

# COMPENDIUM

VOLUME - II



DEPARTMENT OF HIGHER EDUCATION  
GOVERNMENT OF WEST BENGAL

# COMPENDIUM

VOLUME - II

Important Govt. Orders, Notifications, Circulars  
and Allied Matters of Colleges and Technical  
Education Institutions



**DEPARTMENT OF HIGHER EDUCATION  
GOVERNMENT OF WEST BENGAL**

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**Dr. Partha Chatterjee**



Minister-in-charge  
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Government of West Bengal

### Message

It is a pleasure to see that Higher Education Department has complied the Government Orders, Circulars and Notifications in three Volumes viz. Volume I, Volume II and Volume III.

It is a fact that different orders, Notification & Circulars have been issued at different time for academic activities which was necessary for compilation.

Since 2011 numbers of new colleges and universities have been established and opened a new arena for pursuing the higher studies of our new generation. New set up Universities and colleges also get such orders, Notification & Circulars in a compiled way.

Hope, each Volume of Compendium will be great help to all concerned.

(Dr. Partha Chatterjee)



## PREFACE

It is pleasure to say that Higher Education Department has compiled with different Government orders, Circulars, Notifications issued by this Department, UGC & other Govt. Departments. The Compendium is published in three volumes (Volume I, II & III) making it handy and useful to the Universities, Colleges, Technical Institutions and all Directorates.

Volume I contains the relevant orders, Circulars & Notifications issued in connection with Universities by Higher Education Department, UGC and Ministry of Human Resource Department.

Volume II contains the relevant orders, Circulars & Notifications issued in connection with Govt. Colleges and State aided colleges and Technical Institutions by Higher Education Department.

Volume III contains the relevant orders, Circulars & Notifications issued in connection with Social Education, Budget by Higher Education Department and also relevant order in connection with reservation issued by Backward Classes Welfare Department. Beside this, Miscellaneous order issued time to time as per requirement for maintaining academic standard and congenial atmosphere in the Universities, Colleges and other Educational Institutions have also been incorporated in this Volume.

I am confident that the compilation will be great useful to the Universities, Colleges, Technical Institutions and all Directorates during implementing the academic activities.

This is to place on record the wholehearted appreciation and gratitude to Dr. Partha Chatterjee, Hon'ble Minister-in-Charge, Higher Education Department for his advice and guidance on enrichment of this compendium. Special appreciation is recorded towards all colleagues of this Department especially Sri Siladitya Basuray, Special Secretary, Sri Arup Sengupta, Special Secretary, Sri Jaydip Mukhopadhyay, Special Secretary, Smt. Chandani Tudu, Special Secretary, Dr. Jayasri Ray Chaudhuri, DPI, Sri Pranabesh Das, DTE, Sri Sukanta Acharjee, PS to Hon'ble MIC, Sri Jayanta Dhali, Sr. Law Officer, Sunit Mondal, OSD, Sisir Datta, Aditya Santra and all those involved in preparing this document.

We will appreciate any constructive suggestion and comments to further enrich this work.



(Manish Jain)  
Principal Secretary



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66	Liberalisation of the terms of West Bengal Non-Govt. College Teachers' Death-cum-Retirement Benefit Scheme, 1978 and mode of payment thereof.	168-Edn(CS)/5S-4/02	01-03-2010	393
67	Clarification regarding fixation of pay of Principals of Non-Government Colleges in Pay Band of Rs. 37,400/--67,000/- with Academic Grade Pay of Rs. 10,000/-	327-Edn(CS)/5P-52/98	30-04-2010	394
68	Grant of maternity leave to the female employees of the Non-Govt. colleges and Day Students' Homes in the State.	775-Edn(CS)/2L-1/01	19-07-2010	397-398
69	No fresh engagement of PTTs and any other category of persons in Govt. & Govt. Aided Colleges in the State	689-Edn(CS)	26-08-2010	399
70	General Conditions for engagement of PTTs (excluding the superannuated teachers of colleges & Univs serving as PTTs)	751-Edn (CS)-5P-46/99	21-09-2010	400-403
71	Process of approval for Part-time teachers (PTTs) of the Govt, aided colleges in the State.	786-Edn(CS)	08-10-2010	404-410

<b>SI No</b>	<b>Subject</b>	<b>Order No</b>	<b>Date</b>	<b>Page No.</b>
72	Extra duty allowance for Darwans/Night Guards etc. in Non-Govt. Colleges in the State	791-Edn(CS)/10M-08/08	11-10-2010	411
73	Rationalisation of teaching posts in Non-Govt. Colleges in the State	860-Edn (CS)/10M-62/ 2001	11-11-2010	412
74	Recruitment rules for the post of Head Clerk/ Accountant/Cashier In Non-Govt. Colleges in the State.	887-Edn(CS)/SP-77/99	19-11-2010	413
75	Service conditions of CWTT in Govt, aided Colleges.	952-Edn(CS)/10M-31/10	09-12-2010	414-416
76	Prescribed qualifications for recruitment to the posts of Assistant Professor in Government aided affiliated Degree Colleges.	981 Edn(CS)/8R-1/10	22-12-2010	417-421
77	Prescribed qualifications for recruitment to the post of Principal in Government aided affiliated Degree Colleges.	1020-Edn(CS)/8R-1/10	31-12-2010	422-424
78	Contractual Whole Time Teachers(CWTTs) of the Govt, aided colleges in the State(EXCEPT SELF FINANCING COURSES)	10-Edn (CS)/10M-31/10	04-01-2011	425-431
79	Modifications in 235 Edn (CS) dated 24/03/2010 on relaxation of marks for the engagement of part time teachers	09-Edn(C.S.)/5P-46/99(Pt)	04-01-2011	432
80	Revision of Pension/Family Pension of Pre 01.01.2006 Pensioners/Family Pensioners in respect of Teaching Staff including Graduate Laboratory Instructors/Instructresses, Librarians/Assistant Librarians, Physical Instructors/ Physical Instructresses and equivalent category of Employees of State-aided non govt. colleges including erstwhile sponsored college.	131-Edn(CS)/1P-20/98	04-02-2011	433-439
81	Leave carry forward	163-Edn(CS)/2L-10/08	17-02-2011	440
82	Memorandum No. 852-Edn(CS) dt. 24/12/2009 towards re-designation of teachers of Colleges in the State	188-Edn(CS)/5P-52/98 (Pt.-I)	25-02-2011	441
83	Grant of cash equivalent for unutilized earned leave at the credit of Graduate Laboratory Instructors at the time of their retirement.	358-Edn(CS)/2L-2/09	05-05-2011	442-443
84	Financial support to all Government aided colleges within the budgetary ceiling of this financial year for betterment of infrastructure facilities.	409-Edn(CS)/10M-34/07	31-05-2011	444

<b>SI No</b>	<b>Subject</b>	<b>Order No</b>	<b>Date</b>	<b>Page No.</b>
85	Uploading of merits lists (subject-wise) in the websites of the non-Govt. Colleges of the State for admission in the classes of under-Graduate level.	411-Edn(CS)/10M-16/11	02-06-2011	445
86	Modification Order regarding engagement of C.W.T.T.s.	412-Edn(CS)/10M-31/10 (Pt.)	03-06-2011	446-447
87	Nomination of all persons / officials to act as Government nominees on the Governing Bodies of Government aided colleges.	438-Edn(CS)/4C-59/11 (Pt.-I)	15-06-2011	448
88	Appointment of part-time teachers in Non-Government Colleges	782-Edn(CS)/5P-46/99	22-07-2011	449-450
89	Grant of cash equivalent for unutilized earned leave at the credit of Graduate Laboratory Instructors at the time of their retirement.	942-Edn(CS)/2L-02/09	02-08-2011	451
90	Up-to-date audit in Govt, aided colleges in the State.	1324-Edn(CS)/10M-51/11	06-09-2011	452
91	Abolition of posts beyond the sanctioned staff pattern in non-Govt. colleges of the State.	1325-Edn(CS)/10M-52/11	06-09-2011	453
92	Installation of C.C.T.V. cameras in non-Govt. colleges.	1326-Edn(CS)/10M-53/11	06-09-2011	454
93	Payment of 20% of arrears in connection with revision of pay structure under the UGC pay revision scheme of the Principals, Teachers, Librarians, Assistant Librarians and equivalent grades of the State-aided nongovernment colleges including erstwhile sponsored Colleges	2095-Edn(CS)	27-12-2011	455
94	Upgradation of pay of all Principals of the State-aided non-Government colleges Including erstwhile sponsored colleges.	153-Edn(CS)/5P-52/98 (Pt.-II)	17-02-2012	458
95	Prescribed Qualifications for Recruitment to the Post of Assistant Professor in Government-aided Affiliated Colleges.	856-Edn(CS)/8R-01/10	13-12-2012	459-466
96	Prescribed Qualification for Recruitment to the Post of Librarian in Government aided affiliated Colleges in West Bengal.	857- Edn(CS)/8R-01/10	13-12-2012	467-469
97	The terms and conditions towards Redesignation & Career Advancement Scheme for the teachers, librarians, physical instructors of the Government aided Colleges including erstwhile sponsored colleges in West Bengal.	920-Edn(CS)/5P-52/98	31-12-2012	470-480

<b>SI No</b>	<b>Subject</b>	<b>Order No</b>	<b>Date</b>	<b>Page No.</b>
98	Powers conferred under Section 12 read with section 11 of The West Bengal Colleges (Payment of Salaries) Act, 1978 and in continuation of earlier orders No. 686-Edn (CS) dated 17.09.2012 and 796-Edn (CS) dated 26.11.2012.	114-Edn (CS)/5P-47/12	11-02-2013	481-482
99	Enhancement of remuneration of Part-time Teachers (PTTs) of Govt, aided Colleges.	418-Edn(CS)/5P-46/99 (Pt-II)	30-04-2013	483
100	Delegation of administrative and financial powers to the Director of Public Instructions & Ex-Officio Secretary to the Government of West Bengal in respect of yearly renewal and approval of remuneration as per existing Govt, order relating to approved Part-Time Teachers (PTTs) & Contractual Whole Time Teachers (CWTTs) of State-aided non-Govt. colleges.	550-Edn(CS)/4A - 3/2013	05-06-2013	484
101	Clarifications of CAS Benefit of Teachers	558-Edn(CS)/5P-52/98 (Pt-III)	14-06-2013	486-487
102	Qualifications and norms for recruitment to the post of Principal in Government-aided / affiliated Degree Colleges.	666-Edn(CS)/8R-1/10	19-08-2013	488-490
103	Guidelines for submission of proposal for financial grant regarding New Construction of Building & others Civil infrastructure of the College for the current financial year 2013-14.	780-Edn.(CS)/10M-96/13	25-09-2013	492
104	Extension of date of submission of proposal for financial grant 2013-14	878-Edn(CS)/10M-96/13	14-11-2013	493
105	Cash-equivalent of leave salary in respect of whole-time teachers & Principals of Government aided college including erstwhile sponsored colleges in West Bengal.	972-Edn (CS)/2L-24/13	20-12-2013	494-495
106	Service conditions and other matters related to Librarians/Assistant Librarians/Deputy Librarians of Govt-aided Colleges in West Bengal	348-Edn(C.S.)/IC-166L/2005	24-04-2014	496-498
107	Delegation of administrative and financial powers to the Director of Public Instructions & Ex-Officio Secretary to the Government of West Bengal in respect of yearly renewal and approval of remuneration as per existing Govt, order relating to approved Superannuated PTTs of State-aided Non-Govt. Colleges.	425-Edn(CS)/4A-01/13	29-05-2014	499
108	Guidelines for submission of proposal for construction of Building & other civil infrastructure grants of Govt.-aided Colleges in the State	466-Edn(CS)/10M-96/ 2013	12-06-2014	500-501

<b>SI No</b>	<b>Subject</b>	<b>Order No</b>	<b>Date</b>	<b>Page No.</b>
109	Statute Drafting Committee towards uniform statute	892-Edn(CS)/4C-5/2014	21-08-2014	502-503
110	Educational qualification for members of Governing Bodies of the Non-Govt. aided Colleges including erstwhile Sponsored Colleges.	893-Edn(CS)/4C-05/14	21-08-2014	504
111	Introduction of Online Admission process from academic Session 2015-16 and implementation of COSA from the current financial year (preferably from September, 2014) in all the Government-aided General Degree Colleges of this State and Sanction of grant amounting to Rs. 1.5 lakh to each of such Colleges for the said purpose.	691-Edn(CS)/10M-95/ 2014	25-08-2014	505-506
112	Guidelines for submission of proposal for Books, Furnitures, Lab, Equipments, etc. for Government-aided Colleges in the State	696-Edn(CS)/10M-103/ 2014	26-08-2014	507-508
113	Formation of Committee towards transparency in fund management related to all Government/ Government-aided Colleges in this state	700-Edn(CS)/10M-105/ 2014	26-08-2014	509
114	Payment of arrears consequent upon revised pay structure in respect of the whole time teaching staff and librarian in Institute of English, Calcutta.	702-Edn(C.S.)/5P-39/99 (Pt)	27-08-2014	510
115	Allotment of fund under Major Head - 2202 - Higher Education for the financial Year 2014-2015.	302(Sanc)/EH/P/CS/10M-95/ 2014	08-09-2014	511-512
116	Feasibility of uniformity in the fee structure related to all Government / Government-aided Colleges of this State.	768-Edn(CS)/10M-105/ 2014	15-09-2014	513
117	Minutes of the 15th meeting of the Steering Committee held on 29/08/2014 at 2:30 PM on Swami Vivekananda West Bengal Government Merit-Cum-Means Scholarship Scheme.	19(10)/EH/M&MS-05/2008	13-10-2014	514-516
118	Clarification of the terms and conditions towards Redesignation & Career Advancement Scheme for the teachers and equivalent academic staff of the Government/ Government-aided colleges and State-aided Universities in West Bengal as in 920 Edn(CS) dated 31/12/2012	922-Edn (CS)/5P-52/98	14-11-2014	517-518

<b>SI No</b>	<b>Subject</b>	<b>Order No</b>	<b>Date</b>	<b>Page No.</b>
119	Payment of arrears in respect of Pre-01.01.2006 Pensioners/Family Pensioners in respect of Teaching Staff including Graduate Laboratory Instructors, Librarians/ Asstt. Librarians Physical Instructors and equivalent category of employees of State-aided Non-Govt. Colleges including erstwhile Sponsored Colleges.	1023-Edn(C.S.)/1P-20/98	19-12-2014	519-520
120	Adoption of self-attestation in lieu of attestation by Gazetted Officer	1064-Edn(CS)/10M-82/2014	29-12-2014	521
121	Implementation of G.O. No. 874 Edn(CS) dated 28.10.2014 in the matter of Conferment of the status of Non-teaching to the Hostel/Mess employees and the benefit of General Provident Fund and Pension to the Hostel/Mess employees of State-aided Universities, Government-aided Colleges including Government General Degree Colleges and Government Engineering and Technology Colleges in West Bengal.	1068-Edn(CS)/IC-63-L/ 2012	30-12-2014	522-523
122	Introduction of Online Admission into Under Graduate and Post Graduate Courses from the academic session 2015-16.	207- Edn(CS)/10M-20/15	03-03-2015	524
123	On-line Admission during Academic Year 2015-16	290-Edn(CS)	30-03-2015	525-526
124	Clarification of an eligibility for placement in the post of Reder/Lecturer (Selection Grade)	312-Edn(C.S.)/5P-43/2014	31-03-2015	527
125	Guidelines for submission of proposal for financial grants for the construction of building & other Civil infra-structure to Government-aided Colleges in the State	320-Edn. (C.S)/10M - 96/ 13	01-04-2015	528
126	Implementation of COSA for teaching and non-teaching staff of the Grant in aid Colleges and State aided Universities.- Pointwise clarification on the queries.	319 (11)Edn(CS)/10M-95/ 2014	01-04-2015	529
127	Training programme on e-tender for the Govt./Govt-aided Colleges and State-aided Universities of this State	405-Edn(CS)/10M-95/2014	04-04-2015	530-531
128	Implementation of the West Bengal State Higher Educational Institutions (Reservation in Admission), Act, 2013 and the West Bengal Higher Educational Institutions (Reservation in Admission) Rules, 2014	365-Edn (CS)/OM-9L/2015	21-04-2015	532

<b>SI No</b>	<b>Subject</b>	<b>Order No</b>	<b>Date</b>	<b>Page No.</b>
129	Clarification in respect of setting up HELP DESK on the campus of State aided Universities and Colleges.	492-Edn(CS)/10M-95/2014	02-06-2015	533
130	Uploading of the Help Line on the Website of the Higher Education Department for the admission in Hons. & Gen. Courses in B.A./B.Sc./B.Com. Stream in different Govt. / Govt. Aided / Erstwhile Sponsored Colleges for the academic Session 2015-16.	494 - Edn(CS)/10M-95/14	03-06-2015	534
131	Implementation of New Sports Policy, 2015	578-Edn(CS)/4C-56/15	26-06-2015	535-536
132	Inadmissibility of counting of past service of eh approved Par Time and Approved Whole Time Contractual Teachers in the event of full time appointment on substantive post on recommendation of WBPSC/ WBCSC/ University	678-Edn(CS)/EH/O/CS/5P-14/2015	22-07-2015	537
133	Clarification sought regarding preparatiion of separate merit list for unreserved seats and reserved seats for SC/ST/OBC Category applicants.	685 -Edn(CS)/OM-123L/ 2015	23-07-2015	538-539
134	Implementation of reservation rules in admission to UG/PG courses in Government -aided colleges for the Academic Session 2015-16.	752 -Edn (CS)/10M-95/2014	10-08-2015	540-541
135	Clarification to Department's Order No. 678-Edn (CS) dated 22.7.2015	872-Edn (CS)/5P-14/2015	14-09-2015	542
136	Minutes of the 16th meeting of the Steering Committee held on 27.08.2015 at 12.00 noon on Swami Vivekananda West Bengal Government Merit-Cum-Means Scholarship Scheme.	16 (10)/EH/M&MS-05/ 2008	14-09-2015	543-546
137	Grant of Ad-hoc Bonus to the Govt, approved Part Time Teachers (PTTs), excepting Superannuated Full-time teachers serving as PTTs) and Contractual Whole Time Teachers(CWTTs) of the Govt. General Degree Colleges, Govt.-aided Colleges including erstwhile sponsored Non-Govt. educational institutions for the year 2014-15.	888-Edn(CS) 4A-37/2015	18-09-2015	547-548
138	Request for uploading of data on the Know Your College Portal in implementation of RUSA for the performance of the state.	911(2)-Edn(CS)/10M-82/2015	23-09-2015	549
139	Applicability of terms and conditions towards Re-designation & Career Advancement Scheme for the teachers and equivalent academic staff of the Government-aided colleges in West Bengal -clarification regarding.	951-Edn(CS)/5P-52/98	06-10-2015	550



<b>SI No</b>	<b>Subject</b>	<b>Order No</b>	<b>Date</b>	<b>Page No.</b>
140	PROTECTION OF PAY OF TEACHERS OF NON GOVERNMENT COLLEGES on their movement from Government/ Government-aided School to a Government-aided College.	1045-Edn(CS)/5P-50/11	18-11-2015	551
141	Exercise of the power conferred by the provision to article 309 of the Constitution of India, the governer is hereby pleased to make the following amendment to the Rules Rggulating Recruitment to the Post of Asstt. Professor in Government-aided Colleges	1089-Edn(CS)/8R-01/10	26-11-2015	552-553
142	Enhancement of Remuneration of Government-approved Part Time Teachers and Contractual Whole Time Teachers in the colleges of the State	1139-Edn(CS)/4A-01/2014	10-12-2015	554
143	Corrigendum of 915-Edn (CS) dated 19-11-2007	1140-Edn(CS)/4E-25/96 (Pt-I)	11-12-2015	555
144	The workload for Government-approved Contractual Whole Time Teachers (CWTT) will be enhanced by up to 50% over their existing workload.	155 - Edn(CS)/4A-01/2014	09-02-2016	556
145	Revised rate of Scholarship as approved and advertised i.r.o. Swami Vivekananda Merit-Cum-Means Scholarship Scheme and to be made applicable i.r.o. new and pending old cases.	24(11)-Edn/M&MS-05/ 2008	20-10-2016	557-558
146	Medical leave for CWTT & PTT in state aided Colleges in the State	34-Edn(CS)/4A-4/2017	13-01-2017	559
147	Relaxation of 5% marks for Schedule Castes/Schedule Tribes/Different-abled (Physically and visually differently-abled)/ Other Backward classes (OBC) (Non-creamy layer) categories for direct recruitment to teaching positions	27(ILC)/IC-190-I/2015	18-01-2017	560
148	Government-approved Contractual Whole Time Teachers (CWTTs) & Part Time Teachers (PTTs, Excepting superannuated teachers serving as PTTs) for allowing them leave for pursuing further studies and acquiring higher Degrees.	78-Edn(CS)/4A-4/2017	27-01-2017	561-562
149	Creation of 277 teaching posts in different teachers training colleges filling up of 50% of the said posts	170-Edn(CS)/4E-30/2016	22-02-2017	563-570
150	Implementation of Revised Academic Performance Indicators (API) for Career Advancement Scheme (CAS) promotion for Assistant Professor, Associate Professor and for Direct Recruitment of Associate Professor and Professor in Universities and Colleges	361-Edn.(CS)/5P-56/2017	10-04-2017	571



<b>SI No</b>	<b>Subject</b>	<b>Order No</b>	<b>Date</b>	<b>Page No.</b>
151	Recruitment Rules for Direct Recruitment of Principals in the Government aided General Degree Colleges.	710-Edn(CS)10M-27/2015	28-06-2017	572-574
152	Introduction of Group Health Insurance Scheme named "Swasthya Sathi" for serving non-teaching permanent staff of Government-aided Colleges and State-aided Universities.	827-EH/O/CS/1M-01/2017	26-07-2017	575-576
153	The powers conferred by section 20 read with section 19 of the West Bengal Universities and College ACT, 2017	940-Edn(CS)/4E-25/2010 (Part)	25-08-2017	577-579
154	Graduate Laboratory Instructors (GLI) of Government-aided Colleges have been conferred with Teaching Status and also extended the Scale of Pay equivalent of the teachers, and also extended movement in higher scale of Pay on certain terms and conditions.	325-ILC/OM-167L/2017	29-12-2017	580-581
155	Part time Karmabandhus Engaged in the State-aided Universities government and government-aided colleges of the state in hereby enhanced from Rs. 2000/-to Rs. 3000/-per month	64-Edn(CS)/10M-136/ 2017	17-01-2018	582
156	Constitution of Selection Committee as specified in paragraph 3 of the said Notification is now	170-Edn(CS)/4E-25/2010 (Part)	15-02-2018	583
157	Recruitment Rules for Direct Recruitment of Assistant Professor and Associate Professor in the State-aided Degree College of West Bengal	727-Edn(CS)8R-01/10	26-06-2018	584-591
158	Government Aided Colleges is presently being guided by orders/Notifications issued by this Department from time to since 1973. Considering the policy of the State Government regarding creation of posts	1199-Edn(CS)10M-62/ 2001	27-09-2018	592-593
159	Creation of Non-Teaching posts in Government aided Colleges is presently being guided by orders/notifications issued from this Department time to time.	1227-Edn(CS)/10M-24/1992	05-10-2018	594-596
160	Introduction of Online Admission into Under Graduate and Post Graduate Courses from Academic Year 2015-16.	908-Edn(CS)/10M-95/14	11/17-11-2014	597-599

**Government of West Bengal**  
**Higher Education Department**  
**Appointment Branch**  
Bikash Bhavan, Salt Lake, Calcutta-91

No. 42-Edn(A)  
5P-63/98

Dated, Calcutta, the 5th February, 1999.

From : Shri Hirak Ghosh, IAS,  
Principal Secretary to the Govt, of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub :** Revision of pay scales of teachers of Govt. Colleges.

The undersigned is directed to say that the Government of India in their letter No. F.1-22/97-UI dated 27.07.98 read with letter No. F.1-22/97-UI dated 06.11.98 of the Department of Education in the Ministry of Human Resource Development requested the State Government to consider interalia the question of implementing in the State the scheme of the revised pay scales for the Government College teachers with such modifications, if any, as may be considered necessary to suit the local conditions. The Government of India have offered to render financial assistance to the extent of 80% of the additional expenditure involved in giving effect to the revised scales of pay subject to the following conditions :-

- i) Central assistance on this account will be available for the period from January 1st, 1996 to March 31st, 2000. The State Govt, will meet the remaining 20% of the expenditure from their own resources during the above period.
  - ii) The State Government will take over the entire responsibility for maintaining the revised scales of pay with effect from April 1, 2000.
  - iii) Central assistance will be restricted to the revision of pay scales for the posts which were in existence on January 1, 1996.
2. After careful consideration of the matter, in order to attract and retain talent in the teaching profession the Government have decided to introduce the scheme of revised pay scales of college teachers as recommended by Government of India in the Government Colleges.
  3. The Governor is, therefore pleased to sanction introduction of the following revised scales of pay for teachers of Government Colleges (excluding Medical, Agriculture, Veterinary Science and Engineering Colleges) of the State with effect from 01.01.96 subject to the conditions stipulated in Annexure-I.

