixation of pay : 01.07.06
3. Pay Band (revised) applicable : PB-2, Rs. 7200-25400/-
4. Grade pay attached to the higher scale : Rs. 3900/-
5. Pay fixed under the CAS benefit as on 01.07.06 : Rs. 10280/-(Rs. 9490 + 390 + 400) (pay in the pay Band) + Rs. 3900/- (Grade Pay) = Rs. 14180/-

[normal increment @ 3% on pay at item no. A-7 above amounting to Rs. 390/- + Increment under CAS benefit @ 3% on the whole amount of Rs. 13180/- (12790 + 390) amounting to Rs. 400/-]

6. Date of next increment : 01.07.07

C. Pay on awardment of CAS benefit option on date of entitlement

1. Date of entitlement : 01.04.06
2. Option exercised for fixation of pay w.e.f. : 01.04.06
3. Pay would be fixed as on 01.04.06 : Rs.9880/- (Rs.9490+390)(pay in the pay Band) + Rs. 3900/- (Grade Pay) = Rs. 13780/-

[Fixational increment @ 3% on pay at item No. A-7 above amounting to Rs. 390/-]

4. Date of next increment : 01.07.07