

Government of West Bengal
School Education Department
Budget Branch
Bikash Bhavan, Salt Lake, Kolkata-91.

No.56-SE (B)/5B-1/2009

Dated: 2nd April,2009

Memorandum

In continuation and partial modification of this Department's Memorandum no. 46-SE (B) dated 27.2.09, the following is issued to resolve some matters related with the Revision of Pay and Allowances, 2009 for West Bengal Non-Govt. Aided Educational Institutions Employees.

1. **Existing benefit after completion of 18 years of continuous service**

An employee whose pay is fixed in any of the revised pay structure upto Pay Band-3 in Annexure-VI and who has not got a single promotion/advancement to a higher scale in the same post even after completion of 18 years continuous and satisfactory service, shall be placed in next higher Grade Pay of the same Pay Band or lowest Grade of the Next Higher Pay Band, as the case may be, with the approval of the concerned District Inspector of Schools. His designation shall remain unchanged.

This benefit shall also be admissible to an employee having break-in-service, if the total period of service excluding the period of break-in-service is not less than 18 years provided the break is duly condoned by District Inspector of Schools concerned on the resolution moved by the concerned Managing Committee of the schools, or in the manner as may be prescribed in respect of other categories of employees.

Note: the benefit of higher grade pay may be admissible from the date of entitlement, while the date of increment will remain the 1st July, of the year.

2. **Related issues Existing benefits of Increments: (not applicable to employees of Board, Primary School Councils etc.)**

(i) All teaching and non-teaching employees of Govt. Sponsored/Aided Institutions shall be entitled to an additional increment in the revised pay structure @ 3% for every 10 years of continuous and satisfactory service, counted from the date of first

appointment subject to a maximum of two such increments during the whole career in addition to the benefits which may be admissible to him – both functional (due to appointment as Assistant Headmaster/Assistant Headmistress) and non-functional (due to completion of 18 years' continuous service benefit).

(ii) Untrained Secondary School Teachers shall be allowed annual increments maximum 4 (four) including the annual increments awarded in the pre-revised Scale of Pay since first appointment in revised pay structure on condition that such untrained teachers will have to get themselves trained from any institute recognized by NCTE in regular or open and distant education mode within five years from the date of appointment. An untrained teacher of a recognized Secondary School with ten years teaching experience in recognized school shall be treated as a trained teacher for the purpose of drawal of increment only (but not for applying to the post of Headmaster as trained teacher etc.) in the pay structure applicable to the teacher concerned after completion of one year from the date on which the condition of teaching experience is fulfilled.

(iv) The 'Teacher-in-Charge' appointed in Secondary school, will henceforth, in addition to the pay in the Pay Band and grade pay of the Assistant Teacher or Assistant Head Master/ Assistant Head Mistress according to the revised pay structure, will draw additional Grade Pay of Rs. 75/- per month for High Schools (V to X) and Rs. 100/- per month for Higher Secondary Schools (V to XII) over and above the Grade Pay drawn by him /her for holding the substantive post. But such appointment should be approved by District Inspector of Schools (Secondary) concerned and will automatically be terminated on appointment of a regular Headmaster/Headmistress on recommendation of School Service Commission and the Teacher-in-Charge shall revert back to the post of Assistant Teacher or Assistant Head Master/ Assistant Head Mistress as the case may be, and the Grade Pay attached to that post will again be admissible to him or her. No fixation benefit of Rs. 75/ or Rs.100/- for holding the post of 'Teacher-in-Charge' will be allowed.

(v) Keeping in view, additional responsibilities of the Headmaster/Headmistress/Assistant Headmaster/Assistant Headmistress/ Head Teacher in Junior High/High/Higher Secondary and Primary Schools, the Revised Grade Pay of the posts as published in Govt. Order No. 46-SE (B) dated 27.2.09 is hereby amended as follows :-

Primary

Head Teacher (Trained)	Grade pay of Rs. 2800/- instead of Rs. 2600/-
Head Teacher (un-trained)	Grade pay of Rs. 2700/- instead of Rs. 2600/-

Higher Secondary School (V to XII)**1. Assistant Headmaster/Assistant Headmistress:**

(i) For Honours Graduate	Grade pay of Rs. 4900/- instead of Rs. 4700/-
(ii) For Masters' Degree Holder	Grade pay of Rs. 5100/- instead of Rs. 4800/-

2. Headmaster/Headmistress

Headmaster/Headmistress	Grade pay of Rs. 5600/- instead of Rs. 5400/-
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High School (V to X)**Assistant Headmaster/Assistant Headmistress:**

(i) For Graduate	Grade pay of Rs. 4300/- instead of Rs. 4100/-
(ii) For Honours Graduate	Grade pay of Rs. 4900/- instead of Rs. 4700/-
(iii) For Masters' Degree	Grade pay of Rs. 5000/- instead of Rs. 4800/-

Junior High School (V to VIII)**Headmaster/Headmistress:**

(i) for Graduate	Grade pay of Rs. 4300/- instead of Rs. 4100/-
(ii) For Honours Graduate	Grade pay of Rs. 4900/- instead of Rs. 4700/-
(iii) For Masters' Degree	Grade pay of Rs. 5000/- instead of Rs. 4800/-

The Grade Pay as noted above will be allowed on or after 01.01.2006 notionally and actually with effect from 01.04.2008. But the 'Additional Grade Pay' attached to the posts of higher responsibility will automatically cease if the teacher is relieved of the said higher responsibility. He/She will draw the 'Grade Pay' specified for the post of concerned Assistant Teacher in ROPA, 2009. Similarly on appointment to the post of Headmaster/Assistant Teacher to any High/Higher Secondary School from the post of Headmaster of Junior High School or Vice Versa, no fixation benefit of 'additional grade pay' of the previous post will be allowed. He/She will draw the Grade Pay fixed for the post (in case of Assistant Teacher) or as revised in this Memorandum, as the case may be.

3. **MODIFICATIONS:-**

- (a) With the introduction of revised Grade Pay, the fixation of initial pay in revised pay structure for Headmaster, Assistant Headmaster in Para 7 a(ii) – 'Provided that the pre-revised Dearness Allowance appropriate this additional increments admissible at index average of 536 (1982 = 100) etc.' stands 'deleted'.
- (b) In Para 6(2) of the Memorandum published under this Office No. 46-SE (B) dated 27th February, 2009,.... 'A teacher or a non-teaching employee of a Govt. Aided/Sponsored Educational Institutions..... retain his existing scale of pay (as applicable to him on the 1st January, 2006) upto the 1st January, 2007 should be amended as upto the date of publication of this Memorandum i.e. 27th February, 2009.
- (c) In annexure III of the Memorandum published under this Office No. 46-SE (B) dated 27th February, 2009, the Serial No. 10 substitutes with the following:-

10. Revised Basic pay (SL No. 8 + SL No.9).

A separate Order/Memorandum is being published specifying the revision of Pension and other retirement benefits of the Teachers, non-teaching staff etc., of the Non-Govt. Aided Educational Institutions with the concurrence of Finance (Pension Branch) Department.

This Memorandum issues with the concurrence of Finance Department, Group 'P' (Pay), Govt. West Bengal, vide their U.O. No.1056 Group (P) Service dated: 02.04.2009.

(K. John Koshy)
Additional Chief Secretary,
to the Govt. of West Bengal.