## REVISED SCALES OF PAY FOR THE GOVT. COLLEGE TEACHERS AS RECOMMENDED BY THE U.G.C.

S. No.	Existing Designation	Existing scale of pay	Re-designated as	Revised scale of pay
1.	Demonstrator	Rs. 1740-60-2700-EB-75-3000 (for existing incumbent only)	—	Rs. 5500-175-9000
2.	Lecturer (WBES)	Rs. 2200-75-2800-100-4000	—	Rs. 8000-275-13500
3.	Assistant Professor (after rendering 6 years of service as Lecturer in WBES).	-do-	Lecturer/Asstt. Professor (for existing incumbents only)	-do-
4.	Asstt. Prof./Lecturer in Senior scale (WBES)	Rs. 3000-100-3500-125-5000	Lecturer (senior scale)/Asstt. Prof. (Sr. Scale)	Rs. 10000-325-15200
5.	Asstt. Prof. (Selection Grade) WBES	Rs. 3700-125-4950-150-5700	(for existing incumbents only) Lecturer (Selection Grade)/ Asstt. Professor (Selection Grade (for existing incumbents only)	Rs. 12000-420-18300 )
6.	Reader (WBES)	-do-		-do-
7.	Professor (Gr. II/Vice-Principal of Govt. Trg. Colleges. Gr. II, WBES	-do-		-do-
8.	Professor Gr. I/Vice-Principal of Govt. Trg. Colleges-Gr.I/ Principal WBSES	Rs. 4500-150-5700-200-7300		Rs. 16400-450-20900-500-22400 (minimum to be fixed at Rs. 17300 in case of Principal)

Note : (1) The designation and scales of pay of the posts mentioned at Serial No. 7 will apply only to existing incumbents and no further recruitment will be made to those posts).

(2) Incumbents holding the post of Asstt. Professor/Asstt. Professor (Senior scale)/Asstt. Prof. (Selection Grade) will continue to be so designated.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

A new scale of Rs. 12000-420-183000 (minimum to be fixed at Rs. 12840) will be introduced for Principals in certain colleges. Such colleges will be identified in due course.

4. Posts of Professor in the scale of Rs. 16400-450-20900-500-22400 will be created in colleges, should they be recognised by the UGC as Autonomus Colleges, in the ratio of 1:4 : 12 for Professors, Readers and Lecturers. Other colleges of similar standard will be identified by U.G.C. as per norms developed by the Commission in consultation with the Government.
5. The manner of fixation of pay in the revised scales of pay has been shown in Annexure-II.
6. The revised scales of pay are applicable only to the teachers of the Government colleges in the categories as mentioned in para-3 who were in such position on 1.1.96 or thereafter, having been appointed as such on a regular and wholetime basis and who were on 1.1.96 or have been thereafter drawing pay in the U.G.C. Scales, 1986 against sanctioned posts. The revised scales will not be admissible to the teachers who were on 1.1.86 drawing pay in scales other than 1973 U.G.C. Scales.
7. The Professors Gr. I & Gr. II/Vice-Principal of Training Colleges Gr. I & Gr. II and Lecturer, Lecturer in the Senior Scale, Lecturer in the Selection Grade scale (as re-designated)/Reader of Government colleges with their revised scales of pay may be utilised for appointment as Deputy Director/ Assistant Director respectively and at other administrative posts with special pay, if any, as admissible under the Rules.
8. Modalities of payment of arrears would be notified in due course.
9. Necessary amendments to the relevant rules and orders etc. are being made by the State-Government separately.
10. The pay scales of physical instructors and Librarians of all Government Colleges, which have not been incorporated in this memorandum are under consideration of the State Government and separate orders in this regard will be issued.
11. This Government order issues with the concurrence of the Finance Department vide their U.O. No. Group P(Service) 346 dated 1.2.99.
12. The Accountant General, West Bengal, is being informed.

Sd/-  
Principal Secretary to the  
Govt, of West Bengal.

No. 42/1(4)-Edn(A)

Copy along with copies of annexure forwarded to :-

- 1) Finance Department of this Government;
- 2) Accountant General, West Bengal;
- 3) Pay and Accounts Officer, Calcutta Pay and Accounts Office,  
81/2/2, Phears Lane, Calcutta - 12;
- 4) Secretary, Public Service Commission, West Bengal;
- 5) PA. to Principal Secretary, Department of Higher Education, Calcutta.

Calcutta,  
the 5th February, 1999.

Sd/-  
Joint Secretary.

**ANNEXURE-I**

**Terms and conditions for introduction of the revised scales of pay under UGC Scales, 1996.**

1. The revised scales will be effective from January 1st, 1996.
2. Subject to the fixation formula prescribed in Annexure-II, the revised scale of pay are inclusive of the Basic Pay under U.G.C, scales, 1986, the Dearness Allowance, Additional Dearness Allowance and the Interim Relief, if any, admissible to teachers as on 01.01.96 under specific Government orders issued.
3. The revised scale of pay of Demonstrators is for the existing incumbents of these positions in the Govt. Colleges. There shall be no fresh recruitment to this category.
4. To attract and retain better talent in the teaching profession,
  - a) Four and two advance increments will be admissible to those who hold Ph.D. and M.Phil. Degree, respectively at the time of recruitment as Lecturers.
  - b) One increment will be admissible to those teachers with M.Phil, degree who acquire Ph.D. degree within two years of recruitment.
  - c) A Lecturer with Ph.D. will be eligible for two advance increments when she/he moves into selection Grade as Reader.
  - d) A teacher will be eligible for two advance increments as and when she/he acquires a Ph.D. degree in her/his service career.
5. Career Advancement
  - a) Minimum Length of service for eligibility to move into the grade of Lecturer (Senior scale) would be four years for those with Ph.D.; five years for those with M.Phil.; and six years for others at the level of Lecturer and for eligibility to move into the Grade of Lecturer (Selection Grade)/Reader the minimum length of service as Lecturer(senior scale) shall be uniformly five years.
  - b) For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Lecturer(Selection Grade).
  - c) A Reader with a minimum of eight years of service will be eligible for consideration for appointment as Professor in the scale of Rs. 16400-450-20900-500-22400.
  - d) For every upward movement a selection process would be evolved for which appropriate orders would be issued by the State Government on the basis of U.G.C. guidelines.
6. Other terms and conditions of service of teachers may be notified by the State Government on the line of this order following regulations to be issued by the U.G.C. in this behalf.

**ANNEXURE-II**

**To Govt. Order No. 42-Edn(A) Dated 5.2.1999.**

**Fixation Formula for introduction of the revised scales of pay under U.G.C. Scales, 1996.**

**Definition :** In this formula, unless the context otherwise requires :

- a) Basic Pay means the pay in a particular stage which a teacher is entitled to under the U.G.C. Scales, 1986;
  - b) Existing emoluments means :
    - i) Basic pay as noted at (1) (a) above;
    - ii) Dearness allowance appropriate to the basic pay admissible at All India Consumer Price Index (AICPI) average 1510 (1960 = 100);
    - iii) An amount of first instalment of interim relief of Rs. 100 per month, and
    - iv) Amount equivalent to the second instalment of the interim relief at the rate of 10% of the basic pay subject to a minimum of Rs. 100 per month.
  - c) Qualifying service means continuous service rendered in a wholetime post having a scale of pay as approved in both cases by the State Government in any State-aided University in West Bengal.
- 2. Pay in the revised scales of pay under U.G.C. scales, 1996 shall be fixed in the following manner :**
- i) The initial pay of a teacher shall be fixed in the 1st day of January, 1996;
  - ii) An amount representing 40 percent of the basic pay in the U.G.C. Scales, 1986 shall be added to the existing emoluments of the teacher;
  - iii) After the existing emoluments have been so increased the pay shall thereafter be fixed in the revised scale 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;

Provided further that :

When in the fixation of pay, the pay of a teacher drawing pay at more than four consecutive stages in an existing scale gets bunched, that is to say, gets fixed in the revised scale at the same stage, the pay in the revised scale of such of these teachers who are drawing pay beyond the first four consecutive stages in the existing scale shall be stepped to the stage where such bunching occurs, as under by the grant of increment(s) in the revised scale in the following manner, namely :

- a) for teachers drawing pay from the 5th upto the 8th stage in the existing scale, by one increment;
- b) for teachers drawing pay from the 9th upto the 12th stage in the existing scale, if there is bunching beyond the 8th stage, by two increments;



## Compendium

- c) for teachers drawing pay from the 13th upto the 16th stage in the existing scale, if there is bunching beyond the 12th stage, by three increments.

If by stepping up of the pay as above, the pay of a teacher gets fixed at a stage in the revised scale which is higher than the stage in the revised scale at which the pay of a teacher who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of the former

Provided also that:

The fixation thus made shall ensure that every teacher will get at least one increment in the revised scale of pay for every three increments in the existing scale of pay.

**Note 1 :** Where the existing emoluments as calculated in accordance with paragraph 1(b) exceeds the revised emoluments in the case of a teacher, the difference shall be allowed as personal pay to be absorbed in future increases in pay;

**Note 2 :** Where a teacher is in receipt of Personal Pay on the 1st January, 1996 which together with the existing emoluments as calculated in accordance with paragraph 1(b) exceeds the emoluments such excess shall be allowed to such a teacher as Personal Pay to be absorbed in future increases in pay;

**Note 3 :** When in the fixation of pay under paragraph 2 pay of a teacher, who in the existing scale was drawing immediately before the 1st January, 1996 more pay than another teacher junior to him in the same scale gets fixed in the revised scale at a stage lower than that of such junior, his pay shall be stepped upto the same stage in the revised scale as that of the junior.

### 3. **Date of next increment in the revised scale :**

The next increment in the revised scale which will be admissible to a teacher whose pay has been fixed under paragraph 2 earlier shall be granted on the date he would have drawn his increment, had he continued in the existing scale provided that in cases where the pay of a teacher is stepped up in terms of second proviso to paragraph 2 the next increment shall be granted after completion of twelve months of qualifying service from the date of the stepping up of the pay in the revised scale.

Provided further that the next increment of a teacher whose pay is fixed on the 1st day of January, 1996 at the same stages as the one fixed for a teacher junior to him in the same scale and drawing pay at a lower stage than his in that scale, shall be granted on the same date as admissible to his junior if the date of increment of the junior happens to be earlier.

### 4. **Fixation of pay of Lecturers (Selection Grade)/Readers :**

Subject to the fixation rules as indicated earlier the fixation of pay of Lecturers (Selection Grade)/ Readers in the scale of pay of Rs. 3700-125-4950-150-5700 under U.G.C. Scales, 1986 who were selected strictly in accordance with the rules and regulations formed by the U.G.C. and the Statutes and Ordinances formed by the University and in accordance with any Government order issued in this behalf and who were in position as Lecturers (Selection Grade)/Readers as on 1.1.1996, will be made in a manner that they get their pay fixed at the minimum of Rs. 14940 in the revised scale of Rs. 12000-420-18300 as and when they complete five years in the grade.

**Government of West Bengal**  
**Higher Education Department**  
**Appointment Branch**  
Bikash Bhavan, Salt Lake, Calcutta - 91

No. 43-Edn(A)

Dated, Calcutta, the 5th February, 1999.

5P-68/98

From : Shri Hirak Ghosh, IAS

Principal Secretary to the Government of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub :** Revision of pay scales of Librarians and Physical Instructors/Instructresses attached to Government Colleges.

The undersigned is directed to say that the Government of India in their letter No. F.I.-22/97-UI dated 27.7.98 of the Department of Education in the Ministry of Human Resource Development read with their letter No. F.I.-22/97-UI dated 06.11.98 requested the State Government to consider inter-alia, the question of implementing in the State the scheme of the revised pay scales for the Librarians and Physical Instructors/Instructresses with such modifications, if any, as may be considered necessary to suit the local conditions. The Government of India have offered to render financial assistance to the extent of 80% of the additional expenditure involved in giving effect to the revised scales of pay subject to the following conditions :

- i) Central assistance on this account will be available for the period from January 1st, 1996 to March 31, 2000. The State Government will meet the remaining 20% of the expenditure from their own resources during the above period.
  - ii) The State Government will take over the entire responsibility for maintaining the revised scales of pay w.e.f, 01.04.2000.
  - iii) Central assistance will be restricted to the revision of pay scales for the posts which were in existence on 1.1.96.
2. After careful consideration of the matter and in recognition of the importance of the Librarians and Physical Education personnel in Government Colleges, the Government have decided to introduce the scheme of revised pay scales in respect of Librarians and Physical Instructors/Instructresses of Government Colleges as recommended by the Government of India.
  3. The Governor is, therefore pleased to sanction introduction of the following revised scales of pay for Librarians of the Government Colleges (excluding Engineering, Technological, Medical, Agriculture and Veterinary Colleges) and Physical Instructors/Instructresses of Government Colleges including Engineering and Technological Colleges but excluding Medical, Agriculture and Veterinary science colleges of this state w.e.f., 01.01.96 subject to the conditions stipulated in Annexure-I.



*Compendium*

<b>Designation</b>	<b>Existing pay scale</b>	<b>Revised pay scale</b>
Librarian	2200-4000	8000-275-13500
Librarian (Senior Scale)	3000-5000	10000-325-152000
Librarian (Selection Grade)	3700-5700	12000-420-18300
Physical Instructor/Instructress	2200-4000	8000-275-13500
Physical Instructor/Instructress (Senior Scale)	3000-5000	10000-325-15200
Physical Instructor/Instructress (Selection Grade)	3700-5700	12000-420-18300

4. The manner regarding fixation of pay in the revised scales of pay has been shown in Annexure-II.
5. The revised scales of pay are applicable only to the Librarians and Physical Instructors/Instructresses of the Government Colleges in the categories as mentioned in para-3 who were in such position on 01.01.96 or thereafter having been appointed as such on a regular and wholetime basis and who were on 01.01.96 or have been thereafter, drawing pay in the UGC scales, 1986 against sanctioned posts. The revised scales will not be admissible to the Librarians and Physical Instructors/Instructresses of the Government Colleges who were not drawing pay in colleges in the UGC scales of pay on 1.1.96.
6. Modalities of payment of arrears would be notified in due course.
7. The necessary amendments in the relevant rules and orders etc, will be made by the State Government where called for.
8. The Government order issues with the concurrence of the Finance Department vide their U.O. No. Group 'P' Service No. 344 dated 01.02.99.
9. Any difficulty which may arise in implementing the provisions relating to the revisions of pay scales as enumerated in this order may be brought to the notice of the State Government for a decision.
10. The Accountant General, West Bengal, in being informed.

Sd/-

Principal Secretary to the  
Government of West Bengal.

No. 43/l(6)-Edn(A)

Dated, Calcutta, the 5th February, 1999.

Copy alongwith copies of Annexures forwarded to the :-

- 1) Finance Department of this Government;
- 2) Accountant General, West Bengal;
- 3) Pay and Accounts Officer, Calcutta Pay and Accounts Office,  
81/2/2, Phears Lane, Calcutta - 12;
- 4) Secretary, P.S.C.; West Bengal, 161A, S. P. Mukherjee Road, Calcutta;
- 5) Treasury Officer;
- 6) PA. to Principal Secretary, Department of Higher Education, Government of West Bengal.

Sd/-

Joint Secretary

**ANNEXURE-I**

**Terms and conditions for introduction of the revised scales of pay under UGC scales, 1996.**

1. The revised scales will be effective from January 1, 1996.
2. Subject to the fixation formula prescribed in Annexuie-II, the revised scale of pay are inclusive of the Basic pay under U.G.C. scales, 1986, the Dearness Allowance on that pay, and Interim Relief as are admissible to Librarians and Physical Instructors/Instructresses as on 01.01.96 under specific Government orders issued. Recruitment to the posts of Librarians in the Government Colleges shall be on the basis of merit as per recruitment rules framed by the State Government.
3. The minimum qualification required for appointment to the post of Librarian of Govt, colleges will be those prescribed by the U.G.C. from time to time and approved by the State Government.
4. Only those candidates who, besides fulfilling the minimum academic qualifications prescribed for the Librarians of Govt. Colleges, have qualified in a comprehensive test to be specially conducted for this purpose will be eligible for appointment to those posts. The said comprehensive test will be held by U.G.C. or any other agency engaged for this purpose by the State Government.

**Career Advancement :-**

5. (a) Minimum length of service for eligibility to move into the grade of Librarian (Senior scale) and Physical Instructor/Instructress (senior scale) would be four years for those with Ph.D. degree, five years for those with M.Phil, degree in the relevant subject as mentioned in the foregoing paragraph and six years for others as Librarians and Physical Instructors/Instructresses.  
(b) For eligibility to move into grade of Librarian (Selection Grade) and Physical Instructor/Instructress (Selection Grade), the minimum length of service as Librarian (Senior Scale) and as Physical Instructor/Instructress (Senior Scale) shall be uniformly five years.  
(c) For every upward movement a selection process would be evolved for which order will be issued on the basis laid down by the U.G.C.
6. Other terms and conditions of service of Librarian and Physical Instructors/Instructresses shall be notified by the State Govt. on the lines of this order following regulations issued by the U.G.C in this behalf.
7. Anomalies, if any, in the implementation of the scheme may be brought to the notice of the Department of Higher Education for clarification.

**ANNEXURE-II**

**To Govt. Order No. 43-Edn(A) Dated Calcutta, the 5th February, 1999**

**Fixation Formula for introduction of the revised scales of Pay under U.G.C. Scales, 1996.**

1. **Definition** : In this formula, unless the context otherwise requires :-
  - a) Basic pay means the pay in a particular stage which a Librarian/Physical Instructor/Instructress is entitled to under the U.G.C. Scales, 1986.
  - b) Existing emoluments means :
    - i) Basic Pay as noted in (1) (a) above;
    - ii) Dearness Allowance appropriate to the basic pay admissible at All India Consumer Price Index (AICPI) average 1510 (1960 = 100);
    - iii) An amount of first instalment of interim relief of Rs. 100 per month ; and
    - iv) Amount equivalent to the second instalment of the interim relief at the rate of 10% of the basic pay subject to a minimum of Rs.100 per month.
  - c) Qualifying service means continuous service rendered in a whole-time post having a scale of pay as approved in both cases by the State Government in any Govt. Colleges in West Bengal.
2. **Pay in the revised scales of pay under U.G.C. Scales, 1996 shall be fixed in the following manner** :
  - i) The initial pay of a Librarian/Physical Instructor/Instructress shall be fixed on the 1st day of January, 1996;
  - ii) An amount representing 40% of the basic pay in the U.G.C. Scales, 1986 shall be added to the existing emoluments of the Librarian/Physical Instructor/Instructress.
  - iii) After the existing emoluments have been so increased the pay shall thereafter be fixed in the revised scale 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.

Provided further that :-

when in the fixation of pay, the pay of a Librarian/Physical Instructor/Instructress drawing pay at more than four consecutive stages in an existing scale gets bunched, that is to say, gets fixed in the revised scale at the same stage, the pay in the revised scale of such of these Librarian/Physical Instructor/ Instructress who are drawing pay beyond the first four consecutive stages in the existing scale shall be stepped up to the stage where such bunching occurs, as under by the grant of increment(s) in the revised scale in the following manner, namely :

- a) for Librarian/Physical Instructor/Instrucress drawing pay from the 5th upto the 8th stage in the existing scale—by one increment;

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- b) for Librarian/Physical Instructor/Instructress drawing pay from the 9th upto the 12th stage in the existing scale; if there is bunching beyond the 8th stage—by two increments;
- c) for Librarian/Physical Instructor/Instructress drawing pay from the 13th upto the 16th stage in the existing scale, if there is bunching beyond the 12th stage—by three increments.

If by stepping up of the pay as above the pay of Librarian/Physical instructor/Instructress gets fixed at a stage in the revised scale which is higher than the stage in the revised scale at which the pay of a Librarians/Physical Instructor/Instructress who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of the former.

Provided also that :-

The fixation formula thus made shall ensure that every Librarians/Physical Instructors/Instructress will get at least one increment in the revised scale of pay for every three increments in the existing scale of pay.

**Note 1.** Where the existing emoluments as calculated in accordance with paragraph 1(b) exceed the revised emoluments in the case of a Librarian/Physical Instructor/Instructress the difference shall be allowed as personal pay to be absorbed in future increase in pay.

**Note 2.** Where a Librarian/Physical Instructor/Instructress is in receipt of Personal Pay on the 1st January, 1996 which together with the existing emoluments as calculated in accordance with paragraph 1(b) exceeds the existing emoluments such excess shall be allowed to such a Librarian/Physical Instructor/Instructress as Personal Pay to be absorbed in future increases in pay.

**Note 3.** When in the fixation of pay under paragraph 2 pay of a Librarian/Physical Instructor/Instructress, who in the existing scale was drawing immediately before the 1st January, 1996 more pay than another Librarian/Physical Instructor/Instructress junior to him in the same scale gets fixed in the revised scale at a stage lower than that of such junior, his pay shall be stepped upto the same stage in the revised scale as that of the junior.

**3. Date of next increment in the revised scale :**

The next increment in the revised scale which will be admissible to a Librarian/Physical Instructor/ Instructress whose pay has been fixed under paragraph 2 earlier shall be granted on the date he would have drawn his increment, had he continued in the existing scale provided that in cases where the pay of a Librarian/Physical Instructor/Instructress is stepped up in terms of second proviso to paragraph 2 the next increment shall be granted after completion of twelve months of qualifying service from the date of the stepping up of the pay in the revised scale.

Provided further that the next increment of a Librarian/Physical Instructor/Instructress whose pay is fixed on the 1st day of January, 1996 at the same stage as the one fixed for Librarian/Physical Instructor/Instructress junior to him in the same scale and drawing pay at lower stage that his in that scale he shall be granted on the same date as admissible to his junior if the date of increment of the junior happens to be earlier.

*Compendium*

**Government of West Bengal  
Higher Education Department  
Appointment Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 282-Edn(A)

Dated : 7th May, 1999.

5P-63/98

From : Shri Hirak Ghosh, IAS

Principal Secretary to the Govt, of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub :** Scheme prescribing terms and conditions towards introduction of the U.G.C. Scales, 1996 for the teachers of the Govt. Colleges (including Training and Physical Education Colleges) in West Bengal.

In continuation of this Deptt.'s order No. 42-Edn(A) dated 5th February, 1999, the undersigned is directed to say that in paragraph 6 of Annexure-I to the aforesaid order, it was stipulated that other terms and conditions towards the introduction of the revised scales of pay for the teachers of the Govt. Colleges shall be notified by the State Govt, subsequently based on the guidelines issued by the U.G.C. in this behalf. The U.G.C. has issued a notification on the minimum qualifications for the appointment of teachers in Colleges and other measures for maintenance of standards as a requisite for the introduction of the U.G.C. Scales.

2. In the circumstances stated above, the Governor has been pleased to decide that the scheme as at Annexure, framed on the basis of the U.G.C. Guidelines and the Service Rules applicable to the State Govt, employees, will be followed in the Govt. Colleges of the State so that the U.G.C. Scales of pay 1996 as introduced in terms of G.O. No. 42-Edn(A) dated the 5th February, 1999 and the scheme annexed to this G.O. are considered a composite one.
3. This order comes into force with immediate effect except in the cases where the date of effect has been specifically stated to be otherwise in any individual paragraph of this scheme.

Sd/-

Principal Secretary

No. 282/l(50)-Edn(A)

Dated 7th May, 1999.

Copy forwarded for information and necessary action to :-

1. The Secretary, Public Service Commission, West Bengal.
2. Finance Deptt. of this Govt.
3. Accountant General, West Bengal.
4. Budget Branch of this Deptt.
5. The Director of Public Instruction, \_\_\_\_\_.
6. The Principal/Officer in Charge \_\_\_\_\_ College.

Sd/-

Joint Secretary

**ANNEXURE**

**To Govt. Order No. 282-Edn(A) Dated : 07-05-1999.**

Scheme prescribing the minimum qualifications, other service conditions of teachers in Govt. Colleges (including Training and Physical Education Colleges but excluding Govt. Engineering/ Technological/Medical Colleges) as a measure for the maintenance of standards in Higher Education.

**1. COVERAGE**

These should apply to the teachers of Govt. Colleges in West Bengal including Training and Physical Education Colleges. These shall not apply to Govt. Engineering/Technological/ Medical Colleges.

**2. QUALIFICATIONS AND OTHER SERVICE CONDITIONS**

No person shall be appointed to a teaching post in any Govt. College mentioned above if he/she does not fulfil the minimum qualifications and other conditions of service as indicated in the Annexure and the recruitment rules to be framed on the basis of U.G.C. guidelines and in consultation with the Public Service Commission, West Bengal.

**3. PAY SCALES**

The revised pay scales have been notified in this Deptt's Order No. 42-Edn(A) dated 05-02-99.

**4. RECRUITMENT AND QUALIFICATIONS**

- (i) The Direct recruitment to the posts of Principal, Professor and Lecturer in the Govt. Colleges should be on the basis of merit and through all India advertisement and selections by Public Service Commission, West Bengal.
- (ii) The minimum qualifications required for the posts of Lecturers, Professors and Principals will be those as prescribed by the U.G.C. from time to time and incorporated in the recruitment rules.

**NOTE :**

The recruitment rules for the posts of Principal & Professor (West Bengal Senior Educational Service) and Lecturer (West Bengal Educational Service) are being framed in consultation with Public Service Commission, West Bengal. Appropriate notifications will be issued separately.

**5. CAREER ADVANCEMENT**

**(A) LECTURER (SENIOR SCALE)**

A Lecturer will be eligible for placement in the senior scale through a procedure for selection if she/he has

- (i) completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil, and Ph.D.
- (ii) Participated in one orientation course and one refresher course of approved duration or engaged in other appropriate continuing Education Programme of comparable quality as may be specified or approved by the University Grants Commission



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(Those with Ph.D. Degree would be exempted from one refresher course).

(iii) Consistently satisfactory performance appraisal reports.

### (B) LECTURER (SELECTION GRADE)/ASSISTANT PROFESSOR (SELECTION GRADE) FOR EXISTING INCUMBENTS ONLY.

Lecturers/existing Asstt. Prof, in the Senior Scale who do not have a Ph.D. Degree or equivalent published work and who do not meet the scholarship and research standards, but fulfil the criteria for the post of Reader, and have a good record in teaching and preferably, have contributed in various ways to the corporate life of the institution, the work pertaining to examinations or the extension activities of the institutions will be placed in the selection grade, subject to the recommendations of the Selection Committee which will be the same as that for promotion to the post of Reader. They will be designated as Lecturers/Assistant Professors (existing incumbents) in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Reader and, if found suitable, may be given the designation of Reader.

### (C) READER

A Lecturer/Assistant Professor (existing incumbents only) will be eligible for promotion to the post of Reader if she/he has

- (i) Completed 5 years of service in the senior scale;
- (ii) Obtained a Ph.D. degree or has equivalent published work;
- (iii) Made some mark in the areas of scholarship and research as evidential, that is, by self-assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities;
- (iv) After placement in the Senior scale, participated in two refresher courses/Summer Institutes of approved duration or engaged in other appropriate continuing education programmes of a comparable quality as may be specified or approved by the University Grants Commission; and
- (v) Consistently good performance appraisal reports. NOTE :

Promotion to the post of Reader will be through a process of selection by a Selection Committee set up by the appointing Authorities.

### (D) PROFESSOR (PROMOTION)

- (i) In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisement, promotions may be made from the post of Reader to that of Professor after 8 years of service as Reader.
- (ii) The Selection Committee for promotion to the post of Professor should be the same as that for direct recruitment. For promotion from Reader to Professor, the following method of promotion would be followed.

The candidate should present herself/himself before the Selection Committee with some of the following :

- (a) Self-appraisal reports (required);
- (b) Reserach Contribution/books/articles published;

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- (c) Any other academic contribution. The best three written contributions of the teacher (as defined by her/him) may be sent in advance to the experts to review before coming for the selection. The Candidate should be asked to submit these in 3 sets with the application.
  - (d) Seminars/Conference attended;
  - (e) Contribution to teaching/academic environments/institutional corporate life;
  - (f) Extension and field outreach activities.
6. (i) The requirement of participation in orientation/refresher courses/Summer Institutes, each of at least 3 to 4 weeks duration, and consistently satisfactory performance appraisal reports, should be the mandatory requirement for career advancement from Lecturer to Lecturer (Sr. Scale) and from Lecturer (Sr. Scale)/Asstt. Prof. (Sc. Scale) for existing incumbents to Lecturer (Selection Grade)/Asstt. Prof. (Selection Grade) for existing incumbents, wherever the requirement of orientation/refresher courses has remained incomplete, the promotion would not be held up but these must be completed by the year 2000.
- (ii) The requirement for completing the courses would be as follows :
- (a) For Lecturer to Lecturer (Sr. Scale) - One orientation course would be compulsory for Govt, college teachers. Those without Ph.D. would be required to take one refresher course in addition.
  - (b) Two refresher courses for Lecturer (Sr. Scale)/Asstt. Prof. (Sr. Scale) for existing incumbents to move to Lecturer (Selection Grade)/Asstt. Prof. (Selection Grade) for existing incumbents.
  - (c) The Senior teachers like Readers, Lecturers (S.G.)/Asstt. Prof. (S.G.) for existing incumbents and Professors may opt to attend two seminars/conferences in their subject area and present papers as one aspect of their promotion/Selection to higher level or attend refresher courses to be offered by ASC for this level.
7. If the number of years required in a feeder cadre is less than that stipulated in this order, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher grade after adjusting the total number of years.

This situation is likely to arise, as in the earlier schemes, the number of years required in a feeder cadre was much more than those envisaged in this order.

**8. COUNTING OF PAST SERVICE**

Previous service without any break as a Lecturer or equivalent in a University, College, National Laboratory or other scientific organisations e.g. the CSIR, the ICAR, the DRDO, the U.G.C, the ICSSR, the ICHR and as a U.G.C. Research Scientist should be counted for placement of Lecturer in Sr. Scale/Selection Grade/(Asstt. Prof, for existing incumbents); Provided that :

- (i) The qualifications for the post were not lower than the qualifications prescribed by the U.G.C for the post of Lecturer;
- (ii) The post was in a equivalent grade/scale of pay as the post of a Lecturer;
- (iii) The candidates who apply for direct recruitment should apply through proper channel.



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- (iv) The concerned Lecturers possessed the minimum qualifications prescribed by the U.G.C. for appointment as Lecturers;
- (v) The post was filled in accordance with the prescribed selection procedure as laid down by the State Govt.
- (vi) The appointment was not ad-hoc or in a leave vacancy of less than one year duration. (Ad- hoc service can however be counted) Provided.
  - (a) the ad-hoc service was more than one year's duration;
  - (b) the incumbent was appointed on the recommendations of duly constituted Selection Committee; and
  - (c) the incumbent was selected to the permanent post in continuation to the ad-hoc service, without any break.

### 9. REWARDING MERIT

Meritorious teachers who may not have M.Phil, or Ph.D. but who have made outstanding contributions, would be rewarded and recognised as per the scheme to be approved by the Govt, of India.

### 10. PERIOD OF PROBATION AND CONFIRMATION

- (i) This will be guided by relevant provisions of the Rules applicable to State Govt, employees.
- (ii) The confirmation should not be linked to the completion of orientation course, but efforts should be made to send the teacher either before joining or immediately thereafter, but in any case, the orientation course should be completed within a period of first two years.
- (iii) Since the time required for career advancement has been reduced, an extension may be provided till 31-12-2000 for completing refresher courses.
- (iv) The university should devise a mechanism for ensuring that the College Principal sponsors the teacher for the required orientation and refresher course, and such opportunity is not denied to the teacher, except on sufficient grounds to be specified in writing to the University. The University should also bring to the attention of the U.G.C. any complaint received from College teachers that they did not get admission to the courses for which they applied with details (name of the teacher, the name of the institution where employed, the course applied for, the Academic Staff College or Department where applied, the dates of course and the reasons given for refusal).

### 11. PART TIME TEACHERS

A separate order will be issued in this respect.

### 12. TEACHING DAYS

The colleges must observe at least 180 actual teaching days i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 10 weeks may be devoted to admission and examination activities, and non-instructional days (e.g. for sports, college day etc), 10 weeks for vacation and 2 weeks may be attributed to various public holidays. This is summarised below :

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

	<u>No. of Weeks</u>
(i) Teaching	30 (180 days)
(ii) Admissions/Examinations/Preparation for examination.	10
(iii) Vacation	10
(iv) Public Holidays (to increase & adjust teaching days accordingly)	2
Total :	<u>52</u>

**NOTE :**

Earned Leave for working during vacation will be governed by relevant provisions of West Bengal Services Rules Part-I.

**13. WORK LOAD**

The work load of the teacher in full employment should not be more than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the college for which necessary space and infrastructure should be provided by the college.

The direct teaching hours should be as follows :-

Lecturer/Lecturer (Sr. Scale)/Lecturer (Selection Grade)/Asstt. Prof. (Sr. Scale & Selection Grade) for existing incumbents	16 hours per week.
Readers and Professors	14 hours per week.”

However, a relaxation of two hours in the workload may be given to the Professors who are actively involved in Research, Extension and Administration.

**14. SUPERANNUATION BENEFITS**

Superannuation benefits will be governed by the existing rules applicable to State Govt, employees and other orders as may be issued from time to time.

**15. LEAVE RULES**

These will be governed by the existing Rules of State Govt.

**16. CODE OF PROFESSIONAL ETHICS**

Each University should evolve its own professional ethics after full discussion in the academic bodies and associations and should incorporate in its Act, statutes and ordinances. It should be applicable to all teaching and non-teaching staff.

**17. ACCOUNTABILITY**

The self appraisal of performance should be adopted as a mandator part of career advancement scheme and should be implemented within the time-frame of 1 year, if not already implemented. The Govt, may consider introducing student evaluation as a method of assessment of the teacher, particularly in small institutions, post graduate departments and professional colleges.

**18. ANOMALIES**

Anomalies, if any, may be brought to the notice of the State Govt, for a decision.

*Compendium*

**Government of West Bengal  
Higher Education Department  
Appointment Branch**

Bikash Bhavan, Bidhannagar, Calcutta - 700091

No. 281-Edn(A)  
5P-23/99

Dated, Calcutta, the 12th May, 1999.

From : Shri H. Ghosh, IAS  
Principal Secretary to the Govt, of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub** : Revision of pay scales of Teachers in Govt. Colleges.

The undersigned is directed by order of the Governor to say that in partial modification of the orders contained in this Deptt.'s G.O. No. 42-Edn (A) dt. 5-2-99, the Governor has been pleased to order that the pay scale of the Professor Grade-II/Vice-Principal of Govt. Training Colleges Grade-II be revised to Rs. 16400-450-20500-500-22400 in place of Rs. 12000-420-18300 with effect from 1-1-96. The Governor has also been pleased to order that the post of Professor Grade-II/Vice-Principal of Govt. Training Colleges Grade-II would stand abolished with effect from 1-1-96.

This issues with the concurrence of Finance Department vide their U/O No. Group-B-895 dt. 7-5-99.

The Accountant General, West Bengal and all concerned are being informed.

Sd/-  
Principal Secretary.

No. 281/1(4)Edn(A)

Copy forwarded for information and necessary action to the :-

1. Finance Deptt.
2. Accountant General, West Bengal.
3. Pay & Accounts Officer, Calcutta.
4. Secretary, Public Service Commission.

Calcutta,  
the 12th May, 1999.

Sd/-  
Joint Secretary.

No. 281/2(50)Edn (A)

Copy Forwarded for information and necessary action to the :-

1. Dy. Director of Public Instruction (Admn.), West Bengal.
2. Dy. Director of Public Instruction (Trg.), West Bengal.
3. Dy. Director of Public Instruction (Phy. Edn.), West Bengal.
4. Budget Branch of this Deptt.
5. Treasury Officer, Bidhannagar.
6. Principal/Officer-in-Charge, \_\_\_\_\_

College.

Calcutta,  
the 12th May, 1999.

Sd/-  
Joint Secretary.

**Government of West Bengal**  
**Higher Education Department**  
**Appointment Branch**  
Bikash Bhavan, Bidhannagar, Calcutta-91

No. 329-Edn(A)  
5P-63/98 Pt-1

Dated, Calcutta, the 1st June, 1999.

From : Shri Hirak Ghosh, IAS

Principal Secretary to the Government of West Bengal.

To : Dr. G. D. Sharma, Secretary, U.G.C., Bahadurshah Zafar Marg, New Delhi 110002.

**Sub :** Minimum qualification for appointment of teachers in Universities and Colleges.

Sir,

I am directed to say that item 1.5 of the Career Advancement Scheme contained in the U.G.C. notification on revision of pay scales, the minimum qualification for appointment of teachers in Universities and Colleges and other measures for the maintenance of the standards 1998 contains that the existing scheme of career advancement for non-academic staff, namely, Assistant Director of Physical Education, Assistant Registrar, Assistant Librarians would continue. In Appendix-IV containing the minimum qualification for the post of Director of Physical Education, Deputy Director, Physical Education and Assistant Director, Physical Education the scheme of career advancement of these officers has been spelt out. But in Appendix-V, containing the minimum qualification for direct recruitment to the posts of Librarian, Deputy Librarian and Assistant Librarian there is no mention of career advancement scheme to this group of non-teaching staff. In his letter No. F.1-22/97-U.I dated 24-03-99 the Director, Ministry of Human Resources Development, has stated, by way of clarification that the benefit of career advancement and provision of increments including exemption for NET allowed in the case of teachers will not be available to the category of non-teaching staff like Assistant Librarians, Deputy Librarian, Assistant Registrar, Deputy Director of Physical Education etc.

It appears, the U.G.C. notification as mentioned in the outset contradicts the clarification communicated by the Director, Ministry of Human Resources Development in his letter mentioned above. I am therefore, to request that a clear view of the U.G.C. as to whether the Librarian/Asstt. Librarian etc. non-teaching staff will continue to enjoy the benefit of career advancement according to the pre-revised scale of pay or according to the revised scale of pay as has been extended to the teacher or whether they will remain in only one scale of pay during their service career in the revised scale of pay effective with effect from 1.1.96 may be communicated to this Department at a very early date.

Yours faithfully,  
Sd/- H. Ghosh,  
Principal Secretary.

*Compendium*

No. 329/1(2)-Edn(A)

Copy forwarded to :-

1. Shri Lalmalsawma, Director, Ministry of Human Resource Development (Department of education) Govt, of India, New Delhi.
2. Joint Secretary, University Branch of this Department for inforsation and necessary action.

Dated, Calcutta,  
the 1st June, 1999.

Sd/-  
Joint Secretary.

**Government of West Bengal**  
**Higher Education Department**  
**Appointment Branch**  
Bikash Bhavan, Salt Lake, Calcutta-91

No. 732-Edn(A)  
5P-63/98 Pt.

Dated : 3rd November, 1999.

From : Shri D. K. Ray,

Joint Secretary to the Govt, of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub :** Implementation of revised UGC Scale of pay for the teachers in Govt. Colleges effective from 01-01-96 Clarification regarding.

The undersigned is directed to refer to his notes contained in E.D. No. 52-Admn dated 23-3-99 and E.D. No. 53-Admn dt. 23-3-99 on the above mentioned subject and to intimate the following clarifications as to the points of doubts raised therein.

Sd/-

Joint Secretary.

No. 732/1(20)-Edn(A)

Dated 3rd November, 1999.

Copy forwarded for information and necessary action to :

1. The University Branch.
2. The C. S. Branch.
3. The Principal/Officer-in-Charge \_\_\_\_\_ College.
4. The Accountant General, West Bengal.

Sd/-

Joint Secretary

## Compendium

Sl. No. Points of doubt	Clarification
01. Whether Physical Instructors/ Librarians/ Assistant Librarians will be entitled to Career Advancement in the revised scale of pay.	Career Advancement Scheme for the Librarians/ Physical Instructors is still in the process of being formulated. Until it is formulated the existing Career Advancement Scheme would continue.
02. How the pay of the Librarians/ Assistant Librarians/Physical/Instructor in the revised scale of pay will be fixed ?	The pay of the Librarians/Assistant Librarians/ Physical Instructor may be fixed on 01-01-96 in the corresponding revised scale of pay as prescribed in terms of this Deptt.'s G.O. No. 43-Edn(A) dt. 05-02-99.
03. Whether the benefit of additional increment due to the effect of bunching is admissible to the Principals who get their pay fixed at the higher initial of Rs. 17,300/- in the pay scale of Rs. 16, 400 - 22, 400/-.	The matter has been referred to the Ministry of Human Resource Development Deptt. for clarification. Till the receipt of the clarification from the Ministry of Human Resource Development the pay of such Principal may be fixed at Rs. 17,300/-.
04. Whether the benefit of four or two advance increments for candidates joining the service with Ph.D/M. Phil Degree is admissible to those who join the service on or after 01-01-96 or to those who join the service on 05-02-99 or thereafter.	This benefit will be admissible to those who join the Service on 27-07-98 or thereafter. But in each such case, orders from this Department are required to be issued.
05. Whether a Lecturer in the Selection Grade after getting his pay fixed at Rs. 14,940/-will get two additional increments for his obtaining Ph.D. Degree thereafter.	The clarification from the Ministry of Human Resource Deptt. is awaited.
06. Whether a Lecturer with Ph.D. after moving to the post of Reader but having not got two additional increments at any stage will get two additional increments.	The clarification from the Ministry of Human Resource Development Deptt. is awaited.
07. How the pay of the teachers drawing pay in the pay scale of Rs. 3700-5700/- will be fixed in the revised scale of pay of Rs. 12,000-18,300/- ?	<p>The pay of all the teachers in the pre-revised pay scale of Rs. 3700-5700/- will have to be fixed on 01-01-96 in the corresponding higher scale of pay in the manner provided in para-2 of Annexure-II of G.O. No. 42-Edn(A) dt. 05-02-99. They will also be entitled to get their pay fixed at Rs. 14940/- on 06-11-98 if they have completed five years service as Lecturer Selection/Grade/Asstt. Prof(SG)/Reader and if their pay is less than Rs. 14,940/- on that date. The teachers in this grade who are yet to get their pay fixed at Rs. 14,940/- will be entitled to get their Pay fixed at Rs. 14,940/-when they complete five years of service in the post of Lecturer (Selection Grade)/Asstt. Prof (SG)/ Reader.</p> <p>The teachers drawing pay at 6th, 7th, 8th and 9th stage (viz. first four stages of bunching) will not be eligible for the benefit of bunching. Accordingly in their case the date of next increment in the revised scale will be the date on which they would have drawn increment had they continued in the prerevised scale. The teachers drawing pay at 10th, 11th, 12th and 13th stage in the pre-revised scale will become entitled to one increment in the revised scale with effect from 01-01-96 and the teachers drawing</p>



*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

Sl. No. Points of doubt	Clarification
	pay at 14th and 15th stage of the pre-revised scale will become entitled to two increments in the revised scale on 01-01-96. As the teachers drawing pay from 10th to 15th stage will get the benefit of bunching they will become entitled to next increment in the revised scale on completion of twelve months from the date of stepping up of their pay viz. 12 months from 01-01-96.
08. Whether the benefit of advance increment may be extended to those whose pay protected considering their past service in school/colleges.	Advance increment is admissible for the new entrants in the pay scale of Rs. 8000-13500/-. The teachers whose pay has been protected in consideration of their past service will be entitled to draw either the pay which has been protected or the pay with advance increment as per the rules, whichever is higher.
09. Whether the pay of a senior teacher will be made equal to that of a junior teacher whose pay becomes more on account of incentive/career advancement.	The case will be decided on individual merit.
10. Whether the effect of career advancement on completion of requisite number of years which has been reduced now will be effective with effect from 01-01-96.	The scheme of career advancement as per the revised scale of pay allowed to the teachers in terms of G.O. No. 42-Edn (A) dated 05-02-99 will be effective with effect from 27-07-98.
11. Whether the date of increment will remain unaltered after Fixation of pay in the revised scale of pay in cases where it is 1st day of January.	The decision of the Ministry of Human Resource Development is being awaited.
12. Whether ad-hoc services of the teachers initially appointed on ad-hoc basis and subsequently recommended by the P.S.C. are countable for the purpose of career advancement.	If the cases satisfy the condition provided at item No. 8(vi) of Annexure to G.O. No. 282-Edn(A) dated 07-05-99 such ad-hoc service will be counted for the purpose of career advancement.
13. Whether the ad-hoc services of the teachers who could not get recommendation from the P.S.C. and subsequently regularised by Cabinet decision are countable for the purpose of career advancement.	



*Compendium*

**Government of West Bengal  
Higher Education Department  
Appointment Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 828-Edn(A)

Dated, Calcutta, : the 8th December, 1999.

5P-63/98 Pt.I

From : Shri D. K. Roy,

Joint Secretary to the Govt, of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub :** Implementation of revised UGC Scale of pay for the teachers in Govt. Colleges effective from 01-01-96 clarification regarding.

The undersigned is directed to refer to this Department letter No. 732-Edn(A) dated 03.11.99 on the above mentioned subject and to say that the clarifications of the point of doubt as at SI. No 07 therein may be treated to be cancelled and read as follows :-

Lecturers (Selection Grade)/Assistant Professor (Selection Grade)/ Reader with 5 years service drawing pay at the 6th stage viz. Rs. 4325/- in the pre-revised scale of Rs. 3700-5700/- will be fixed at the stage of Rs. 14940/- in the revised scale of Rs. 12000-420-18300/-. The teachers drawing pay at the 6th, 7th, 8th and 9th stage (viz. first four stages of bunching) will not be eligible for the benefit of bunching. Accordingly, in their case, the date of the next increment in the revised scale will be the date on which they would have drawn increment, had they continued in the pre-revised scale. The teachers drawing pay at the 10th, 11th, 12th and 13th stage in the pre-revised scale will become entitled to one increment in the revised scale. With effect from 1.1.96, and the teachers drawing pay at 14th and 15th stage of the pre-revised scale will become entitled to two increments in the revised scale on 1.1.96. As the teachers drawing pay from the 10th to the 15th stage will get the benefit of bunching, they will become entitled to the next increment in the revised scale on completion of 12 months from the date of stepping up of their pay, viz., 12 months from 1.1.96.

Sd/-

Joint. Secretary.

No. 828/1 (25)-Edn(A)

Dated, Calcutta, the 8th December, 1999

Copy forwarded for information and necessary action to :-

1. The University Branch ;
2. The C. S. Branch ;
3. The Technical Branch, with a copy of letter no. 732-Edn(A) dated 3.11.99.
4. Principal/Officer-in-Charge, \_\_\_\_\_ College ;
5. The Account General, West Bengal ;
6. P. A. to Secretary with a copy of letter No. 732-Edn(A), dated 3.11.99.

Sd/-

Joint. Secretary.

**Government of West Bengal**  
**Higher Education Department**  
**Appointment Branch**  
Bikash Bhavan, Salt Lake, Calcutta-91

No. 237-Edn(A) 5P-42/99

Dated : 9th March, 2000.

From : Shri Hirak Ghosh, IAS

Principal Secretary to the Govt, of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub** : Composition of the Screening Committee for the purpose of Career Advancement of Teachers of Government Colleges.

The undersigned is directed to say that the Governor has been pleased to form a Screening Committee for the purpose of examining and recommending the suitability of the teachers of Government Colleges for the purpose of Career Advancement with the following members :—

- I) President of the Governing Body of the College.
  - II) Principal/Officer-in-Charge of the College.
  - III) One representative of the D.P.I.
  - IV) A subject expert from the University concerned.
2. The meeting of the Screening Committee will be convened by the Principal/Officer-in-Charge of the concerned College as and when necessary. If and when the case of the Career Advancement of any Officer-in-Charge of a college is required to be considered, the President of the Governing Body will convene the meeting and the Officer-in-Charge of the college concerned will not act as a member in such a meeting.
  3. The function of the Screening Committee will be to examine and recommend the suitability of the teachers concerned to move to the higher designation and higher scale of pay as per the Department G.O. No. 42-Edn(A) dated 5th February, 2000 and G.O. No. 282-Edn(A) dated 7th May, 1999.

Sd/- H. Ghosh,  
Principal Secretary.

No. 237/1 (17)-Edn(A)

Dated : 9th March, 2000

Copy forwarded for information and necessary action to :-

- 1) The Principal/Officer-in-Charge.

College.

Sd/-  
Joint Secretary.

*Compendium*

**Government of West Bengal  
Department of Higher Education  
Appointment Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 238-Edn(A)

Dated : 9. 3. 2000.

From : Principal Secretary,  
Department of Higher Education.

To : The Director of Public Instruction, West Bengal.

**Sub :** Detailed Procedure for Allowing Career Advancement Scheme for Govt. College teachers.

The undersigned is directed to say that following the introduction of Career Advancement Scheme, inter-alia, under this Department G.O. No. 282 Edn(A) dated 07.05.99, the question of prescribing a detailed procedure for allowing higher scales of pay to the teachers in Government Colleges as per the Career Advancement Scheme was under active consideration of this Department. After careful examination of the matter, the undersigned is directed by the order of the Governor to say that the teachers who satisfy the conditions as laid down in paragraph 5 of G.O. No. 282 Edn(A) dated 07.05.99 shall also be required to satisfy the following conditions :-

1. The teacher should submit a self-appraisal report as per the enclosed form.
2. The teacher must be confirmed in service. (In case the teacher is not confirmed, a proposal for such confirmation should be sent along with the proposal for career advancement. In the case where the date for career advancement would fall prior to the date of confirmation if past service in non-Government College etc. is taken into account, the D.P.I. may please furnish the relevant facts while forwarding the proposal to the Department for a decision.
3. The service period under consideration must be regular i.e. if there is any absence during the period, the same is required to be regularised in the appropriate manner.
4. The performance of the teacher with regard to his duties will have to be satisfactory and the same is to be assessed inter-alia, in the following manner.

1. No. of days the college was open during the preceding one year-(A)	Number of days the teacher attended the college-(B)	Marks obtained by the teacher with regard to his attendance in the college (full marks 15) (B/A) x 15 =
2. Number of classes allotted to the teacher during the preceding one year-(C)	Number of classes taken by the teacher - (D)	Marks obtained by the teacher with regard to his attendance in the class (full marks 15) (D/C) x 15 =
3. Number of assignments related to examination offered by the University during the preceding one year. (Assignments includes Invigilation, examination of papers, and such other matters).-(P)	Number of assignments performed-(Q)	Marks obtained (full marks 10) (Q/P) x 10 =

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

4. Research experience and training		Marks obtained (full marks 5)
5. Seminars, conference, symposia, workshop etc. attended during the last 10 years		Marks obtained (full marks 5)

A Candidate must obtain 75% of the total marks to qualify for career advancement.

The Screening Committee formed for the purpose of recommending Career Advancement of the teachers shall examine the proposals and record their recommendations.

The undersigned has also been directed to say that the Principal/Officer-in-Charge shall submit the recommendations of the Screening Committee along with the information in the enclosed format to the D.P.I. The D.P.I, will send the aforesaid papers along with his recommendations and the A.C.Rs for the last 3 years to this Department for necessary action.

Sd/- H. Ghosh,  
Principal Secretary.

No. 238-Edn(A)

Dated : 9.3.2000.

Copy forwarded to the Principal/Officer-in-Charge \_\_\_\_\_ College  
for information and necessary action.

Sd/-  
Joint Secretary

Compendium

1	2	3	4	5	6	7	8
	Date of joining the Government College as Lecturer	Period of service rendered in non-Government Colleges as Lecturer, if any, with the date of release from the non-Government Colleges before joining the Government College	Period of ad-hoc service, if any, counted for appointment as Lecturer (Sr. Scale)/Assistant Professor (Sr. Scale) (for existing incumbents only) Assistant Professor (Sel. Gr.)/Reader in terms of para 8 of G.O. No. 282-Edn(A) dt. 07.05.99	The period of extraordinary leave not covered by regular increments	Date of obtaining Ph.D/V.M.Phil., if any	Date of Confirmation in the post of Lecturer in Government College.	Proposed date of appointment to the post of Lecturer (Sr. scale)/ Assistant Professor (Sr. Scale) (for existing incumbents only). Lecturer (Selection Grade) Assistant Professor (Sel. Gr. for existing incumbents only)/Reader.

**Government of West Bengal**  
**Higher Education Department**  
**Appointment Branch**  
Bikash Bhavan, Salt Lake, Calcutta-91

No. 414-Edn(A)  
5P-14/95

Dated, Calcutta, : 12th May, 2000.

From : Shri D. K. Roy,

Joint Secretary to the Govt, of West Bengal.

To : The Director of Public Instruction, West Bengal.

In partial modification of this Department Government Order No. 209-Edn(A) dated 12.3.1996, the undersigned is directed by order of the Governor to say that the Governor has been pleased to order that the part time teachers in Government Colleges will be entitled to a remuneration of Rs. 2000 respectively with effect from 1.7.99, in place of Rs. 400 p.m. on the following terms and conditions :-

- 1) The retired teachers of Universities, Government and Non-Government colleges are eligible for such appointment.
- 2) Fresh candidates will also be appointed on fulfillment of eligibility criteria as per existing recruitment rules.
- 3) The serving teachers of Universities, Government and Non-Government colleges are not eligible for appointment.
- 4) A selection committee, constituted for the purpose will select suitable candidates for appointment as part-time teacher.
- 5) Appointment will be given only after getting the names of suitable candidates approved by the Director of Public Instruction.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group 'N' 1764 dt. 11.03.2000.

Sd/- D. K. Roy,  
Joint. Secretary.

*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**Appointment Branch**  
Bikash Bhavan, Salt Lake, Calcutta-91

No. 438-Edn(A)

Dated, the 24th May, 2000.

5P-63/PU

From : Shri D. K. Roy,

Joint Secretary to the Govt, of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub :** Implementation of the UGC scales of pay for the teachers in Govt. Colleges - Classification reg.

In continuation of this Deptt. No. 732-Edn(A) dt. 3.11.99 the undersigned is directed to say that the UGC has since intimated that the benefit of two advance increments, in lieu of Ph. D. Degree is available to teachers who have acquired/will acquire Ph. D. on or after 1.1.96. Such advance increments, will, however, be admissible from the date of award of Ph.D. Degree and orders granting the advance increments is required to be issued by this Deptt. as usual.

Sd/-

Joint Secretary.

No. 438/l(35)-Edn(A)

Copy forwarded for information and necessary action to :—

1. The Accountant Central, West Bengal.
2. The Pay & Accounts Officer, Calcutta.
3. Treasure Officer \_\_\_\_\_.
4. Principal/officer-in-Charge \_\_\_\_\_.
5. University Branch of this Deptt.,
6. Technical Branch of this Deptt.,
7. P. A. to Principal Secretary of this Deptt. ,
8. Guard File.

Calcutta,  
the 24th May, 2000.

Sd/-

Joint Secretary

**Government of West Bengal  
Higher Education Department  
Appointment Branch**

Bikash Bhavan, Bidhannagar, Calcutta - 700091

No. 465-Edn(A)

Dated, Calcutta, the 2nd June, 2000.

4 A-15/99

**NOTIFICATION**

In exercise of the power conferred by the proviso to Article 309 of the Constitution of India and in supersession of all previous notifications on the subject, the Governor is pleased hereby to make the following rules regulating recruitment to the post of Principal, Vice-Principal, Professor-cum-Vice-Principal of Government Colleges in the West Bengal Senior Educational Service.

**Rules**

**1. Method of recruitment:**

- (i) By selection (direct recruitment) through the Public Service Commission, West Bengal; or
- (ii) By transfer of the members of the West Bengal Senior Educational Service holding the post of Professor in the West Bengal Senior Educational Service.

**2. Qualifications for direct recruitment to the post of Principal, Government Colleges of Arts, Science and Commerce :-**

**Essential:**

- (i) Master degree with at least 55% marks or an equivalent grade of 'B' (Grade - B = Good; Grade point - 3.50 - 4.49; Percentage equivalent - 55.64) in 7-point scale as stipulated by the University Grants Commission, in its notification No. F. 3-1/94(PS) dated the 24th December, 1998, at the Master degree level in the relevant subject from a recognised University/Institute;
- (ii) Ph.D. or equivalent qualification from a recognised University;
- (iii) Total experience of 15 years of teaching/research in Universities/Colleges and other institutions of Higher Education;
- (iv) Good power of expression in Bengali/Nepali.

Qualification for direct recruitment to the post of Principal/Vice-Principal, Government B.Ed. Colleges.

**Essential:**

- (i) Master degree with at least 55% marks or an equivalent grade of 'B' (Grade - B = Good; Grade point - 3.50 - 4.49; Percentage equivalent - 55.64) in 7-point scale as stipulated by the University Grants Commission in its notification No. F. 3-1/94(PS) dated the 24th December, 1998, at the Master degree level in the relevant subject from a recognised University/Institute;



## Compendium

- (ii) Ph.D. or equivalent qualification from a recognised University;
- (iii) Total experience of 15 years of teaching/research in Universities/Colleges and other institutions of Higher Education of which 5 years' teaching experience should be in B.T./B.Ed, of Teachers' Training College;
- (iv) B.T./B.Ed./or equivalent;
- (v) Good power of expression in Bengali/Nepali—spoken and written.

Qualifications for direct recruitment to the post of Principal/Professor-cum-Vice-Principal of Government Colleges of Physical Education.

Essential :

- (i) Master degree in Physical Education with at least 55% marks or an equivalent grade of 'B' (Grade - B = Good; Grade point - 3.50 - 4.49; Percentage equivalent - 55.64) in 7-point scale as stipulated by the University Grants Commission in its notification No. F. 3-1/ 94(PS) dated the 24th December, 1998, at the Master degree level in the relevant subject from a recognised University/Institute;
- (ii) Ph.D. degree in Physical Education, relaxable at the discretion of the Public Service Commission, West Bengal, in the cases of the candidates having M.Phil, degree in Physical Education and having publication(s) of high standard in Physical Education;
- (iii) Total experience of 15 years of teaching/research in Universities/Colleges and other institutions of Higher Education of which 5 years' teaching experience should be in Physical Education College/Teachers' Training College;
- (iv) Good power of expression in Bengali/Nepali—spoken and written.

Age : Not more than 40 years on the 1st January of the year of advertisement.

Age is relaxable for persons holding substantive appointment under the teaching branch of Education Department, Government of West Bengal/Government of India.

Age is also relaxable in the cases of exceptionally well-qualified and experienced candidates.

Notes :

1. A relaxation of 5% from 55% to 50% of the marks at the Master degree level for candidates belonging to Scheduled Caste/Scheduled Tribe of West Bengal shall be admissible.
2. A relaxation of 5% from 55% to 50% of the marks to the Ph.D. degree holders, who have obtained Master degree prior to the 19th September, 1991, is also admissible.

By order of the Governor,

Sd/-

Principal Secretary to Government  
of West Bengal and Secretary,  
Department of Higher Education.

**Government of West Bengal  
Higher Education Department  
Appointment Branch**

Bikash Bhavan, Bidhan Nagar, Calcutta-700091

No. 466-Edn(A)

Dated, Calcutta, the 2nd June, 2000.

4 A-15/99

**NOTIFICATION**

In exercise of the power conferred by the proviso to Article 309 of the Constitution of India and in supersession of all previous notifications on the subject, the Governor is pleased hereby to make the following rules regulating recruitment to the posts of Professor of Government Colleges in the West Bengal Senior Education Service.

**Rules**

1. Method of recruitment :

By selection (direct recruitment) through the Public Service Commission, West Bengal.

2. Qualifications for direct recruitment to the post of Professor in subjects other than Visual Arts.

(i) Eminent scholar with published work of high quality, actively engaged in research with ten years' experience in post-graduate teaching and/or experience in research at the University/National level institutions including experience in guiding research at the doctoral level,

**OR**

Outstanding scholar with established reputation who has made significant contribution to knowledge.

(ii) Good power of expression in Bengali/Nepali—spoken and written.

3. Subject of study required at the Bachelor Degree stage and the Master Degree stage for a candidate for the post of Professor in Commerce subjects :-

I. For Professor of Banking and Currency :

Bachelor Degree in Commerce and Master Degree in Commerce with specialisation in Banking, Currency and Finance or any like subject or Bachelor Degree and Master Degree in Commerce or Economics with membership of the Indian Institute of Bankers.

II. For Professor of Business Organisation and Management :

Bachelor Degree and Master Degree in Commerce with papers in Business Organisation or Business Management at both the stages or at one stage, if there is no corresponding paper provided by the University at both the stages.

Desirable :-

Diploma in Management from a recognised institute of Management.

III. For Professor of Accountancy :

## Compendium

Bachelor degree and Master degree in Commerce with papers in Accountancy at both the stages.

Desirable :-

Membership of the Indian Institute of Chartered Accountants or Cost Accountants.

IV. For Professor of Economic Geography :

Bachelor degree and Master degree in Commerce/Geography with papers in Economic Geography/Resource Studies at both the stages or at any stage, if there is no corresponding papers provided by the University at both the stages.

V. For Professor of Secretarial Practice :

Bachelor degree and Master degree in Commerce with papers in Business Organisation or Business Management at both the stages or at one stage, if there is no corresponding papers provided by the University at both the stages.

Desirable :-

A degree in law or Membership of the Institute of Company of Chartered Secretaries.

Note : A Professor may be transferred to the post of Principal.

4. Age : Not more than 45 years on the 1st January of the year of advertisement.

Age is relaxable for persons holding substantive appointment under the teaching branch of Education Department, Government of West Bengal/Government of India.

Age is also relaxable in the cases of exceptionally well-qualified and experienced candidates.

By order of the Governor,

Sd/-

Principal Secretary to Government  
of West Bengal and Secretary,  
Department of Higher Education.

No. 466/l(60)-Edn(A).

Copy forwarded for information and necessary action to the :-

1. Director of Public Instruction, West Bengal.
2. Finance Department of this Government.
3. Public Service Commission, West Bengal.
4. Principal/Officer-in-charge, ..... College,  
.....
5. C.S. Branch of this Department.
6. PA. to the Principal Secretary of this Department.

Dated, Calcutta,  
the 2nd June, 2000.

Sd/-  
Joint Secretary

**Government of West Bengal  
Higher Education Department  
Appointment Branch**

Bikash Bhavan, Bidhan Nagar, Calcutta-700091

No. 467-Edn(A)

Dated, Calcutta, the 2nd June, 2000.

4A-15/99

**NOTIFICATION**

In exercise of the power conferred by Article 309 of the Constitution of India and in supersession of all previous notifications on the subject, the Governor is pleased hereby to make the following rules regulating the recruitment to the posts of Lecturer in Government Colleges (including Training Colleges and Physical Education Colleges) in the West Bengal Education Service.

**Rules**

**1. Method of recruitment :**

By selection (direct recruitment) through the Public Service Commission, West Bengal.

**2. Qualifications for direct recruitment (in Art and Science subjects) :**

- (a) Good academic record with at least 55% marks or an equivalent grade of 'B' (Grade - B = Good; Grade point - 3.50 - 4.49; Percentage equivalent - 55.64) in 7-point scale as stipulated by the University Grants Commission in its notification No. F. 3-1/94(PS) dated the 24th December, 1998, at the Master degree level in the relevant subject from a recognised University/Institute and at least a second class 3-year Honours Degree in the relevant subject;
- (b) For the post of Lecturer in Government (B.Ed.) Colleges, B.Ed, or an equivalent degree is an essential qualification.

**3. Qualifications for Direct recruitment (in different Commerce subjects)**

- (a) For Lecturer in Business Organisation and Management :  
Master degree in Commerce with at least 55% marks and at least 2nd class 3-year Honours Degree with papers in Business Organisation or Business Management at both the stages or at one stage, if there is no corresponding paper provided by the University at both the stages.
- (b) For Lecturer in Secretarial Practice :  
Master degree in Commerce with at least 55% marks and at least 2nd class 3-year Honours Degree with papers in Business Organisation and Business Management at both the stages or at one stage, if there is no corresponding paper provided by the University at both the stages.
- (c) For Lecturer in Commercial and Industrial Law :  
Master degree in Commerce with at least 55% marks and at least 2nd class 3-year Honours Degree with a degree in Law.

## Compendium

(d) For Lecturer in Economic Geography/Resource Studies :

Master degree in Commerce/Geography with at least 55% marks and at least 2nd class 3-year Honours Degree with papers in Economic Geography/Resource Studies at both the stages or at one stage, if there is no corresponding paper provided by the University at both the stages.

(e) For Lecturer in Accountancy :

Master degree in Commerce with at least 55% marks and at least 2nd class 3-year Honours Degree with papers in Accountancy at both the stages.

(f) For Lecturer in Banking and Currency :

Master degree in Commerce with at least 55% marks and at least 2nd class 3-year Honours Degree with specialisation in Banking, Currency or Finance or any like subject.

#### 4. Other qualifications :

(a) The candidates should have passed the eligibility test for Lecturers conducted by the University Grants Commission (NET) and Council of Scientific and Industrial Research as well as the State Level Eligibility Test or similar tests accredited by the University Grants Commission. However, the candidates who have completed M.Phil, degree or have submitted Ph.D. thesis in the concerned subject upto 31st December, 1993 are exempted from appearing in the National Eligibility Test.

(b) Good power of expression in Bengali/Nepali spoken and written.

Age : Not more than 35 years on the 1st January of the year of advertisement.

Age is relaxable for persons holding substantive appointment under the teaching branch of Education Department, Government of West Bengal/Government of India.

Age is also relaxable in the cases of exceptionally well qualified and experienced candidates.

Note :

1. A relaxation of 5% from 55% to 50% of the marks at the Master degree level is admissible for candidates belonging to Scheduled Caste/Scheduled Tribe of West Bengal.
2. A relaxation of 5% from 55% to 50% of the marks of the Ph.D. degree holders prior to the 19th September, 1991, is also admissible.
3. Exemption from passing the eligibility test referred to in clause (a) is permissible in the subjects in which no such test is held.
4. Qualifications for the post of Lecturer in certain other subjects, in which Master degree and Honours Degree in the some subject are not essential shall be as follows :-

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

Lecturer in subject	Subject required at the Master degree stage	Subject required at the Honours degree stage
1. Anthropology	Anthropology	Anthropology/Botany/ Zoology/Physiology,
2. Education	Education	Education/Any subject
3. Psychology	Psychology	Psychology/Any subject
4. Sociology	Sociology	Sociology/Political Science/ History/Economics
5. Defence Studies	Defence Studies/Defence and Strategic Studies/ Military Studies	Defence Studies/Any Science subject
6. Microbiology	Microbiology/Bio-chemistry/ Molecular Biology/Botany (with Microbiology as special paper)	Microbiology/Chemistry/ Any Discipline of Life Science
7. Molecular Biology	Molecular Biology	Molecular Biology/ Physics/ Chemistry/Any Discipline of Life Science
8. Law	Law	LL.B. Degree
9. Physical Education	Physical Education	B.Ed. (Physical Education)
10. Journalism	Journalism	Physical Education
11. Music	Music	Journalism/Any subject Music/Any subject

Provided that Honours degree in other subjects as aforesaid shall be allowed only in the cases where none of the Universities of this State has started Honours Degree in the relevant subject:

Provided further that a traditional or Professional Artist with a highly commendable professional achievement in Music may be considered for Lecturership in Music.

By order of the Governor,

Sd/-

Principal Secretary to the Govt,  
of West Bengal and Secretary,  
Department of Higher Education.

*Compendium*

**Government of West Bengal  
Higher Education Department  
Appointment Branch**

Bikash Bhavan, Bidhan Nagar, Calcutta-91

No. 606-Edn(A)

Dated, Calcutta, the 14th July, 2000.

5P-63/98 Pt-I

From : Shri H. Ghosh, IAS,  
Principal Secretary to the Government of West Bengal.

To : The director of Public Instruction, West Bengal.

**Sub :** Revision of scales of pay of the Teachers, Librarians and Physical Instructors of Government Colleges.

The Undersigned is directed to refer to this Department G.O. No. 42-Edn(A) dated 05-02-99 and G.O. No. 43-Edn(A) dated 05-02-99 on the subject mentioned above and to state that it was indicated therein that the modalities of payment of arrears would be notified in due course. Certain orders relating to other benefits like career advancement, advance increment for holding Ph.D. degree etc. were issued subsequently from time to time on the basis of the recommendations of the Government of India or the University Grants Commission. The Governor is now pleased to decide that the payment of the arrears on the basis of the revised scales of pay in accordance with the aforesaid orders in respect of those teachers, librarians and physical instructors, as the case may be, who were on position on 01-01-1996 or appointed on 01-01-96 or thereafter will be made in six monthly instalments beginning with effect from 01-07-2000.

2. This order issues with the concurrence of the Finance Department vide their u.o. No. Group 'P' Service No. 1521 dated 13-06-2000.
3. All concerned are being informed.

Sd/-

Principal Secretary.

Debashis.

No. 606/1(10)-Edn(A)

Copy forwarded for information and necessary action to

1. the Accountant General, West Bengal.
2. the Finance (Group 'B') Department of this Government.
3. the Finance (Group 'P' -Service) Department of this Government.
4. the Deputy Secretary, Technical Branch of this Department.
5. the O.S.D. & Ex-officio Deputy Secretary, University Branch of this Department.
6. Shri M. Biswas, O.S.D. & Ex-officio Deputy Secretary in-charge of hand book and circulars.
7. P.A. to the Principal Secretary of this Department.
8. Section officer, Statistical Cell of the University Branch.
9. the Principal/Officer-in-charge, College
10. Guard file.

Dated, Calcutta,  
the 14th July, 2000.

Sd/-

Joint Secretary.



**Government of West Bengal**  
**Higher Education Department**  
**Appointment Branch**  
Bikash Bhavan, Salt Lake, Calcutta-700091

No. 939-Edn(A)/  
4 A-15/99

Dated, the 31st Oct.2000.

**ADDENUM**

In this Department Notification No. 467-Edn(A), dated 02.06.2000 please read after S2 No. (ii) of Note 4 below para-4 the following :-

“(12) Linguistics	Comparative Philology/ Linguistics	Linguistics/Any language e.g. Bengali, Sanskrit, English etc.
(13) Ancient Indian History and Culture	Ancient Indian History and Culture	Ancient Indian and World History/History.”

By order of the Governor

Sd/-

D. K. Roy Joint Secretary

No. 939/1(7)-Edn(A)

Copy forwarded for information and necessary action to :—

1. The Director of public Instruction, West Bengal ;
2. Finance Department ;
3. The Public Service Commission, West Bengal ;
4. The Principal, Sanskrit College ;
5. C. S. Branch ;
6. P. A. to Principal Secretary ;
7. Shri N. Biswas, O. S. D. & Ex-officio Deputy Secretary.

Calcutta,  
the 31 st Oct., 2000.

Sd/-

Officer-on-Special Duty



*Compendium*

**Government of West Bengal  
Higher Education Department  
Appointment Branch**

Bikash Bhavan, Bidhan Nagar, Calcutta-91

No. 983-Edn(A)

Dated, Calcutta, the 10th Nov., 2000.

5P-63/98 Pt

From : Shri H. Ghosh, IAS,  
Principal Secretary.

To : The director of Public Instruction, West Bengal.

**Sub :** Implementation of the UGC scales of pay for the teachers in Government Colleges clarifications reg.

In continuation of this Department letter No. 732-Edn(A), dt. 3.11.99 followed by letter No. 828-Edn(A), dt. 8.12.99 and No. 438-Edn(A), dt. 24.5.2000 the undersigned is directed to say that U.G.C. has since clarified that an incumbent who is appointed after 1.1.96 and possesses Ph. D or M. Phil at the time of recruitment is eligible to draw four or two advance increment respectively.

2. The undersigned is also directed to convey the following clarifications by the U.G.C. which has been accepted by this Department.

- i) where the increment of a teacher falls on 1st day of January, 1996, he shall have option to draw the increment in the existing scale or the revised scale.
- ii) Where a teacher is on leave on the 1st day of January, 1996 he shall become entitled to pay in the revised scale of pay from the date he joins duty. In case of teacher under suspense he shall continue to draw subsistence allowance based on existing scale of pay and his pay in the revised pay scale will be fixed subject to the final order in the pending disciplinary proceedings.
- iii) Where the existing emoluments as calculated in accordance with clause (ii) above exceed the revised emoluments in the case of any teacher, the difference shall be allowed as personal pay to be absorbed in future increases in the pay.
- iv) Where in the fixation of pay under clause (ii) above, pay of a teacher who in the existing scale was drawing immediately before the 1st day of January, 1996 more pay than another teacher junior to him in the same category, gets fixed in the revised scale at a stage lower than that of such junior, his pay shall be stepped upto the same stage in the revised scale as that of the junior.
- v) In cases, where a senior teacher promoted to a higher post before the 1st day of January, 1996 draws less pay in the revised scale than his junior who is promoted to the higher post on or after the 1st day of January, 1996, the pay of the senior teacher should be stepped up to an amount equal to the pay as fixed for his junior in that higher post. The stepping up should be done with effect from the date of promotion of the junior teacher subject to the fulfilment of the following conditions, namely :-
  - a) both the junior and the senior teacher should belong to the same category and the posts in which they have been promoted should be identical in the same category.
  - 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.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- c) the senior teacher at the time of promotion has been drawing equal or more pay than the junior.
- d) if even in the lower post, the junior officer was drawing more pay in the pre-revised scale than the senior by virtue of any advance in increments granted to him, provision of this Note should not be invoked to step up the pay of the senior teacher.

After the refixation of the pay of the senior teacher in accordance with the above provisions the senior teacher will be entitled to the next increment on completion of his required qualifying service with effect from the date of refixation of pay.

3. Date of next increment in the revised scale. The next increment of a teacher whose pay has been fixed in the revised scale in accordance with the above procedure shall be granted on the date he would have drawn his increment, had he continued in the existing scale :

Provided that in cases where the pay of a teacher is stepped up in terms of No. (iv) or No. (v) above, the next increment shall be granted on the completion of qualifying service of twelve months from the date of stepping up of the pay in the revised scale.

Provided further that in cases other than those covered by the preceding proviso the next increment of a teacher, whose pay is fixed on the 1st day of January, 1996 at the same stage as the one fixed for another teacher junior to his in the same category and drawing pay at a lower stage than his in the existing scale, shall be granted on the same date as admissible to his junior, if the date of increment of the junior happens to be earlier.

Provided also that in the case of persons who had been drawing the maximum of the existing scale for more than a year as on the 1st day of January, 1996. The next increment in the revised scale shall be allowed on the 1st day of January, 1996.

A ready reckoner for fixation of pay of teachers in the different pay scales is enclosed as Appendix.

Sd/-

Principal Secretary.

No. 983/1(35)-Edn(A)

Copy forwarded for information and necessary action to :-

1. The University Branch;
2. The C. S. Branch.
3. The Technical Branch.
4. The Principal/Officer-in-charge \_\_\_\_\_ College.
5. Shri M. Biswas, O.S.D. & Ex-officio Deputy Secretary.
6. The Accountant General, West Bengal.
7. The Pay & Accounts Officer, Calcutta.
8. The Treasury Officer \_\_\_\_\_ .
9. P. A. to Principal Secretary.

Dated, Calcutta,  
the 10th Nov., 2000.

Sd/-

Joint Secretary.

*Compendium*

**Government of West Bengal  
Higher Education Department  
Appointment Branch**

Bikash Bhavan, Bidhan Nagar, Calcutta-91

No. 1013-Edn(A)/  
5P-63/98 Pt I

Dated, Calcutta, the 20th November, 2000.

From : Shri D. K. Ray,

Joint Secretary to the Govt, of West Bengal.

To : The director of Public Instruction, West Bengal.

**Sub :** Revision of Pay scales of teachers, librarians and Physical Instructors of Government Colleges.

The undersigned is directed to say that under this department G.O. No. 42-Edn(A) dated 5.2.99 and No. 43-Edn(A) dated 5.2.99 on the subject mentioned above revised pay scales of the teachers, Librarians and Physical Instructors were sanctioned w.e.f. 1.1.96. It was mentioned therein that the modalities of payment of arrears to them would be notified in due course. Thereafter under G.O. No. 129-Edn(A) dated-18.3.99, 527-Edn(A) dated 20.8.99, 606-Edn(A) dated 14.7.2000 and 843-Edn(A) dated 21.9.2000 different decisions of the Govt, regarding payment of other allowance and arrears to these employees were communicated. In addition to what have been stated in the aforesaid G.O.'s the Governor has been pleased to order as follows :-

- i) The admissible amount of D.A. & enhancement of H.R.A. for the period from 1.4.97 to 31.10.98 admissible to these employees will have to be deposited in the concerned provident fund account of the employees and they will not be entitled to draw this amount before 1.11.2001. This restriction will not, however, apply to those who have already retired or will retire during the period from 1.4.97 to 30.11.2000. Those who have already retired on or after 1.1.96 or will retire/will, however, be eligible to draw the amount, if deposited in his provident fund account, together with admissible interest and also the arrears of basic pay, house rent allowance, dearness allowance and medical allowance for the peric' from 1.11.98 to 4.2.99 as the case may be, in cash at the time of his retirement.
- ii) The arrears of the employees arising out of the enhanced fixation of pay w.e.f. 1.1.96, excluding arrears of dearness allowance and house rent allowances for the period from 1.4.97 to 31.10.98 as allowed to these group of employees or Govt. Colleges vide this Deptt. order No. 129-Edn(A) dated 18.3.99 will be paid to them in six equal monthly instalments starting from 1.7.2000. Those of the employees who have retired during the period from 1.1.96 to 30.6.2000 will be eligible to draw all sorts of arrears, in cash on the date of his retirement. Those who will retire on or after 1.7.2000 will be eligible to draw the remaining part of arrears (if any) on this score at the time of his retirement.

This issues with the concurrence of Finance Department vide their U.O. No. 1646-Group-P (Pay) dated 26.9.2000.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

No. 1013/1(1)-Edn(A)

Copy forwarded to the A.G., West Bengal for information.

This disposes of their letter No. Pen.X/Misc/A/207 dated-10.5.2000.

Dated, Calcutta,  
the 10th Nov., 2000.

Sd/-  
Joint Secretary.

No. 1013/2(40)-Edn(A),

Copy forwarded for information and necessary action to :-

1. The Finance Department.
2. The Principal/Officer-in-Charge \_\_\_\_\_  
\_\_\_\_\_
3. Pay and Accounts Officer, Calcutta.
4. The Treasury Office, \_\_\_\_\_
5. The C.S./Technical Branch/University Branch.
6. Shri M. Biswas, S.O. & Ex-Officio Deputy Secretary  
Higher Education Department.  
P. A. to Principal Secretary.  
Guard File

Dated, Calcutta,  
the 10th Nov., 2000.

Sd/-  
Joint Secretary.

*Compendium*

**Government of West Bengal  
Higher Education Department  
Appointment Branch**

**Bikash Bhavan, Salt Lake, Kolkata-91**

No: 936A-Edn(A)/10M-55/08

Dated, Kolkata, the 16th October, 2008

From: Shri Asok Mohan Chakrabarti, I.A.S.,

Additional Chief Secretary to the Government of West Bengal.

To: The Principal Accountant General (A&E), West Bengal,  
Treasury Buildings, Kolkata-700001.

Sir,

I am directed to state that a Seven Member Expert Committee was constituted by the state Government to examine on up-gradation of the standard of the Presidency College. The Committee decided in favour of maintaining the present status of the College as affiliating College of the Calcutta University but having maximum autonomy as a centre of excellence.

2. The Expert Committee has made certain recommendations including setting up of academic and administrative Committees with financial and executive powers to give teachers a greater say in collegial activities of that college.
3. Now, I am, directed by order of the Governor to state that considering the recommendations of the Expert Committee the Governor is pleased to introduce the following institutional reforms from the current financial year (2008-2009) in the Presidency College to enable institute to enjoy significant Financial, Administrative and Managerial autonomies in running it with proper accountability

**(1) Block Grant Funding:**

Non- Plan funding pattern for non -salary items of expenditure in institute may be switched over to Block Grant funding.

**(2) Retention of Tuition & Other Fees:**

- (i) This institute is hereby authorized to prescribe tuition fees, Development fees etc. for their own students within the parameters including upper ceiling of Tuition and other fees as may be prescribed by the Government from time to time on the basis of the recommendation of the Fee Structure Committee or otherwise. The revision of student's fee structure is a very sensitive issue and therefore the institute should execute this part carefully. Increase in existing tuition fees should be adequately accompanied with suitable schemes of scholarships and free - ships for the weaker sections of the society to promote equity and access.
- (ii) This institute is also being allowed to retain such tuition and other fees collected from the student and utilize the same according to their own perspective plan in the manner as specified hereinafter with the approval of their respective Board of Governor.
- (iii) Operation: The entire tuition fees and other fees, if any, collected from the students should be deposited in the Bank Account of the institute. These will however, be accounted

### *Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

for separately from the normal Block Grants and other receipts by the institute from the Government and other sources but will be appropriately reflected in the Annual Budget (Plan and Non-Plan) of the institute. All transactions out of these Receipts will be managed by the Financial Management Committee to be constituted and will be under the overall supervision of the Board of Governors of the institute.

#### **Utilisation**

Income from tuition and other fees etc. will be utilized for institutional development relating to improvement of quality of education as per the perspective plan of institute approved by the BOG and the State Government and if necessary, for meeting operational expenses within the Annual Budget of the Institute that remains uncovered by the Block Grant from the Government with the prior approval of the Financial Management Committee and Board of Governors of the Institute.

Full amount of Savings out of the tuition fees received and interest accrued thereon at the end of each financial year shall be deposited in the “Corpus Fund” and “Depreciation Fund” of the institute as prescribed hereinafter. Savings out of Development and other fees will be invested in Corpus Fund and Staff Development Fund as specified in this order.

#### **(3) Internal Revenue Generation (IRG):**

Greater thrust may be made on generation of income by the institute from sources other than Tuition Fees to ensure full sustenance of reform measures.

- (a) This institute is, therefore, permitted to generate, retain and utilize revenue internally generated by the institute through sources other than tuition fees as detailed below in order to ensure optimum utilization of both human and physical resources available in the institute as a whole.
1. Consultancy Services including projects sponsored by private or public sector industry.
  2. Sponsored Research Projects.
  3. Continuing Education Programme.
  4. Short- term courses for target groups from organized / unorganized sector.
  5. Self - financing degree programmes etc. with the approval of the statutory authority.
  6. Industry Institute interaction programme ensuing mutual benefit including revenue generating activities.
  7. Rational utilization of available facilities like academic space, play ground, seminar/ conference hall, equipment etc.
  8. Income, if any, from non- formal Network activities should also be treated as IRG.

The above list is not exhaustive but a suggestive one since there are various other avenues to generate revenue without sacrificing the academic interest of the students and faculty in the institute which institute shall explore.

This resource generation and knowledge dissemination activities should be adequately encouraged by the institute. The institute should prepare at the beginning of every semester Faculty Engagement Chart which should indicate teaching commitment as well as expected involvement



## *Compendium*

in the aforesaid activities. Every Faculty should furnish Faculty Achievement Chart indicating his academic achievements and resource generation activities during this period including reasons for over or under fulfillment from planned hours. Similar system may also be adopted by the institute in respect of technical and non-technical staff who will be involved in resource generation activities.

The Board of Governors of the institute, if so decides, may evolve a mechanism to give recognition to significant achievements of Faculty and Staff through financial and non- financial awards out of the institutes own resources.

### **Utilisation:**

To encourage the Faculty and the Staff of the Institute to be involved in IRG activities in addition to their normal academic and other duties, 60% (Sixty per cent) of net income from each of such revenue generation activities may be given to the concerned Faculty and Staff as Incentive. This institute with the approval of the BOG should fix up appropriate sharing percentage of the incentive amount between the Faculty and the Staff engaged in IRG activities. Rest 40% of the net income along with the interest, if any accrued on IRG should be retained by the institute and utilized for the development of the institute in due course by way of investment in four types of funds as specified hereinafter. No part of this IRG should be used for deficit financing purposes. In respect of Sponsored Research project where element of institutes over head expenditure is provided the same shall be treated as IRG and invested in four different funds. Modalities in this regard may be formulated by the institute with the approval of the BOG keeping in view the terms and conditions of the sponsoring organization.

### **Management:**

All receipts on account of these IRG activities should at first be deposited in the Institute's Bank Account. All expenses to be incurred for each individual IRG activity should be met out of this receipt. Any initial expenditure incurred for this purpose out of institute own resources should be ploughed back out of the IRG receipt, Net income out of each individual IRG activity should be shared by the Institute, Faculty and Staff involved in the manner as indicated above.

The IRG Account for the institute as a whole including distribution of the Institute's Share in four different funds should be maintained separately. This should, however, be audited by the Accountant General, West Bengal as usual as part of the Institution's Accounts and a copy of annual IRG Account with the approval of Financial Management Committee and Board of Governors should be submitted to the Higher Education Department and Finance Department immediately after the close of the financial year.

### **(4) Creation of Four Types of Fund in the Institution:**

To ensure sustainability of the reforms being implemented is also authorized to establish following four Funds:

1. Corpus Fund.
2. Staff Development Fund.
3. Depreciation Fund.
4. Maintenance Fund.



## *Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

The creation, operation and utilization of all these four funds will be as per the following guidelines:

### **1. (a) Corpus Fund:**

Institute shall establish a Corpus Fund the sources of input being.

- i) Contributions/ donations/ grants by
  - a. Industry, Association, Foundation Trusts or any other organization in India or abroad;
  - b. Alumni, faculty, Staff, Student. Well-wishers of the Institute.
- ii) Matching or other grants etc. if any, sanctioned by the State Govt./ Govt, of India.
- iii) Savings from Tuition Fee and interest accrued thereon.
- iv) 50% savings from Development and other fees, if any, collected from the students.
- v) 50% of Institution's share of the net income from self- financing degree programmes etc.
- vi) 50% of Institutes share of net income from Institute -Industry interaction leading to internal revenue generation activities.

### **(b) Operation:**

A separate Bank Account christened as "Corpus Fund" should be opened in any of the Scheduled Banks with the due approval of the State Govt, for remittances from abroad, if there be any, a foreign currency bank account may also be opened with the approval of the State Govt, and Reserve Bank of India. All contributions etc. from sources indicated above shall be deposited in these accounts. The funds to be accumulated in these accounts will be invested as per guidelines to be prescribed by the BOG not at variance with the State Govt.'s instructions regarding investment of public fund. The status of the Corpus Fund, including deposits, interest, asset will be appropriately reflected in the Annual Accounts of the Institute. Separate Books of Accounts should be maintained for this Fund. Proposals for utilization of the interest accruals on the Corpus Fund and income from assets, will, however, from a separate part of Annual Budget of the Institute.

### **(c) Utilisation:**

The "Corpus Fund" will be kept separate from the normal grants from the Govt, and other receipts of the institute. The Board of Governors may fix up a minimum level of accumulation of fund as Corpus to the institute before reaching of which no withdrawal from this fund shall be allowed and obviously after completion of the project life time. This fund should be used for development of institute such as renewal of existing infrastructure, creation of new one etc. that are Capital I expenditure in nature which are at times not covered through Govt. Funding. If necessary, a part of the interest accrual may be utilized for operational expenditure of the institute as a budgeted expenditure with the approval of the BOG.

### **2. (i) Staff Development Fund:**

A Staff Development Fund shall be established in the institute the sources of which will be:

- i) Full amount of institutions share of net income from continuing education programme.
- ii) 50% of Institutes share of net income from self financing degree programmes etc.
- iii) 50% of Institute's share of net income from Institute - Industry interaction relating to internal revenue generated activities.
- iv) 50% of the institutions share out of IRG from consultancy services.

## Compendium

- v) Residual portion of institutions income from Development and other fees, if any.
- vi) Full amount of institute's share of net income from non- formal Networking activities.

### **(ii) Operation:**

A separate Bank account in the name of "Staff Development Fund" shall be opened in any scheduled bank with the due approval of the State Govt. Amount to be accumulated in this Fund may be invested as per guidelines to be prescribed by the BOG from time to time in the manner as indicated above. Accumulation in this Fund, interest accrued thereon and investment made out of this fund will form a part of Annual Accounts of the Institute for which separate Books of Accounts should be maintained. Utilisation of this Fund as approved by the BOG shall be appropriately reflected in the Annual Budget.

### **(iii) Utilisation:**

This fund will be utilized for critical Staff Development activities including Faculty and Staff upgradation not covered by Govt. Grant and as may be specified by the Board of Governors of the Institute.

## **3. Depreciation Fund**

(a) A Depreciation Fund should be maintained by this institute with:

- i) 25% of the institutions share of net income from consultancy services.
- ii) Upto 50% of the Internal Revenue generated by rational utilisation of available facilities like academic space, play ground, seminar, Conference Hall, equipment etc.
- iii) Upto 50% of the savings from Block Grant and sanctioned Budgeted expenditure (non- plan). The BOG of the institute may also consider depositing in this Fund a fixed percentage of non-plan budget of the institute keeping last three years' average provision for "Equipment" in view.
- iv) 50% of Institute's share of net income from calibration, testing, training courses for target groups etc.

### **(b) Operation:**

A separate bank account shall be opened with any scheduled bank styled as "Depreciation Fund" with the approval of the State Govt. All income and expenditure of this Fund shall be appropriately reflected as a part of the institute's Annual Account for which separate Books of Accounts shall be maintained.

This Fund should be utilized for removing obsolescence i.e. unserviceable equipment replacement purposes. Detail norms of utilisation of this Fund will be as may be decided by the Board of Governors of the institute.

## **4. Maintenance Fund:**

(a) This institute shall create a "Maintenance Fund" by depositing the amounts from the following sources:

- i) Upto 25% of the institution's share of net income from consultancy;
- ii) Upto 50% of the revenue generated by rational utilisation of available facilities in the institute like academic space, play ground, Seminar/ Conference Hall Equipment etc.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- iii) Upto 50% of the Savings from Block Grant and sanctioned Budgets expenditure (non-plan).
- iv) 50% of Institutes share of net income from calibration and testing, training courses for target groups etc.

The BOG of the institute may also consider depositing a fixed percentage of the non-plan Budget of the institute keeping last three years average expenditure on “Maintenance”.

**(b) Operation:**

A Separate bank account shall be opened with any scheduled bank styled as “Maintenance Fund” with the approval of the State Govt. All income and expenditure of this Fund shall be appropriately reflected as part of the institute’s Annual Account for which separate Books of Accounts shall be maintained.

**(c) Utilisation:**

This fund is meant for usual and regular maintenance of Equipment & Facilities of the Institute. Details norms of utilisation will be as decided by the BOG of the institute.

4. I am further to state that:

- i) All Bank interest accrued on Block Grant and other receipts shall be invested in the Corpus Fund:
- ii) No element of Plan Fund received from the Govt, should go to these Four Funds.
- iii) Percentage of deposit from different IRG activities to these four funds as indicated above are suggestive and actual percentage will be decided by the BOG of the institute. Such percentages in respect of IRG activities not indicated in this order will also be fixed by the BOG.
- iv) The entire financial transaction of the institute including those contained in this order shall be managed by the Financial Management Committee under the supervision of the Board of Governors of the institute and shall be subject to statutory audit by the Accountant General, W.B.

5. The Drawing & Disbursing Officer of the Institute will also be the D.D.O. in respect of all these funds.

6. The BOG of the institute is also hereby authorized to frame operational Regulations in respect of implementation of the reforms including the Four Funds to be established in the institute with the approval of the State Govt.

7. This issues with the approval of the Finance Department vide their U.O. No. Group “B” 489 dated 15/10/08.

Sd/- A.M. Chakrabarty

Yours faithfully,

Additional Chief Secretary to the  
Government of West Bengal

*Compendium*

**Government of West Bengal  
Higher Education Department  
Appointment Branch**

**Bikash Bhavan Salt Lake, Kolkata-700 091**

466-Edn(A)/10M-47/09

Dated, Kolkata, the 21st May, 2009.

From : Shri Satish Chandra Tewary, I.A.S.,

Principal Secretary to the Govt, of West Bengal;

To : The Director of Public Instruction, West Bengal.

**Sub :** Provisional revisions of the scales of pay of the Principal, Teachers, Librarians, Physical Instructor/Instructress of Government Colleges.

I am directed to refer to this Department's earlier Order No. 267A-Edn(A), dated 27th February, 2009 and to say that vide said order the State Govt, has introduced the revised pay structures of the Principals, teachers, Librarians, Physical Instructors/ Instructresses or equivalent cadres/grade of Government Colleges of West Bengal appointed in their respective posts with corresponding pay Band and academic Grade Pay (AGP) with effect from the 1st day of January, 2006 as prescribed in the letter No. 1/ 32/2006-U.II/U.I (i) dated 31.12.2008 of the Department of Higher Education in the Ministry of Human Resource Development, Govt. of India on the Scheme of revision of pay of teacher and equivalent cadres in universities and colleges.

Further notifications specifying the norms of pay fixation, modality of payment of arrears and other related matters which are required to be issued as a follow-up to the aforesaid order can not be issued right now in absence of any notification/guidelines/ fitment tables from UGC/ Government of India. However, it is felt that it is necessary to provide **ad-hoc interim relief to above categories of employees** pending issue of final pay fixation orders after obtaining suitable inputs from UGC/Government of India. In view of this, the scheme for payment of interim relief is laid down in following Table.

Employees mentioned in Column-2 will get interim relief of amount mentioned in Colum-4 every month in addition to existing salary drawn by them.

Table –

Col. 1	Col. 2	Col. 3	Col. 4
SL No.	Category	Existing Scale of Pay (Rs.)	Ad-hoc Interim Relief (Rs.)
1.	Lecturer & equivalent	8000-275-13500	9000/-
2.	Sr. Lecturer & equivalent	10000-325-15200	9500/-
3.	SI. Gr. Lecturer/Reader & equivalent who have not completed 3 yrs service in the existing scale as on 1.1.2006	12000-420-18300	11500/-
4.	SI. Gr. Lectures/Reader & equivalent who have completed 3 yrs service in the existing scale as on 1.1.2006	12000-420-18300	25000/-
5.	Professor/Principal & equivalent	16400-450-20900 -500-22400	25000/-

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

This will apply with effect from the month of April, 2009 and may be drawn along with the salary payable for the month of May, 2009 to be drawn in the month of June, 2009.

After issuance of the final fixation order on receipt of the fitment tables and other suitable inputs from UGC and Govt. of India, excess amount drawn (as salary and interim relief), if any, will have to be either refunded to Government or adjusted against future payments, accordingly.

This order issues with the concurrence of the Finance Department vide their U.O. No. Gr. P (Services) 1449 Dated. 20.05.09.

The Accountant General, West Bengal, is being informed.

Yours faithfully,

Principal Secretary to the Govt. of  
West Bengal

Dated, Kolkata, the 21st May, 2009.

No. 466/1(8)-Edn(A)/10M-47/09

Copy forwarded for information and necessary action to:

1. Account General, West Bengal;
2. The Finance Department of this Government.
3. Pay & Accounts Officer, Kolkata Pay and Accounts Officer, 81/2/2, Phears Lane, Kolkata-700 012;
4. The Treasury Officer, \_\_\_\_\_
5. The Principal/Officer-in-Charge, \_\_\_\_\_ College;
6. P.A. to Principal Secretary, Department of Higher Education;
7. Budget Branch of this Department
8. Grand life.

Assistant Secretary

*Compendium*

**Government of West Bengal**  
**Department of Higher Education**  
**Appointment Branch**  
**Bikash Bhavan, Salt Lake, Kolkata - 700 091**

No. 864 - Edn (A)

Dated, Kolkata, the 28<sup>th</sup> August, 2009

From : Shri Satish Chandra Tewary, IAS,

Principal Secretary to the Government of West Bengal.

To: The Director of Public Instruction, West Bengal.

Sub: The revision of pay structures of the Principal, Teachers, Librarians and equivalent cadres of Govt. Colleges.

The undersigned is directed to refer to this Department earlier order no. 267A-Edn (A), dated 27.02.2009 followed by order no.466-Edn (A) dated. 21.05.2009 and to say that the State Govt, has introduced revised pay structures and provided ad-hoc interim relief respectively to above categories of employees pending issuance of final pay fixation orders after obtaining suitable inputs from UGC/ Govt. of India.

In observance of the letter no 1-32/2006-U.II/U.I (i) dated 31.12.08 and the authenticated Fitment Table, received recently, as forwarded by the Ministry of Human Resource Development, Govt. of India to the UGC vide their letter no. F.3-1/2009-U.I, dated 04.06.2009, the State Govt., taking into consideration other local conditions, has decided in its discretion, to fix the pay of the above mentioned categories of Govt. employees in the revised pay structure with corresponding Academic Grade Pay(AGP) along with re-designation as applicable to them with effect from the 1<sup>st</sup> day of January, 2006. The Govt. of India has offered to render financial assistance to the extent of 80% of additional expenditure involved in the implementation of the revision subject to the following conditions

- (i) The central assistance on this account will be available from the period from January 1<sup>st</sup>, 2006 to March 31, 2010.
- (ii) The State Govt, will take over the entire financial liability for maintaining the revised Pay structure with effect from April 1, 2010.
- (iii) The central assistance will be restricted to revision of Pay scales in respect of only those posts which were in existence and had been filled up as on January 1, 2006.

**2. Drawal of Pay in the Revised Pay Structure:**

Every Govt, employee will draw pay in the revised pay structure applicable to the post to which he/she is appointed; provided that an employee may elect to continue to draw pay in the existing scale until the date on which he/she earns his/her next or any subsequent increment in the existing scale or until he/she vacates his/her post or ceases to draw pay in that scale; provided further that in cases where a Govt. employee has been placed in a higher pay scale ( pre-revised) between the period from 01.01.2006 to the date of this order on account of promotion/upgradation of pay scale etc., such Govt. employee may elect to switch over to the revised pay-structure from the date of such promotion/upgradation as the case may be.



**Note.-** Regarding promotion/upgradation through CAS as per earlier scheme (UGC scale of pay 1996) of a Govt. employee which falls due on any date on or after the date of issuance of this order, decision will be taken after obtaining clarification/guidelines from the UGC.

**Explanation I.** - The option to retain existing scale under the first proviso of this order, will be admissible only in respect of one existing scale.

**Explanation II.** - The aforesaid option will not be admissible to any person appointed to a post on or after 01.01.2006, whether for the first time in Govt. service or by transfer from another post, and he/she will be allowed pay only in the revised pay structure.

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

### **3. Exercise of Option:**

- (1) The option under the provisos of para 2 of this order will be exercised in writing in the form appended to Schedule-I, Part-A to the Head of his/her institution / office within three months from the date of issuance of this order; provided that
  - (i) a Govt. employee, who on the date of issuance of this order, is on leave or deputation or on foreign service, the said option will be exercised in writing so as to reach the said authority within three months of his/her return from such leave or deputation or foreign service as the case may be; and
  - (ii) a Govt. employee, who is under suspension on the date of this order, will exercise the said option within three months of the date of his/her return to his/her duties or within three months of the date of issuance of this order, whichever is later.
- (2) The option once exercised will be final.

**Note1.-** A Govt, employee whose service is terminated on or after 01.01.2006 and who is unable to exercise the option on account of discharge, dismissal on disciplinary ground or resignation within the prescribed period will be entitled to the benefits of exercising option under this proviso

**Note2.-** A Govt. employee, who died on or after 01.01.2006 within the prescribed period, will be deemed to have exercised for the revised pay structure on and from 01.01.2006 or from such subsequent date as is considered most beneficial to him/her, had he/she been alive.

**Note3.-** A Govt. employee who was on leave or any other leave on 01.01.2006 and is entitled him/her leave salary, will be allowed the benefits of this proviso.

### **4. Fixation of Pay in the Revised Pay Structure (format appended at Schedule- I, Part-B & Illustrations at Part-C)**

- (1) The initial Pay of a Govt, employee who elects or is deemed to have elected under provisos of para 3 to be governed by the revised pay structure on and from 01.01.2006, will,



## Compendium

unless in any case the Governor by special order otherwise directs, be fixed separately in respect of his/her substantive pay in the permanent post on which he/she holds a lien or would have held a lien, had his/her lien not been suspended and in respect of his/her pay in the officiating post held by him/her in the following manner namely:-

- (i) The pay in the pay band of a Govt. employee who continued in service after 31<sup>st</sup> December, 2005 will be determined, multiplying his/her existing basic pay as on 1<sup>st</sup> day of January, 2006, by way of multiplying a factor of 1.86 and rounding off the resultant figure to the next multiple of 10.
- (ii) If the minimum of the revised pay band is more the amount at, as per (i) above, the pay will be fixed at the minimum of the revised pay band.
- (iii) On the basis of norms of pay fixation as indicated in (i) and (ii) above, fitment tables, vide no. F.3-1/2009-U.1 dated 04.06.2009 of the MHRD, Govt. of India, for each stage in each of the pre-revised scale including the benefits of bunching in the revised pay structure, are appended to schedule II.
- (iv) In addition to the pay in the pay band as determined in the above manner, Academic Grade Pay (AGP) corresponding to the existing scale will be payable.

**Note1-** A Govt. employee, who is on leave on 01.01.2006 and is entitled to leave salary, will be entitled to pay in the revised pay structure from 01.01.2006 or the date of option for the revised pay structure from the date of actual effect of revised emoluments. Similar benefits are available when a Govt. employee is on study leave on 01.01.2006.

**Note2.-** A Govt. employee under suspension, will continue to draw the subsistence allowance based on existing scale of pay and his/her pay in revised pay structure will be subject to the final order of the pending disciplinary proceedings.

**Note3.-** Where in the fixation of pay under sub-para (1) of para 4, the pay of a Govt. employee, who immediately before 01.01.2006, was drawing more pay in the existing scale than another govt. employee junior to him/her in the same cadre/position, gets fixed in the revised pay band at a stage lower than that of such junior, his/her pay will be stepped up to the same stage in the revised pay band as that of the junior.

**Note4.-** In case where a senior Govt. employee promoted or upgraded to a higher post before 01.01.2006, draws less pay in the revised pay structure than his/her junior who is promoted/upgraded to the higher post on or after 01.01.2006, the pay in the pay band of senior Govt. employee shall be stepped up to an amount equal to the pay in the pay band as fixed for his/her junior in that higher post. The stepping up will be done by the Govt. with effect from the date of promotion/up gradation of the junior Govt. employee subject to the fulfillment of the following conditions:-

- (1) Both the junior & the senior employee should belong to the same cadre and the post in which they have been promoted should be identical in the same cadre;
- (ii) The pre-revised scale of pay and the revised grade pay of the lower and higher post in which they are entitled to draw pay should be identical;
- (iii) The senior Govt. employee at the time of promotion should have been drawing equal or more pay than the junior;

- (iv) If even in the lower post, the junior officer was drawing more pay in the pre revised scale than the senior by virtue of any advance increment granted to him/her the provisions of this Note will not be applicable to step up to the pay of the senior employee.

**5. Fixation of pay in revised pay structure of employees appointed as fresh recruit on or after 01.01.2006**

- (2) The pay of direct recruit to a particular post carrying a specific grade pay will be fixed on or after 01.01.2006, at the entry level pay in the pay band as indicated in Schedule-II.
- (3) The provisions of sub-para (1) will also be applied in the case of those recruited between the 1<sup>st</sup> day of January 2006, and the date of issuance of this order.

**6. Rate of increment in the revised pay structure**

- (1) The rate of increment in the revised pay structure will be 3 *per centum* (3%) of the sum of the pay in the pay band and Academic Grade Pay applicable and the resulting amount will be rounded off to the next multiple of 10.
- (2) The amount of increment will be added to the revised pay in the pay band.
- (3) In the case of the calculation of increment under the revised pay structure, paise should be ignored, but any amount of a rupee or more should be rounded off to next multiple of 10.

**Illustration:** If the amount of increment Rs. 830.70, the amount be rounded off to Rs. 830; if the amount of increment comes to Rs. 831 and above the same would be rounded off to Rs. 840. The amount of increment will be added to the existing pay in the pay band.

**7. Date of next increment in the revised pay structure**

- (1) There will be a uniform date of annual increment, viz. 1<sup>st</sup> July of every year. Employees completing 6 months and above in the revised pay structure as on 1<sup>st</sup> of July will be eligible to be granted the increment. The first increment after fixation of pay on 01.01.2006 in the revised pay structure will be granted on 01.07.2006 for those employees for whom the date of next increment was between 1<sup>st</sup> July, 2006 to 1<sup>st</sup> January, 2007.

Provided that in case of Govt. employees who had been drawing maximum of the existing scale more than a year as on the 1<sup>st</sup> day of January, 2006, the next increment in the revised pay structure will be allowed on 1<sup>st</sup> day of January, 2006. Thereafter, the provisions stated in the above para would apply.

- (2) In case of Govt. employees who earned their last increment between the period commencing from the 2<sup>nd</sup> day of January, 2005 and ending on the 1<sup>st</sup> day of January, 2006, after fixation of their pay under revised pay structure, such Govt. employees should get next increment on the 1<sup>st</sup> day of July, 2006.
- (3) In case of Govt. employees whose date of next increment fell due on the 1<sup>st</sup> day of January, 2006, after granting an increment in the pre-revised pay scale as on the 1<sup>st</sup> day of January, 2006, their pay in the revised pay structure should be fixed on the 1<sup>st</sup> day of January, 2006 and such Govt. employees should get their next increment on 1<sup>st</sup> day of July, 2006.

## Compendium

- (4) In case of a Govt. employee who opts to come under revised pay structure after any date between the 1<sup>st</sup> January, 2006 to the 1<sup>st</sup> day of July, 2006, his/her pay in the revised pay structure should be fixed accordingly, but his/her date of next increment should be 1<sup>st</sup> day of July, 2007.

### 8. Fixation of pay on promotion/placement on account of CAS benefits on or after 01.01.2006

- (1) In case of promotion/placement/up gradation from one academic grade pay to another in the revised pay structure on or after 01.01.2006 the fixation of pay of a Govt. employee will be made in the following manner:
- (a) One increment equal to three *per centum* (3%) of some of the pay in the pay band and the existing academic grade pay will be computed and rounded off to the next multiple of 10;
  - (b) The amount arrived at (a) will 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 higher pay band to which promotion/placement is taking place, pay in the pay band will be stepped up to such minimum;
  - (c) After the pay in the pay band determined academic grade pay corresponding to the promotional/up gradational post will be granted in addition to this pay in the pay band.  
(2) In case where promotion/upgradation involves change in the pay band in subsequent order following UGC regulations/guidelines, the same procedure as mentioned in (a), (b) & (c) of sub-para (1) of para 7 for fixation of pay will be applicable.

**Notel.-** In case the Govt. employee opts to get his/her pay fixed from his/her date of next increment, then, on the date of promotion/ upgradation, pay in the pay band will continue to be unchanged but academic grade pay of the higher post will be granted. Further re-fixation will be done on the date of his/her next increment i.e. 1<sup>st</sup> day of July. On that date, such a Govt. employee will be granted *two* (2) increments; one annual increment and the second on account of promotion/ upgradation. While computing these two increments, basic pay prior to the date of promotion and academic grade pay corresponding to such pay in the pay band will be taken into account. After allowing such increments, academic grade pay of the higher post will be allowed. **Note2.-** In case of the Govt. employee opts his/her pay fixed in the higher grade from the date of his/her promotion/ up gradation, he/she will get his/her first increment in the higher grade on the next 1<sup>st</sup> July, if, he/she was promoted /upgraded between the period from the 2<sup>nd</sup> July to 1<sup>st</sup> January. However, if he/she was promoted/ upgraded between period commencing from the 2<sup>nd</sup> January and ending on the 30<sup>th</sup> June of a particular year, he/she will get his/her increment on the 1<sup>st</sup> July of the next year.

### 9. Allowances

Allowances viz. Dearness Allowance (DA), House Rent Allowance (HRA) & Medical Allowance (MA) as admissible to other State Govt. Employees from time to time will also be applicable to the incumbent mentioned in the subject. These are as follows.

- (1) House Rent Allowance:

With effect from 1<sup>th</sup> April, 2009, the House Rent Allowance admissible to an employee will be 15% of his/her revised basic pay i.e. aggregate of the pay in pay band plus academic grade

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

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 will also be raised to Rs. 6000/- per month.

The existing terms and conditions of drawl of House Rent Allowance by employees living in their own house or in a rental house will continue to apply.

Subject to continuance of the existing terms and conditions regulating drawal of House Rent Allowance by the employees provided with accommodation owned/hired by the Authority and recovery of fixed rent/license fee from time, the following conditions will be there with effect from 1<sup>st</sup> April, 2009 in respect of such categories of employees.

- (a) When an official accommodation being in habitable condition in all respect and such accommodation is earmarked for holder of a particular post without any rent, the holder will not be entitled to House Rent Allowance for living elsewhere.
- (b) In case the employee pays rent or license fee for such official accommodation, his reimbursement in the form of House Rent Allowance will be limited to actual license fee/rent paid or 15% of the pay whichever is lower.

(2) Dearness Allowance:

Dearness allowance payable with effect from 1<sup>st</sup> April, 2008 will be at the following rate:-

Period from which payable	Rate of Dearness Allowance per month on revised basic pay
01.4.2008 to 31. 5.2008	2%
01.6.2008 to 31. 10.2008	6%
01.11.2008 to 28.2.2009	9%
01.3.2009 to 31. 3.2009	12%
01.4. 2009 onwards	16%

(3) Medical Allowance: Medical allowances will be payable @ Rs. 300/- per month with effect from 1<sup>st</sup> April, 2009.

#### **10. Other miscellaneous matters**

This Order regarding revised pay will be effective from 1<sup>st</sup> January, 2006 notionally. For the present, the payment in the revised pay structure will be made w.e.f. 1<sup>st</sup> April, 2009. Regarding modalities of payment of arrears for the period prior to 1<sup>st</sup> April, 2009 and other related matters towards the implementation of the revision of pay that have not been dealt with in the preceding paras would be considered separately and notified in due course after obtaining suitable inputs/guidelines/regulations from the UGC/Govt. of India.

11. The Interim Relief as allowed in terms of this Department's Order No. 466-Edn (A), dated 21.05.2009 hereby stands withdrawn and the same already drawn is to be adjusted against pay and allowances payable in terms of this Order.
12. This Order issues with the concurrence of the Finance Department, Govt. of West Bengal vide their U.O. No. Group P (Service) 2540 dated 27.08.2009.

*Compendium*

13. Any difficulty which may arise in implementing the provisions relating to the revision of pay structures as indicated in this order may be brought to the notice of the State Govt. for decision.
14. The Accountant General, West Bengal is being informed.

By order of the Governor

Sd-

Satish Chandra Tewary

Principal Secretary to the Govt. of West Bengal.

No. 864/1 (11)-Edn(A)

Dated, Kolkata, the 28<sup>th</sup> August, 2009

**Copy along with the copies of annexure forwarded to the:**

- 1) Finance Department of this Govt.
- 2) Accountant General (A & E), West,Bengal
- 3) Pay & Accounts Officer (1), 81/2/2, Phears Lane, Kolkata -12
- 4) Pay & Accounts Office (2), P-1, Hyde Lane, Kolkata-73.
- 5) Budget Branch of this Department, Kolkata.
- 6) Director of Treasure, Stephen House, 4, B.B.D. Bag (East), Kolkata-01
- 7) Secretary, Public Service Commission, West Bengal.
- 8) P.S. to Hon'ble MIC, Higher Education Department, Govt. of West Bengal
- 9) P.A. to Principal Secretary, Higher Education Department, Govt. of West Bengal
- 10) Computer Cell of this Department
- 11) Guard File.

Sd/-

Joint Secretary  
of Govt. of West Bengal

**SCHEDULE -1**  
**PART - A**  
**FORM OF OPTION**

- \***(i)** I ..... hereby elect the revised pay structure with effect from 1<sup>st</sup> January, 2006.
- \***(ii)** I ..... hereby elect the revised pay structure with effect from 1<sup>st</sup> January, 2006 and exercise my promotional fixation with effect from .....
- \***(iii)** I ..... hereby elect to continue on the existing scale of pay of my post mentioned below until:
- (a) the date of my next increment
  - (b) the date of my subsequent increment raising my pay to Rs      in the existing scale
  - (c) the date of my promotion/placement (CAS) to .....  
..... in the existing scale of pay of Rs .....

Declaration - I hereby undertake to refund to the Government 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 comes / brought to my notice.

\_\_\_\_\_  
Countersignature of the Head of the  
Institution / Office

Signature \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
Designation \_\_\_\_\_

\_\_\_\_\_  
Institution / Office in which employed

Date \_\_\_\_\_

Station \_\_\_\_\_

\*To be scored out, if not applicable

Compendium

**PART -B**

Form for fixation of initial pay in the revised pay structure

1.	Name of Institution / Office	
2.	Name and Designation of Govt. Employee	Name _____ _____ Designation _____ _____
3.	Existing scale of pay	
4.	Existing Basic pay as on _____ (date of option)	
5.	Admissible Pay Band and Academic Grade Pay (AGP) corresponding to existing scale (as shown at <b>SI. No. 3.</b> above)	Pay band _____ AGP _____
6.	Pay in Pay Band in which pay is to be fixed (as per Fitment Table)	
7.	Academic Grade Pay (AGP) to be applied	
8.	Revised basic pay (SI. No. 6 + SI. No. 7)	
9.	Date of effect	
10.	Date of next increment	

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of the Head of the Institution/Office

Station \_\_\_\_\_



PART - C

**Illustrations showing the fixation of pay under revised pay structure**

Illustration 1 : A Govt, employee with basic pay of Rs. 9100/- p.m. in the existing scale of pay of Rs. 8000-13500/-opted for fixation of his/her pay in the revised pay structure with effect from 01/01/2006.

1	Existing Scale of pay	Rs. 8000-275-13500/-
2	Pay Band applicable (under revised structure)	Rs. 15600-39100/-
3	Existing basic pay as on 01/01/2006	Rs. 9100/- p.m.
4	Pay in the Pay band (as per Fitment Table)	Rs. 16930/-
5	Academic Grade pay (as admissible)	Rs. 6000/-
6	Revised Basic pay :- total of pay in the Pay Band and Academic Grade Pay (4+5)	Rs. 22930/- (as on 01/01/2006)
7	Date of next increment	01/07/2006

Illustration 2 : A Govt, employee with basic pay of Rs. 10975/- p.m. in the existing scale of pay of Rs. 10000-15200/-opted for fixation of his/her pay in the revised pay structure with effect from 01/04/2006.

1	Existing Scale of pay	Rs. 10000-325-15200/-
2	Pay Band applicable (under revised structure)	Rs. 15600-39100/-
3	Existing basic pay as on 01/04/2006	Rs. 10975/- p.m.
4	Pay in the Pay band (as per Fitment Table)	Rs. 20420/-
5	Academic Grade pay (as admissible)	Rs. 7000/-
6	Revised Basic pay :- total of pay in the Pay Band and Academic Grade Pay (4+5)	Rs. 27420/- (as on 01/04/2006)
7	Date of Next increment	01/07/2006

Illustration 3 : A Govt, employee with basic pay of Rs. 10000/- p.m. in the existing scale of pay of Rs. 10000-325-15200/- on 01/01/2006 and his/her date of next increment was due on 01/02/2006. He/She opted for fixation of his/her pay in the revised pay structure with effect from 01/02/2006

1	Existing Scale of pay	Rs. 10000-325-15200/-
2	Pay Band applicable (under revised structure)	Rs. 15600-39100/-
3	Existing basic pay as on 01/02/2006 (after adding the increment in the pre-revised scale)	Rs. 10325/-p.m.

*Compendium*

4	Pay in the Pay band (as per Fitment Table)	Rs. 19210/-
5	Academic Grade pay (as admissible)	Rs. 7000/-
6	Revised Basic pay :- total of pay in the Pay Band and Academic Grade Pay (4+5)	Rs. 26210/- (as on 01/02/2006)
7	Date of Next increment	01/07/2007

NOTE : If the same employee opts for fixation of his/her pay in the revised Pay Structure with effect from 01/01/2006 (foregoing his/her next increment on 01/02/2006)

3	Existing basic pay as on 01/02/2006	Rs. 10000/-p.m.
4	Pay in the Pay band (as per Fitment Table)	Rs. 18600/-
5	Academic Grade pay (as admissible)	Rs. 7000/-
6	Revised Basic pay	Rs. 25600/- (as on 01/01/2006)
7	Revised Basic pay on the date of next increment [18600 + 770 (inc.) + 7000 (AGP)]	Rs. 26370/- (as on 01/07/2006)

(Under first option above, his/her Revised Basic Pay stands at Rs. 26210/- on 01/07/2006)

Illustration 4 : A Govt. employee with basic pay of Rs. 11625/- p.m. in the existing scale of pay of Rs. 10000-15200/- as on 01/01/2006 was promoted / upgraded to a post in the existing scale of Rs. 12000-18300/- with higher initial of Rs. 12840/- with effect from 01/04/2006. He/She opted for fixation of his/her pay in the revised pay structure with effect from 01/01/2006 and he/she also exercised for promotional fixation with effect from 01/07/2006.

(A)

1	Existing Scale of pay	Rs. 10000-325-15200/-
2	Pay Band applicable (under revised structure)	Rs. 15600-39100/-
3	Existing basic pay as on 01/01/2006	Rs. 11625/-p.m.
4	Pay in the Pay band (as per fitment table)	Rs. 21630/-
5	Academic Grade pay (as admissible)	Rs. 7000/-
6	Revised Basic pay :- total of pay in the Pay Band and Academic Grade pay (4+5)	Rs. 28630/- (as on 01/01/2006)
7	Date of Next increment	01/07/2006

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

(B)

1	Existing Scale of pay of the promotion/ upgraded post	Rs. 12000-420-18300/-
2	Date of promotion / upgradation	01/04/2006
3	Option exercised for promotional / upgradational fixation	01/07/2006
4	Pay band applicable in the promotional / upgradational post	Rs. 15600-39100/-
5	Pay in the Pay Band on the date of promotion / upgradation	Rs. 21630/-
6	Academic Grade Pay attached to the Scale of Promotion Post	Rs. 8000/-
7	Revised basic pay initially fixed in the Promotion/ upgradation post with effect from 01/04/2006	Rs. 29630/-
8	Revised basic pay finally fixed in the Promotion / upgradation post (as per option exercised) as on 01/07/2006 [Normal increment @ 3% on pay at item No. A - 6 above amounting to Rs. 860 + Promotional increment i.e. @ 3% on the whole amount so arrived at, amounting to Rs. 890]	Pay in the Pay Band + AGP = Total Rs. 23380 + Rs. 8000 = Rs.31380
9	Date of next increment	01/07/2007

Illustration 5 A Govt, employee with basic pay of Rs. 12275/- p.m. in the existing scale of pay of Rs. 10000-15200/- as on 01/01/2006 was promoted / upgraded to a post in the existing scale of Rs. 12000 -18300/- with higher initial of Rs.13680/- with effect from 01/04/2006. He/She opted for fixation of his/her pay in the revised pay structure with effect from 01/01/2006 and he/she also exercised for promotional fixation with effect from 01/07/2006.

(A)

1	Existing Scale of pay	Rs. 10000-325-15200/-
2	Pay Band applicable (under revised structure)	Rs. 15600-39100/-
3	Existing basic pay as on 01/01/2006	Rs. 12275/- p.m.
4	Pay in the Pay band (as per Fitment Table)	Rs. 22840/-
5	Academic Grade pay (as admissible)	Rs. 7000/-
6	Revised Basic pay :- total of pay in the Pay Band and Academic Grade Pay (4+5)	Rs. 29840/- (as on 01/01/2006)
7	Date of Next increment	01/07/2006

*Compendium*

<b>(B)</b>	1	Existing Scale of pay of the promotion/upgraded post	Rs. 12000-420-18300/-
	2	Date of promotion/upgradation	01/04/2006
	3	Option exercised for promotional / upgradational fixation	01/07/2006
	4	Pay band applicable in the promotional/upgradational post	Rs. 37400-67000/-
	5	Pay in the Pay Band on the date of promotion/upgradation (as per Fitment Table)	Rs. 22840/-
	6	Academic Grade Pay attached to the Scale of Promotion/upgradation Post	Rs. 9000/-
	7	Revised basic pay initially fixed in the Promotion/upgradation post with effect from 01/04/2006	Rs.(22840/- + 9000/-)=Rs. 31840/-
	8	Revised basic pay finally fixed in the Promotion/upgradation post (as per option exercised as on 01/07/2006) [Normal increment @ 3% on pay at item No. A - 6 above amounting to Rs. 900 + Promotional increment @ 3% on the whole amount so arrived at, amounting to Rs. 930]	Pay in the Pay Band Rs. 22840/- + Rs. 900/- + Rs.930/- = Rs.24670/- to be stepped up to the minimum of the Pay Band of Promotional post = Rs. 37400 + Rs. 9000 (AGP) = Rs. 46400 (as on 01/07/2006)
	9	Date of next increment	01/07/2007

**SCHEDULE-II**

**Fitment Tables**

**Table-1**

1. Incumbent: Assistant Professor (formerly Lecturer)
2. Incumbent: Assistant Librarian/ College Librarian

Pre-revised Scale Rs. 8,000-275-13,500		Revised Pay Band + AGP Rs. 15,600-39,100 + AGP 6,000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
8000	15600	6000	21600
8275	15600	6000	21600
8550	15910	6000	21910
8825	16420	6000	22420
9100	16930	6000	22930
9375	17440	6000	23440
9650	17950	6000	23950
9925	18470	6000	24470
10200	18980	6000	24980
10475	19490	6000	25490
10750	20000	6000	26000
11025	20510	6000	26510
11300	21020	6000	27020
11575	21530	6000	27530
11850	22050	6000	28050
12125	22560	6000	28560
12400	23070	6000	29070
12675	23580	6000	29580
12950	24090	6000	30090
13225	24600	6000	30600
13500	25110	6000	31110
13775	25630	6000	31630
14050	26140	6000	32140
14325	26650	6000	32650

*Compendium*

**Table-2**

1. Incumbent: Assistant Professor [formerly Lecturer (Sr. Scale)/Assistant Professor (Sr. Scale)]
2. Incumbent: Assistant Librarian (Sr. Scale)/ College Librarian (Sr. Scale)

Pre-revised Scale Rs. 10,000-325-15,200		Revised Pay Band + AGP Rs. 15,600-39,100 + AGP 7,000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
10000	18600	7000	25600
10325	19210	7000	26210
10650	19810	7000	26810
10975	20420	7000	27420
11300	21020	7000	28020
11625	21630	7000	28630
11950	22230	7000	29230
12275	22840	7000	29840
12600	23440	7000	30440
12925	24050	7000	31050
13250	24650	7000	31650
13575	25250	7000	32250
13900	25860	7000	32860
14225	26460	7000	33460
14550	27070	7000	34070
14875	27670	7000	34670
15200	28280	7000	35280
15525	28880	7000	35880
15850	29490	7000	36490
16175	30090	7000	37090

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

**Table-3**

1. Incumbent: Reader/Lecturer (SI. Grade)/Assistant Professor (SI. Grade) not completed 3 years of service as on 01.01.2006 in the pre-revised scale of Rs. 12,000-18,300.
2. Incumbent: Librarian (SI. Grade)/ College Librarian (SI. Grade) not completed 3 years of service as on 01.01.2006 in the pre-revised scale of Rs. 12,000-18,300.

Pre-revised Scale Rs. 12,000-420-18,300		Revised Pay Band + AGP Rs. 15,600-39,100 + AGP 8,000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
12000	22320	8000	30320
12420	23110	8000	31110
12840	23890	8000	31890
13260	24670	8000	32670
13680	25450	8000	33450
14100	26230	8000	34230
14520	27010	8000	35010
14940	27790	8000	35790
15360	28570	8000	36570
15780	29360	8000	37360
16200	30140	8000	38140
16620	30920	8000	38920
17040	31700	8000	39700
17460	32480	8000	40480
17880	33260	8000	41260
18300	34040	8000	42040
18720	34820	8000	42820
19140	35610	8000	43610
19560	36390	8000	44390



*Compendium*

**Table-4**

3. Incumbent: Associate Professor [formerly Reader & Lecturer (SI. Grade)/Assistant Professor (SI. Grade) completed 3 years of service as on 01.01.2006 in the pre-revised scale of Rs. 12,000-18,300.
4. Incumbent: Librarian (SI. Grade)/ College Librarian (SI. Grade) completed 3 years of service as on 01.01.2006 in the pre-revised scale of Rs. 12,000-18,300.

Pre-revised Scale		Revised Pay Band + AGP	
Rs. 12,000-420-18,300		Rs. 37,400-67,000 + AGP 9,000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
13260	37400	9000	46400
13680	37400	9000	46400
14100	37400	9000	46400
14520	37400	9000	46400
14940	38530	9000	47530
15360	38530	9000	47530
15780	39690	9000	48690
16200	39690	9000	48690
16620	40890	9000	49890
17040	40890	9000	49890
17460	42120	9000	51120
17880	42120	9000	51120
18300	43390	9000	52390
18720	43390	9000	52390
19140	44700	9000	53700
19560	44700	9000	53700

**Table-5**

1. Incumbent: Professor

1. Incumbent: Principal

Pre-revised Scale		Revised Pay Band + AGP	
Rs. 16,000-450-20,500-500-22400(S27 & S29)		Rs. 37,400-67,000 + AGP 10,000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
16400	40890	10000	50890
16850	40890	10000	50890
17300	42120	10000	52120
17750	42120	10000	52120
18200	43390	10000	53390
18650	43390	10000	53390
19100	44700	10000	54700
19550	44700	10000	54700
20000	46050	10000	56050
20450	46050	10000	56050
20900	47440	10000	57440
21400	47440	10000	57440
21900	48870	10000	58870
22400	48870	10000	58870
22900	50340	10000	60340
23400	50340	10000	60340
23900	51860	10000	61860

*Compendium*

**Government of West Bengal  
Higher Education Department  
Appointment Branch  
Bikash Bhavan, Salt Lake, Kolkata -91**

No. 887-Edn (A)/10M-2/09

Dated, Kolkata, the 14th September, 2009

From: Shri S. Ghosh, Joint Secretary to the Government of West Bengal.

To: The Director of Public Instruction, West Bengal, Bikash Bhavan, Salt Lake, Kolkata-91.

***Sub: Career Advance Scheme for Physical Instructor/Instructress in Government Colleges in the State.***

The undersigned is directed by order of the Governor to say that the Governor has been pleased to prescribe the following revised Career Advancement Scheme as formulated by University Grants Commission vide No. F.3-1/94(PS)-7 dated 19.10.2006 for Physical Instructor/ Instructress in Government College in the State :-

Career Advancement Scheme for Physical Instructor/ Instructress.

- a) Every Physical Instructor/Instructress who is in the Scale of Pay of Rs. 8000- 275-13,500/- will be eligible for placement in the Senior Scale of Pay of Rs. 10,000 - 325 - 15,200/- if he/ she has:
    - i) Completed 6 years of service as Physical Instructor/Instructress after regular appointment;
    - ii) Passed the Physical fitness test;
    - iii) Consistently good appraisal reports;
    - iv) Should have attended at least one orientation and one refresher course of not less than four weeks duration each with proper and well-defined evaluation procedure.
  - b) Every Physical Instructor/Instructress who has been placed in the Senior Scale will also be eligible for placement in the Selection Grade Scale of Pay of Rs. 12,000-420-18,300/- if he/she has:
    - i) Obtained a Ph.D Degree in Physical Education. Candidates from outside the University system, in addition, shall also possess at least 55% of the marks or an equivalent grade of "B" in the UGC 7 point scale at the Master's degree level;
    - ii) 5 years experience as Physical Instructor/Instructress (Senior Scale) or in the equivalent post in the same Pay Scale (excluding 3 years of research experience for Ph.D.);
    - iii) Evidence of organizing competitions and conducting coaching camps;
    - iv) Evidence of having produced good performance teams/athletes for inter College/ combined college and at higher level etc.
    - v) Passed the physical fitness text; and
    - vi) Consistently good appraisal reports.
  - c) Physical Instructor/Instructress (Selection Grade) with 5 years as on 01.01.1996 shall be eligible for placement at the minimum of Rs. 14,940/- as done in the case of Readers.
3. The Career Advancement Scheme as mentioned in this order will be effective for the present from 27.07.1998.
4. This order issued with the concurrence of Finance Deptt. vide their U.O. No. 1142 Group-' P' (Pay) dated 20.08.2009.

All concerned are being informed accordingly.

Sd/- S.Ghosh  
Joint Secretary

**Government of West Bengal**  
**Higher Education Department**  
**Appointment Branch**  
**Bikash Bhavan, Salt Lake, Kolkata - 91**

No. 913-Edn(A)/5P-16/09

Dated, Kolkata, the 17th September, 2009

***CORRIGENDUM***

The following In the Order No. 864-Edn(A), dated 28.08.2009. as shown In the specific row within quotes in column 1 in the table below be read as shown in the corresponding row in the column 2.

Sl. No.	Column1	Sl. No.	Column-2
1.	Para 4 sub para (l)(iii):...“each of the pre-revised scale”...	1.	...”each of the pre-revised scales”...
2.	Para 4 Note 4 point (iv)...”junior officer was drawing”...	2.	...”junior officer drawing”...
3.	Para 5: Sub paras marked as “(2)” & “(3)”	3.	Sub paras be* Marked as “(1)” & “(2)”
4.	Para 6, Illustration:... “the increment Rs.830.70”...&...“the amount be rounded”...	4.	...”the increment is Rs.830.70” “the amount would be rounded”...
5.	Para 8 sub-para (l)(c):...“pay band determined academic grade pay”...	5.	“...pay band so determined, academic grade pay”...
6.	Para 8 sub-para(2):... “sub-para (1) of Para 7”...	6.	...”sub-para(1) of para 8”...
7.	Para 8, Note-2-....“in case of ...&...”’between period commencing”...	7.	...”in case”...&...”’between the. period commencing”...
8.	Para 9, sub-para (1) (a):...”in all respect”...	8.	...”in all respects”...
9.	Schedule I, Part C & Illustration 2, Item 7:... “1.7.2006”...	9.	...”01/07/2007”...
10.	Schedule II, Table 5: “Pre-revised Scale Rs. 16000-150-20500-500-22400/-”	10.	“Pre-revised scale Rs. 16,100-150-20,900-22,400/-”
11.	Schedule II, Table 4: “formerly ..... as on 01.01.2006”	11.	Formerly Reader & Lecturer (SI. Grade) with 3 years of Service

Sd/- S. Ghosh

Joint Secretary to the Govt, of West Bengal

*Compendium*

No.913/l(12)-Edn(A)

Dated, Kolkata, the 17th September, 2009

Copy forwarded with the copies of annexure forwarded to the:-

- 1) Finance Department of this Govt.
- 2) Accountant General (A&E), West Bengal.
- 3) The Pay & Accounts Officer-I, 81/2/2, Phears lane, Kolknta-12.
- 4) The Pay & Accounts Office-II, P-1, Hyde lane, Kolkata-73.
- 5) Budget Branch of this Department, Kolkata.
- 6) Director of Treasury, Stephen House, 4, B.D.D. Bag(East), Kolkata-01.
- 7) Secretary, Public Service Commission, West Bengal.
- 8) P.S. to Hon'ble MIC, Higher Education Deptt., Govt. of West Bengal.
- 9) P.A. to Principal Secretary, Higher Education Deptt., Govt. of West Bengal.
- 10) Computer Cell of this Deptt.
- 11) Guard file.
- 12) D.P.I., W.B.

Sd/- S. Ghosh  
Joint Scy. to the Govt. of W.B.

**Government of West Bengal**  
**Higher Education Department**  
**Appointment Branch**  
**Bikash Bhavan, Salt Lake, Kolkata - 91**

No. 914-Edn(A)/5P-16/09

Dated, Kolkata, the 17<sup>th</sup> September, 2009.

***CORRIGENDUM***

The following in the Order No.865-Edn(A), dated 28.08.2009 as shown in the specific row within quotes in column 1 in the table below be read as shown In the corresponding row in the column 2.

Sl. No.	Column-1	Sl. No.	Cniuiun-2
1.	Para 4 sub-para(iii):...“each of the pre-revised scale”...	1.	...”each of the pre-revised scales”...
2.	Para 4 Note 4 point (iv)...“junior officer was drawing”...	2.	“Junior officer drawing”...
3.	Pan 5, Illustration: ... “the increment Rs.830.70”... & ...“the amount be rounded”..	3.	“The increment is Rs.830.70” ... & ...“the amount would be rounded”...
4.	Para 7 sub-para (1).. “pay band determind acadsemic grade pay”...	4.	“...pay bend so determind academic grade pay...”
5.	Para 7 sub-para (2):... “sub-para (1) of para 7”...	5.	“...snb-para (I) of para 8”
6.	Para 7 Note 2:... “in rase of... & ...“between the period commencing”...	6.	...“in case”... & ...“between the period cominceing...”
7.	Para 8. sub-para (1) (a): “in all raspect”...	7.	...”in all respects”...
8.	Schedule I, Part C & Illustration 2, Item 7: ...“01/07/2006”...	8.	...”01/07/2007”

Sd/-S.Ghosh

Joint Secretary to the Govt, of West Bengal

*Compendium*

No. 914/1(12)-Edn(A)

Dated, Kolkata, the 17<sup>th</sup> September, 2009.

Copy forwarded with the copies of annexure forwarded to the.-

- 1) Finance Department of this Govt.
- 2) Accountant General (A&E), West Bengal.
- 3) The Pay & Accounts Officer f, 81/2/2, Phears lane, Kolkata-12.
- 4) The Pay & Accounts Officc-II, P-I, Hyde Lane, Kolkata-73.
- 5) Budget Branch of this Department, Kolkata.
- 6) Director of Treasury, Stephen House, 4, B.B.D. Bag(East), Kolkata-01.
- 7) Secretary, Public Service Commission, West Bengal.
- 8) P.S. to Hon'ble MIC, Higher Education Deptt., Govt, of West Bengal.
- 9) P.A. to Principal Secretary, Higher Education Deptt., Govt, of West Bengal.
- 10) Computer Cell of this Deptt.
- 11) Guard file.
- 12) D.P.I., W.B.

Sd/- S. Ghosh  
Joint Secretary  
to the Govt, of West Bengal.



**Government of West Bengal  
Department of Higher Education  
(Appointment Branch)**

**Bikash Bhavan, Salt lake, Kolkata-700091**

Memo No:926-Edn(A)

Dated, Kolkata, the 21st September,2010

**Memorandum**

In supersession of all the previous Government Orders relating to part-time teachers(PTT)(**except superannuated teachers**) of the Government colleges( **except Technical Colleges**) undersigned is directed by the order of the Governor to say that following provisions will be applicable in respect of the part-time teachers w.e.f. 01/10/2010.

**General Conditions for engagement of PTTs (excluding the superannuated teachers of colleges & Univs serving as PTTs):**

1. Existing PTTs duly engaged as per prescribed norms will continue to remain engaged till they attain 60 years of age.
2. All PTTs (including existing ones) shall be engaged only in one assignment.
3. Those PTTs who **have been refused renewal and whose service have been discontinued** by the college authority on or after **1/1/2008** shall be engaged afresh following issuance of this order subject to the following conditions:
  - a. should be of less than 60 years of age.
  - b. should be willing on the basis of his/her application.
  - c. declaration from the PTTs showing his/her engagement only in one assignment.
  - d. For those PTTs **have been refused renewal and whose service have been discontinued** by the college authority on or between **1/1/2008 to the date of issuance of this order & subsequently been** engaged afresh, his/her length of past assignment in the concerned college will be counted **only** for the determination of his/her rate of monthly remuneration [ i.e. whether he/she is entitled to get Rs. 9450/- ( for < 4 years) / Rs. 10800/- (>= 4 years but < 10 years) / Rs. 13500/-(>= 10 years)] but he/she will not be entitled to get any financial benefit for the said gap-in period (i.e. the period **of** his/her non-engagement in the college between his/her date of retrenchment and the date **of** subsequent engagement).
4. Notional vacancies are to be created to accommodate serving PTTs and these posts would be treated as personal & supernumerary ones. The number **of** such notional vacancies are to be decided on the basis **of** requisition from the colleges [mentioning the names **of** persons engaged & other details - duly authenticated by the college authority as mentioned below].

**List of necessary documents to be submitted (attested by The Principal / Officer-in-Charge) in case of Govt. College:**

- I. **For those PTTs who were engaged before 01/04/09**
  - Total length of service of the PTTs mentioning the mandatory break(s) as is/ are required between two subsequent engagement is to be certified by the Principal/Officer-in-charge of the college concerned at the material point of time.

## Compendium

### Or/And

- The PTTs of the Govt, colleges who have/are rendered/ rendering service in different academic assignments of the University (e.g. as examinations/ paper setter/ moderator etc), the certificate(s) of the respective Universities indicating the date(s) of such appointment(s) may also be taken into account for determining the length of service.

#### II. For those PTTs who are engaged on or after 01/04/09

- The college authority has to submit the following documents for those PTTs who are engaged after 01/04/2009
  - Attested photocopy of the advertisement
  - Attested photocopy of the final merit list( Subject wise)
  - Attested photocopy of the PG level final mark-sheet showing atleast minimum of 55% marks in aggregate.

III. The department-wise numbers of existing approved posts, number of vacancies therein, name of the persons engaged as part-time teachers are to be submitted and this statement of material is to be duly attested by the college authority.

IV. Declaration from the PTTs showing his/her engagement only in one assignment is also to be submitted and attested by the college authority.

5. No part-time teachers shall be engaged without prior written permission from the State Govt, as per order No. 689-Edn(CS) dated 26.08.2010.

Method of Engagement:

For new selection the procedures required to be maintained are as follows:

- (i) The Principal/Officer-in-charge will advertise, on receiving prior written permission from the State Govt, the vacancy position(s) in at least two daily leading newspapers (one in English and other in Bengali/ other languages like Nepali, Urdu etc.) specifying the required qualification and remunerations as per existing G.O.
  - (ii) The applications received in response to the advertisement will be scrutinized by the college authority and the eligible candidate(s) will be called for interview before the selection committee formed by the Principal/Officer-in-charge of the college.
  - (iii) The selection committee will consist of the following members:
    - a. The Principal/Officer-in-charge of the college will be the chairman.
    - b. One senior teacher in the subject selected by the Principal/Officer-in-charge of the college.
    - c. An expert not below the rank of Reader/ Associated Professor in the subject of any other college be entrusted with this work.
  - (iv) The letter of engagement of PTTs would only be issued by the College authority in the **prescribed format** on receiving prior written permission from the State Govt.
6. Part-Time Teachers may be engaged subject to the conditions that against each approved full time teacher post maximum of three PTTs may be engaged with approval of the State Government. However, in exceptional cases, variations may be accommodated as per

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

prescribed norms.

7. Consequent upon exorbitant price hike of different commodities the question of enhancement of remuneration of part-time teachers attached to different colleges of the State has been taken into consideration. For this purpose the remuneration of the part-time teachers may be enhanced by 35% as shown below w. e. f. 01/10/2010:

Category of Part-time teachers	Present remuneration per month	Revised remuneration per month
< 4 years	Rs. 7000/-	Rs. 9450/-
>= 4 years but < 10 years	Rs. 8000/-	Rs. 10800/-
>= 10 years	Rs. 10000/-	Rs. 13500/-

No other allowances will be admissible to the PTTs except the enhancement @ 5% of the remuneration, at an interval of three (3) years, after the enhancement done as on 01/10/2010. The college authority may allot 10 (Ten) classes/ periods per week to each PTTs.

8. The entire quantum of emoluments (as mentioned above) will be paid by the state Govt, duly as being approved by the Govt, in favour of each part-time teacher. Claims to be submitted as per the format being prescribed.
9. Part-time teachers of government colleges are entitled to avail of 14 days casual leave in a calendar year, 2% average remuneration leave on production of medical certificate from a registered medical practitioner and maternity leave as admissible under Government rules.
10. The above noted benefits will not be extended for those appointed in the self financed courses in the college. Also, those who are engaged in full time assignment elsewhere will not be considered for the above mentioned benefit.
11. Each PTT would be entitled to get a Gratuity of Rupee one Lakh only, once in life time, when he becomes 60 as PTT, provided that period of engagement is not less than 10 years.

**Service Related Matters:**

12. During the period of engagement the service of such PTTs may be terminated because of involvement in criminal case/ misconduct/ delinquency/ incapacitation and other culpable offence -as may be framed from time to time by the competent authority.

This order issues with the concurrence of the Finance Department, vide their U.O. No. 3373( Gr. P Service) Dated 20/09/2010.

Yours faithfully

Sd/- M. Chakraborty

Jt. Secretary

Appointment Branch

Department of Higher Education

Government of West Bengal

*Compendium*

**No.926/l(14)-Edn(A)**

**Dated, Kolkata, the 21<sup>st</sup> September,2010**

Copy forwarded for information and necessary action to:

1. Account General (A&E), West Bengal
2. Finance Department of this Government
3. Director of Public Instruction, West Bengal
4. Registrar, Calcutta University, Senate House, College Street, Kol-700073
5. Registrar, Burdwan University, Rajbati, Burdwan, Pin-713104
6. Registrar, Kalyani University, Kalyani, Nadia, Pin-741235
7. Registrar, Vidyasagar University, P.O. Vidyasagar University, Dist. Paschim Medinipur, Pin-721102
8. Registrar, Gour Banga University, Malda College, P.O. Malda, Dist. Malda, Pin-732101
9. Registrar, West Bengal State University(Barasat, North 24 Paraganas), Barasat Govt. College, P.O. Barasat, Dist. North 24 Paraganas, Pin-743201
10. Registrar, North Bengal University, Raja Rammohanpur, P.O. North Bengal University, Dist. Darjeeling, Pin-734430
11. Computer Cell of this Department
12. PS to MIC, Higher Education Department
13. PA to Principal Secretary of this Department
14. Guard File

Sd/- M. Chakravarty

Jt. Secretary

Appointment Branch

Department of Higher Education

Government of West Bengal

**Government of West Bengal  
Higher Education Department  
Appointment Branch  
Bikash Bhavan Salt Lake, Kolkata-91**

No. 1196-Edn (A)/5P-90/12

Date:31.12.12

From : Shri Vivek Kumar, IAS

Secretary to the Govt of West Bengal.

To : The Director of Public Instruction Govt of West Bengal

Sub : Applicability of the terms and conditions towards Redesignation & Career Advancement Scheme for the teachers, librarians, physical instructors of the Government Colleges in West Bengal.

Sir,

Consequent on implementation of revised pay structure under the UGC Pay revision scheme in terms of this Department's memo no. 864-Edn (A), dt. 28.08.2009, references were received in this Department seeking clarification as regards the re-designation of teachers, librarians, physical instructors subsequent to revision of their pay and also seeking guidelines in regards to applicability of Career Advancement Scheme (CAS) in the light of UGC Regulations on Minimum Qualification for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010.

2. Now, after careful consideration and keeping in view of the local conditions applicable in the state, the Governor has been pleased to decide that the Career Advancement Scheme and Other Service Conditions of Teachers, Librarians and Physical Instructors in Government Colleges in West Bengal, as annexed, will be followed by all Government Colleges in West Bengal under the administrative control of this Department in regard to Redesignation and Career Advancement Scheme of Teachers so that the revised pay structure as introduced in terms of G.O. No. 864-Edn (A), dt 28.08.2009 and the scheme of Career advancement and other service conditions of teachers of Government Colleges, as annexed, will be considered a composite one.
3. The above scheme will be applicable only in respect of the teachers, librarians and physical instructors of Government Colleges under the administrative control of this Department and will take effect from 01.11.2012 with the concurrence of Finance Department vide U.O. No. 978 Group -P(Pay), dt 05.09.2012.
4. This order is in continuation of the earlier orders of this Department numbered 913-Edn (A), dt 24.9.2009, 88-Edn [A], dt. 18.02.2010 and 531-Edn (A), dt 15.06.2010, 139-Edn (A), dt. 28.02.2011 issued in this regard as and where applicable. The annexed scheme will be effective from 01.11.2012 except in cases where the date of effect has been specified separately in any individual paragraph of the Scheme.

Encl: As stated.

Yours faithfully,

Sd/- V. Kumar

Secretary.

*Compendium*

**No. 1196/I(16)-Edn (A)/5P-90/12**

Date:31.12.2012

Copy forwarded for information and necessary action to:-

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

Sd/-  
Joint Secretary



**Government of West Bengal**  
**Education Directorate**  
**Bikash Bhavan, Salt Lake Kolkata - 91.**

Memo No. ED -275A/2013

Dated, the 24th April 2013

To

All Principals / Officer-in-Charges of Government Colleges in West Bengal

Implementation of the terms and conditions towards Re-designation and Career Advancement Scheme for the Librarians/ Assistant Librarians/ College Librarians of the Government (.....) colleges in West Bengal in terms of G.O. No. No. 1196 -Edn(A) dated 31.12.2012 read with Gazette Notification No. F.3-1/2009 dated 30.06.2010.

**General guidelines:**

This Scheme will be effective from 01/11/2012 in respect of all cases where the career advancement was due on and after 30.06.2010. In respect of all other cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No 43-Edn (A) dated 5.02.1999, 864-Edn (A) dated 28.08.2009, 1212-Edn(A) dated 7.11.2009.

**1. Re-designation:**

Incumbents continuing pre-revised designations of Librarian /Assistant Librarian(Selection Grade) / College Librarian (Selection Grade) who have been placed in the Pay band 15,600-39,100 with AGP of Rs. 8,000 up to 29.06.2010. will be eligible for placement (without screening) in the next higher stage of Pay Band Rs 37,400-67,000 with AGP Rs. 9,000 as and when they complete 3 years of continuous service in pre-revised designations of Assistant Librarian(Selection Grade)/College Librarian (Selection Grade). College Authority is to do such cases of re-designation with fixation of pay in the revised pay band and AGP with the approval of Director of Public Instruction, West Bengal.

2. Placement/ promotion cases due on or before 29.06.2010 are to be done as per earlier order [G.O. No. 43- Edn (A) dated 5.2.1999 read with G.O. No 864-Edn(A) dated. 28.08.2009.]
3. Meetings of the Screening/ Selection Committees are to be convened by the College Authority as per G.O. No 1196- Edn (A) dated 31.12.2012.
4. Service length requirement for promotion under CAS:
  - a. Librarian/Assistant Librarian/ College Librarian Stage 1 to Stage 7 (Sr. Scale):
    - i. Joined with Ph.D. - 4 years
    - ii. Joined with M. Phil, or equiv. degree - 5 years
    - iii. Without Ph.D./ M. Phil. - 6 years
  - b. Librarian/Assistant Librarian/ College Librarian (Sr. Scale) Stage 2 to Stage 3 (Sel. Gr.): Completed 5 (five) years of service in Stage 2. c. Librarian/Assistant Librarian/College Librarian (Sel. Gr.) Stage 3 to Stage 4 (Sel. Grade): Completed 3 (three) years of service in Stage 3.
5. Counting of Past Service for promotion under CAS: Cases where a Librarian/Assistant librarian/ College Librarian wants to count his/her past service towards promotion under



### *Compendium*

CAS, he/she has to move Education Directorate through the College Authority for issuance of a Government Order in that respect as per provisions in the referred G.O.

6. On Orientation/ Refresher Courses: Minimum requirement-
  - a. For Stage 1 to Stage 2: One O.C. and one R.C
  - b. For Stage 2 to Stage 3: Two R.C.
  - c. For Stage 3 to Stage 4: One course/ training under the categories of Library automation/ Analytical tool development for academic documentation
7. All concerned are to apply for promotion under CAS in the prescribed proforma (Appendix-II). For Part B of the proforma, they are requested to see detailed instruction of the PBAS in the Tables at Appendix - I. [Data required from 2011 (for Part-B, Category -1 & 2), data required for total admissible assessment period for Category -3]
8. The upward movement from a particular grade to the next higher grade for all Librarians/ Assistant Librarians/ College Librarians shall be subject to their satisfying the API based PBAS conditions as laid down in the scheme.
9. Enclose all relevant papers/ ACRs for last three years/ copies of all relevant orders.

Sd/-

Director of Public Instruction, West Bengal

## APPENDIX II

### Annual Self-Assessment for the Performance Based Appraisal System

(PBAS) Session/ Year \_\_\_\_\_

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

#### PART A: GENERAL INFORMATION

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

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

10. a. Date of Appointment :
- b. Date of confirmation :
11. Pact Service, if any :  
(Please attach specific G.O. for counting of past service for promotion under CAS)
12. For which position & AGP you are applying under CAS :
13. Date of eligibility for Promotion :
14. Educational Qualification (Graduation onwards) :

*Compendium*

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

15. Research Degree(s):

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

16. Details of Professional/ Research/Academic Experience:

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

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

**Signature of the Candidate**

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

**Signature of the Coordinator, IQAC**

**Signature of the Principal/O.C.**

Date:

Date:

Seal:

Seal:

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

**CATEGORY 1:** Procurement, Organization, and Delivery of Knowledge and Information through Library Services

<b>Sl. No.</b>	<b>Nature of Activity</b>	<b>Max. Score</b>	<b>API Score</b>
1	Library resources organization and maintenance of books, journals, reports. Provision of library reader-services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the Departments of College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	40	
2	ICT and other new technologies' application for upgradation of library services such as automation of catalogue procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management.	30	
3	Development, organization and management of e-resources including their accessibility over Intranet/ Internet, digitization of library resources, e-delivery of information, etc	25	
4	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest latest learning resources, etc.	20	
	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	10	
<b>Total Score</b>		<b>125</b>	
<b>Minimum API Score required</b>		<b>75</b>	

*Compendium*

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

Please mention your contribution to any of the following:

Sl. No.	Nature of Activity	Max. Score	API Score
1	Student related co-curricular, extension and field based activities (such as Cultural exchange) and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	20	
2	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	
3	Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	-
<b>Total Score</b>		<b>50</b>	
<b>Minimum API Score required</b>		<b>15</b>	

TOTAL AVERAGE ANNUAL SCORE UNDER CATEGORIES I & II :

**Minimum total average annual score under Categories I & II:**

Librarian/ Assistant Librarian/ College Librarian Stage 1 to Stage 2: 100/ year

Librarian/Assistant Librarian/College Librarian (Sr. Scale) Stage 2 to Stage 3 (Sel. Gr.): 100/year

Librarian/ Assistant Librarian/ College Librarian (Sel. Gr.) Stage 3 to Stage 4: 100/year

**CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS**

**A) (i) Published Papers in Journals**

API Score- Refereed journals- 15/publication

Non-Refereed (but having ISBN/ISSN)- 10/publication

Confer. Proc. as full paper (Abstracts not to be included) 10/ publication

Sl. No.	Title with page no.	Journal	ISSN/ ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-author	Whether you are the main author	API score

**B) Research Publications (Books published as single author or as editor)**

API Score - Category 1 Text/Reference Books by International Publisher - 50/sole author

Category 2 Text/Reference Books by National/Soc/Univ Publ - 25/ sole author

Category 3 Subject Books by Other/Local Recognized Publ - 15/ sole author

Chapters contributed to edited knowledge based volumes published by int. Publisher - 10/ Chapter::

Chapters contributed to edited knowledge based volumes published by Indian Publisher with ISBN/ ISSN numbers - 5/ Chapter

Chapters contributed to edited knowledge based volumes published by Other local Publisher with ISBN/ISSN numbers -3/Chapter

Sl. No.	Title with page no.	Type of Book. & authorship	Publisher & ISSN/ ISBN No. (I. International II. National III. Regional)	Whether peer reviewed.	No. of Co-author	Whether you are The main author	API score

**C) Ongoing and Completed Research Projects and Consultancies**

API Score for Projects-

Cat I: (Amount -Rs 30 lakhs+): 20

Cat II: (Amount - Rs 5 lakhs+): 15

Cat III: (Amount - Rs 0.5 lakhs I ): 10

API Score for Consultancies-

(Compleicd : Rs 10 lakhs+/ Ongoing - Rs 2 lakhs +): 10

API Score for Quality Evaluation-

Major (Completed) Project Eva): 20

Minor (Completed) Project Eval: 10

API Score for Project Outcome

National level output or Patent- 30

International level output or Patent- 50

**C. (i) & (ii) Ongoing Projects/ Consultancies**

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	API Score

**C. (iii) & (iv) Completed Projects/ Quality Evaluation/ Project Outcome**

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	Whether policy document. Patent as outcome	API score
						-

**D). Research Guidance**

- (i) Degree-oriented: API Score - Ph.D. awarded - 10; Ph.D. Submitted - 7; M.Phil, awarded - 3;
- (ii) Non-Degree Products: API Score - Post-Doctoral - 7; National Scholar - 5; Guidance to Scholars & Master's level - 3;

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

**E) (i) Training Courses (RC/OC), Methodology Workshops, Soft Skills Development Programmes, Faculty Development Programme ( not less than one week duration) [ Max. points -30]**

Cat I : (Not less than two week duration): 20/cach

Cat II : (Not less than one week duration): 10/ each

Sl. No.	Programme	Duration	Organized by	API Score

**E) (ii) Papers presented (Oral/poster) in Conferences, Seminars, Workshops, Symposia etc.**

API Score - Category 1 International - 10

Category 2 National - 7.5

Category 3 Regional - 5

Category 4 Local - 3

Sl. No.	Title of the paper presented	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College or University level	API score



*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

**E) (iii) Invited lectures/Chairing the session or presentation for conferences / symposia etc.**

API Score - Category 1 International - 10

Category 2 National - 7.5

Category 3 Regional /State level -5

Category 4 Univ/Endowment Lect - 3

Sl. No.	Title of the Lecture/ Academic session	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College or University level	API score

**Minimum API Score in Category - III**

For Stage 1 to Stage 2 : 5/ year, 20/ assessment period

For Stage 2 to Stage 3 : 10/ year, 50/ assessment period

For Stage 3 to Stage 4 : 15/ year, 45/ assessment period

**IV. Summary of API scores**

	Criteria	Last 6 academic years						Total-API score for assessment period	Annual Average API Score for Assessment period
<b>I</b>	Teaching, learning Evaluation related Activities								
<b>II</b>	Co-curricular, Extension and Professional Development related Activities								
	<b>Total (I+II)</b>								
<b>III</b>	Research and Contributions								

Signature of the incumbent with designation and date

Signature of the Coordinator IQAC with Seal

Signature of the Principal/O.C. with date and Seal

Compendium

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

Name of the College:

Date of the Meeting:

Venue:

Name of the Incumbent: Shri/Smt/Dr.

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

**Date of joining:**

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

Designation after promotion: Librarian/Assistant Librarian / College Librarian (Sr. Scale/ Sel. Grade) (Stage 2 / Stage 3/ Stage 4) Scale of Pay: ₹ 15600-39100/- with AGP of ₹ 7000 / 8000 or ₹ 37400-67000/- with AGP Rs 9000

**Date of effect:**

**Interview Score:**

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of: Librarian/ Assistant Librarian/ College Librarian (Stage 1/ Stage 2/ Stage 3) to the post of: Librarian/ Assistant Librarian/ College Librarian (Sr. Scale/ Selection Grade) (Stage 2/ Stage 3) / (Selection Grade) (Stage - 4). As the incumbent has fulfilled all conditions as laid down in G.O. No. 1196- Ldn(A) dated 31.12.2012 for promotion under CAS . the Committee recommends that the incumbent be promoted to the post of Librarian/ Assistant Librarian/ College Librarian (Sr. Scale)/ (Selection Grade) (Stage 2/ Stage 3/ Stage 4) with AGP of ₹ 7000 / 8000 / 9000 with effect from .....

The Committee further recommends that the post held by the incumbent be upgraded to the post of : Librarian/ Assistant Librarian/ College Librarian (Sr. Scale/ Sel. Grade) (Stage 2/ Stage 3/ Stage 4) with AGP of ₹ 7000 / 8000 / 9000 with effect from ..... and the same would be reverted to the post of Librarian/ Assistant Librarian/ College Librarian (Stage I) as soon as it would fall vacant for any reason whatsoever.

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

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

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

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

Signature of the Principal/ Officer-in-Charge of the College with Date and Seal

**APPENDIX-III**

**TABLE -VII (b)**

**Minimum Weightage Points (WP) norms of the APIs as provided in Appendix III Table VII to be applied for the Promotion of Library staff of Colleges and Weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)**

		<b>College Librarian (Stage 1) College Librarian (senior scale) (Stage 2)</b>	<b>College Librarian (senior scale) (Stage 2) to College Librarian (Selection Grade) (Stage 3)</b>	<b>College Librarian (selection Grade).(Stage 3 to Stage 4)</b>
I	Procurement, organisation and delivery of knowledge and information thro' library services (category 1)	75/Year	75/Year	75/year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) - Minimum Annual Score Required - to be assessed cumulatively	5/Year (20/assessment period)	10/Year (50/assessment period)	15/Year (45/assessment period)
	<b>Expert Assessment System</b>	<b>Screening Committee</b>	<b>Screening Committee</b>	<b>SelecticK Committee</b>
V	Percentage of Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organisational skills 20 % - Interview performance

\* **Candidates** may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1. 2. 3 and 4 correspond to scales as provided with AGP of Rs 6000, 7000, 8000 and 9000 respectively

**APPENDIX-III**

**TABLE - IX**

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

Sl. No	Promotion of Librarian cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/ Selection Criteria
1.	Librarian / Assistant Librarian/ College Librarian to Librarian/ Assistant Librarian / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Librarian/ Asstt. Librarian / College Librarian (Stage 1) completed four years of service with Ph. D. or five years of service who are with M. Phil or six years of service who are without Ph. D./M.Phil.	(i) Minimum API scores using PBA-S scoring proforma as per the norms provided in Table VIII (b) of Appendix III for college Librarian cadres. (ii) One Orientation and one Refresher Course of 3/4 weeks duration (iii) No separate interview points for the Screening cum Verification process of recommending promotion.
2.	Librarian / Assistant Librarian/ College Librarian (Senior Scale) /- Librarian / Assistant Librarian/ College Librarian (selection grade) (Stage 2 to Stage 3)	Librarian / Assistant Librarian/ College Librarian (Senior Scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma as per the norms provided in Table VIII (b) of Appendix III for college librarian cadres. (ii) Additionally, two refresher courses, for a ' minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) No separate interview points for the Screening cum Verification process of recommending promotion.

**Government of West Bengal  
Higher Education Department  
Appointment Branch  
Bikash Bhavan, Salt Lake, Calcutta-91**

**No. 594-Edn (A)/5P-90/12 Pt**

**Date: 14.06.13**

From : Shri K.K. Bhaumik

Joint Secretary to the Govt, of West Bengal

To : The Director of Public Instruction, West Bengal

**Sub: Clarification on various aspects/modalities and fixation of pay  
following implementation of CAS as per UGC Regulation, 2010**

In continuation of this Department's Memo No.1196-Edn (A)/5P-90/12, dt. 31.12.12 regarding applicability of the terms and conditions towards Re-designation & Career Advancement Scheme for the teachers, librarians, physical instructors of the Government Colleges in West Bengal, the undersigned is directed to say that the Governor is pleased to make the following clarifications for information and guidance of all concerned:-

<b>Sl No.</b>	<b>Points of Doubt/Query</b>	<b>Clarification</b>
1	Re-designation of Reader /Lecturer (Selection Grade) with three years of continuous service to the post of Associate Professor up to 29.06.2010 has already been done. Now, what will be the date of effect if Re-designation of Readers/ Lecturer (Selection Grade) with three years of continuous service is getting completed on a date during the period 30.06.2010 to 31.10.2012	For the re-designation of Reader /Lecturer (SI. Grade) to the post of Associate Professor falling due during the period 30.06.2010 to 31.10.2012, and the claim / entitlement under the Career Advancement Scheme for Teachers arising during the period 30.06.2010 to 31.10.2012, the date of implementation/ effect will be 01.11.2012 as per GO. No.1196-Edn(A) Dt. 31.12.2012 vide ANNEXURE to G.O Para 6.1.
2	If any incumbent enters the service after 01.01.2006 with Ph.D/M.Phil/ L.L.M/M.Tech Degree or acquires the Degree while in .service, what will he benefit in terms of incentives as per UGC Regulation 2010?	A clarification in this regard is being sought from the UGC. On receiving the same, the matter will be processed further.
3	If any incumbent wants to acquire the Ph.D Drgree during his/her service, whether he/she will get any leave to complete the requisite course work as per UGC New Regulation for Ph.D?	Special Study Leave /Extra Ordinary Leave EOL) with pay for Ph.D course work, a maximum period of six months may be allowed provided least academic loss is caused to the concerned college/students and .subject to successful completion of the course work as reflected in the completion certificate issued by the University. A proposal along these lines is being sent to the Finance Department for approval.

*Compendium*

4	If any incumbent is under Faculty Development Programme (FDP)/ Faculty Improvement Programme (FIP) and remains absent in the college for a certain period, whether his /her date of effect for promotion on CAS will be deferred or not?	The incumbent who is under FDP/FIP scheme, his /her CAS benefit will not be deferred as he /she is on leave with pay with normal increment but the screening /selection committee will be formed after the incumbent returns to the concerned post. However, the Career Advancement Scheme for teachers, falling due on and from 30.06.2010 to 31.10.2012, the date of implementation of the scheme will be effective from 01.11.2012 as per GO. No 1196-Edn(A) Dt 31.12.2012
5	If any incumbent remains on duly-approved Extra Ordinary Leave (EOL) without pay, what will be the required eligibility period for CAS?	If any person remains on duly-approved EOL without pay on personal ground other than medical grounds / higher study, his / her normal annual increment as well as CAS benefit will be deferred in the light of existing G.O.No.2728F dated 07.04.2009.

Sd/- K.K. Bhaumik  
Joint Secretary

**No. 594/1(14)-Edn (AJ/5P-90/12 Pt**

**Date: 14.06.13**

Copy forwarded for information and necessary action to:-

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

Sd/-  
Assistant Secretary



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

**No: 1262-Edn(A)/5P-90/12**

**Date: 14.11.2014**

From: Shri Vivek Kumar, I.A.S.

Principal Secretary to the Govt, of West Bengal

To: The Director of Public Instruction, West Bengal, Bikash Bhavan, Kolkata-- 700091

Sub: **Applicability of the terms and conditions towards Re designation & Career Advancement Scheme for the teachers, librarians and physical instructors of the Government colleges of West Bengal**

**Sir,**

In partial modification of this Department's Order no. 1196-EdnfA)/ 5P-90/12 dated 31.12.2012 and in cancellation of the clarification made at Serial No. 1 of this Department's GO. No. 594-Edn(A)/ 5P-90/12 (Pt.) dated 14.06.2013, the Governor is pleased to decide that for the teachers, librarians and physical education personnel equivalent to academic staff whose Career Advancement and Redesignation falls due on a date during the period from 30.06.2010 to 31.10.2012 (both days inclusive), the Career Advancement Scheme (CAS) and Redesignation will be effective notionally on the date when it is due, and actually from 01.11.2012.

Accordingly, in the paragraphs 6, 6.1, 8 & 10 of the Annexure to order no. 1196-EdnfA)/ 5P-90/12 dated 31.12.2012, the date of effect of the Career Advancement Scheme (CAS) and Redesignation is modified to read as follows -

“6 Career Advancement and re-designation for the Teachers for the period starting from 30.06.2010 to be effective notionally from the date it becomes due, and actually from 01.11.2012.

6.1 This Scheme will be effective in respect of the incumbents whose career advancement or re-designation is due on and from 30/06/2010. In respect of all cases where the career advancement or re-designation was due on a date falling between 30.06.2010 to 31.10.2012 (both days inclusive), the scheme will be effective notionally pay fixation to be made notionally from the date on which Career Advancement or re-designation becomes due, and actually from 01.11.2012. The arrear liability which will arise from 01.11.2012 to 30.09.2014 will be paid in 3(three) equal instalments in 3(three) financial years commencing from 2015-2016.

In respect of cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No. 42-Edn(A) dated 05.02.1999.”

“8. Career Advancement for Librarians etc (Assistant Librarian/ College Librarian) for the period starting from 30.06.2010 to be effective notionally from the date it becomes due, and actually from.01.11.2012.

This Scheme will be effective in respect of the incumbents whose career advancement or re-designation is due on and from 30/06/2010. In respect of all cases where the career advancement or re-designation was due on a date falling between 30.06.2010 to 31.10.2012 (both days inclusive), the scheme will be effective notionally the. pay fixation to be made notionally from the date on which Career Advancement becomes due, and actually from 01.11.2012. The



## Compendium

arrear liability which will arise from 01.11.2012 to 30.09.2014 will be paid in 3(three) equal instalments in 3(three) financial years commencing from 2015-2016.

In respect of cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No. 43-Edn(A) dated 05.02.1999.”

“10. Career Advancement for Physical Instructors/Instructress for the period starting from 30.06.2010 to be effective notionally from the date it becomes due, and actually from 01.11.2012.

This Scheme will be effective in respect of the incumbents whose career advancement or re-designation is due on and from 30/06/2010. In respect of all- cases where the career advancement or re-designation was due on a date falling between 30.06.2010 to 31.10.2012 (both days inclusive), the scheme will be effective notionally i.e. pay fixation to be made notionally from the date on which Career Advancement becomes due, and actually from 01.11.2012. The arrear liability which will arise from 01.11.2012 to 30.09.2014 will be paid in 3(three) equal instalments in 3(three) financial years commencing from 2015-2016.

In respect of cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No. 43-Edn(A) dated 05.02.1999.”

This order issues with the concurrence of the Finance Department vide their U.O. No. Group P2/2014-2015/2306 dated 30/10/2014.

Yours faithfully,  
Sd/- Vivek Kumar  
Principal Secretary

No: 1262/l(15)-Edn(A)/5P-90/12

Date: 14.11.2014

1. The Principal Accountant General (A&E), West Bengal Treasury Building, Kolkata- 700001.
2. Finance Department. Group - P (Pay) of this Government
3. Finance Department (Group -B) of this Govt.
4. Director of Public Instruction. West Bangal, Bikash Bhavan, Kolkata - 91.
5. The Director of Treasuries and Accounts, 4, Lyons Range, Kolkata - 700 001.
6. The Pay & Accounts Officer. Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kol-700012.
7. The Pay & Accounts Officer. Kolkata Pay & Accounts Office-II, P-I, Hyde Lane, Jahar Building, Kol - 73.
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Block, Sector III, Salt Lake City. Kolkata -106.
9. The Treasury Officer, \_\_\_\_\_ Treasury,
10. Budget Branch of this Department.
11. P.S. to the Hon'ble MIC. Higher Education Department, Government of West Bengal.
12. P.A. to the Principal Secretary, Higher Education Department, Government of West Bengal.
13. Computer Cell of this Department.
14. \_\_\_\_\_
15. Guard File.

Sd/-  
Assistant Secretary

**Government of West Bengal  
Higher Education Department  
Bikash Bhawan, Salt Lake, Kolkata - 700 091**

**No: 568- Edn( A )/5P-90/2012(pt)**

**Date : 02-04-2015**

From: The Joint Secretary

to the Govt, of West Bengal

To : The Director of Public Instruction West Bengal, Salt Lake, Kolkata-91.

**Sub : Clarification on eligibility for placement in the post of Reader / Lecturer ( Selection Grade)**

Several representations have been received by the Higher Education Department regarding the total number of years required for promotion to the post of Assistant Professor Stage III [erstwhile Reader/Lecturer (Selection Grade)] from the post of Assistant Professor Stage II [erstwhile Lecturer (Sr. Scale)].

The matter was accordingly taken up with the University Grants Commission. The University Grants Commission, vide its clarification No.F.9-4/2010 (PS) Misc. dated 14.03.2014 has furnished a clarification in this regard to the effect that “ Minimum length of service for eligibility to move in to the lecturer (Sr. Scale) would be four years for those with Ph.D., five years for those with M.Phil., and six years for others at the level of Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade)/Reader, the minimum length of service as Lecturer (Sr. Scale) shall be uniformly five years”.

In this connection, after careful consideration of the University Grants Commission’s clarification dated 14.03.2014 regarding the norms / eligibility for movement from Assistant Professor Stage II [erstwhile Lecturer (Sr. Scale)] to Assistant Professor Stage III [erstwhile Lecturer (Selection Grade) /Reader], the Governor is pleased to clarify that the minimum period of stay in service in Lecturer (Sr. Scale) stage shall be five years uniformly and, any pay-fixation inadvertently made earlier, which is contrary to the University Grants Commission’s above mentioned clarification, shall be accordingly revised / amended. Overdrawn amount, if any, paid previously shall be adjusted from the salary or arrear salary in suitable instalments in such manner that the full recoverable amount is adjusted over a period not exceeding three Financial years starting from 2015 - 2016. In case of retired persons, the recoverable amount shall be adjusted against the arrear salary still due or against the terminal benefits or shall be deposited by the pensioner in the Treasury under the appropriate Head of Account, as the case may be.

In respect of those cases where the minimum service of five years while being promoted from Assistant Professor Stage II [erstwhile Lecturer (Sr. Scale)] to Assistant Professor Stage III [erstwhile Reader /Lecturer (Selection Grade)] was not maintained, revised /amended pay fixation proposals shall be initiated by him for issuance of new orders by the H.E. Department in cancellation of earlier orders.

This shall be informed to all concerned and necessary action initiated at the earliest.

Sd/-  
Joint Secretary

*Compendium*

No: 568/1(12) - Edn( A )/5P-90/2012(pt)

Date : 02-04-2015

Copy forwarded for information and taking necessary action to :-

1. The Pr A.G(A&E),W.B, kol-700001.
2. The Additionl Secretary, (CS Branch), Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata-91;
3. The Special Secretary, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata-91;
4. The Joint Secretary, (University Branch), Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata - 91;
5. The Joint Secretary, (Social Education Branch), Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata - 91;
6. The Joint Secretary, (Budget Branch), Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata - 91;
7. The Deputy Secretary, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata - 91 for uploading it on the website of this Department;
8. The Assistant Secretary, (CS. Branch), Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata-91;
9. The Law Officer, Integrated Law Cell, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata-91;
10. P.S. to MIC, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata-91;
11. Sr. P.A. to Principal Secretary, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata-91
12. Office Copy.

Sd/-  
Assistant Secretary

**Government of West Bengal  
Higher Education Department  
(Appointment Branch)**

**Bikash Bhavan, Salt Lake City, Kolkata 700091**

No : 2171- Edn( A) /5P-90/2012(pt)

Date : 06.10.2015

From : Sri Arup Sengupta, W.B.C.S. (Exe),

Joint Secretary to the Government of West Bengal

To : The Director of Public Instruction

Govt, of West Bengal

Subject : Applicability of terms and conditions towards Re-designation & Career Advancement Scheme for the teachers and equivalent academic staff of the Government colleges in West Bengal-clarification regarding.

Sir,

In partial modification of this Department's Order No.1196 - Edn(A) dated 31/12/12 and No. 1262 - Edn(A) dated 14/11/2014 and in cancellation of the clarification made at Serial No.-1 of this Department's Memo No. 594 - Edn(A) dated 14/06/2013, the Governor is pleased to decide that for the teachers, librarians, physical instructors and equivalent academic staff whose career advancement and re-designation falls due on a date during the period from 30/06/2010 to 31/10/2012 (both days inclusive), the Career Advancement Scheme(CAS) and re-designation will be effective from the date it is due provided they have fulfilled all the relevant criteria as per stipulations of the UGC Regulations, 2010.

It is also to be noted that those who failed to attend Refresher's Course and/or Orientation Course within the due date of promotion but have attended later though within 31/12/2013, will also be eligible to get promotion on due date in terms of the UGC's Letter No- 1-2/2009(EC/PS) Pt VIII dated 07/12/2012.

The arrears arising out of the promotion/placement under CAS falling between 30/06/2010 and 31/10/2012 (both days inclusive) of respective incumbents will be transferred to their respective GPF or CPF Account, as applicable for teachers of Government-aided Colleges with the condition that the said arrears shall be drawn at the time of retirement on account of superannuation or termination of service or in the event of death while in service along with the interest to be accrued, as per rule.

The arrear liability which will arise from 01.11.2012 to 30.09.2014 will continue to be paid in three equal instalments in three financial years commencing from 2015-16 in terms of this Deptt's Order No. 1262 - Edn(A) dated 14/11/2014.

This order issues with the concurrence of the Finance Department vide their UO No.0388/2015-2016 Group P2 dated 29.09.2015.

Yours faithfully

Sd/- A. Sengupta  
Joint Secretary

*Compendium*

**Government of West Bengal  
Department of Higher Education  
Appointment Branch  
Bikash Bhawan, Salt Lake, Kolkata-91**

**ORDER**

No. 2586-Edn(A)/ 10M-20/10

Dated, Kolkata, 11<sup>th</sup> December, 2015

The State Government, for sometime past, has been receiving appeals from Government-approved Part Time Teachers in the colleges of the State for enhancement of their remuneration. After careful consideration of all aspects of the matter and taking into account the inflationary trends and also the State Government's financial position, the State Government has decided to enhance their remuneration while also enhancing their workload. Accordingly, in modification of the Government order No. 926-Edn(A) dated 21.9.2010 specifying the remuneration and workload of Government-approved Part Time Teachers in Government colleges (except Superannuated Teachers working as PTTs), the undersigned is directed by the order of the Governor to specify the following:

**For Government-approved Part-time teachers;**

- The remuneration of Government-approved Part Time Teachers will be enhanced by 25% over their existing remuneration.
- The present provision of 5% increase of remuneration every 3 (three) years will continue.
- The work load of Government-approved Part Time Teachers will be enhanced by 50% over their existing workload and will include works related to University and college examination.

This will take effect from 01.01.2016

This order issues with the concurrence of the Finance Department, Govt, of West Bengal vide their U.O. No. 0501/2015-2016 of Group-P 2 dated 10.12.2015.

By order of the Governor,

Sd/ A. Sengupta

Joint Secretary

Higher Education Department

Govt of West Bengal

No. 2586/l(6)-Edn(A)/ 10M-20/10

Dated. Kolkata, 11<sup>th</sup> December, 2015

Copy forwarded for information and necessary action to:-

- 1) The Principal Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata-700001.
- 2) The Finance Department, Group-P2, West Bengal.
- 3) The Director of Treasuries & Accounts, 4, Lyons Range, Kolkata-700001.
- 4) The Director of Public Instruction, West Bengal.
- 5) The Principal / Officer-in-charge, \_\_\_\_\_

- 6) Guard File.

Sd/-

Deputy Secretary to the Govt, of West Bengal

**Government of West Bengal  
Higher Education, Science & Technology  
and Biotechnology Department  
(Appointment Branch)  
Bikash Bhaban, Salt Lake Kolkata-700091**

No. 198-EH/ (CG)/ (A) 5P-90/12 (Pt)

Date: 07.12.2017

**NOTIFICATION**

Consequent upon the Notification of the University Grants Commission's (4<sup>th</sup> Amendment) Regulations published vide Number F.1-2/2016 dated 11.07.2016, and in continuation of the Department's Order vide No. 1196-Edn (A) dated 31.12.2012, the matter regarding adoption of the Regulations was under active consideration of this Department for sometime past.

After careful consideration of all the aspects in this regard, the Governor, has now been pleased to direct that the teachers, librarians and Physical Instructor of Government College in West Bengal, who come under the administrative jurisdiction of this Department, shall be guided by the Career Advancement Scheme (CAS) detailed in the Annexures to this notification.

In this connection, the Governor is further pleased to direct that if the assessment period of any incumbent for the purpose of Career Advancement falls under both the UGC's Regulations, 2010 and Regulations 2016, then for the purpose of computation of API score, the period prior to issuance of this notification shall be guided by the Department's Order vide No. 1196-Edn (A) dated 31.12.2012, and all corresponding orders issued in this regard, and for the period falling after the date of issuance of this Notification shall be guided by the scheme provided in the Annexures to this notification.

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

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



To G.O. No. 198-EH/ (CG) dated 07.12.2017

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

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

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

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

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

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

Category	Nature of Activity	Assistant Professor		Associate Professor	
		Max.	Actual Score	Max.	Actual Score
<b>I</b>	a. Direct Teaching	<b>70</b>	Actual hours spent per academic year ÷ 7.5	<b>60</b>	Actual hours spent per academic year ÷ 7.75
	b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	<b>20</b>	Actual hours spent per academic year ÷ 10	<b>20</b>	Actual hours spent per academic year ÷ 10
	c. Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc.	<b>10</b>	Actual hours spent per academic year +10	<b>15</b>	Actual hours spent per academic year-10



**Note:**

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

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

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

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

<b>Category II</b>	<b>Nature of Activity</b>	<b>Maximum API Score</b>	<b>Actual Score</b>
a.	Student related co-curricular, extension and field based activities (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) Extension and dissemination activities (public / popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year -10
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15	Actual hours spent per academic year -10

## Compendium

	(i) Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii) Participation in Board of Studies, Academic and Administrative Committees		
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year -10

### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC #	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State/ Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	Subject Books, published by National level publishers, with ISBN/ISSN number or State/ Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	20 per Book for Single Author
		Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	15 per Book for Single Author

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

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

## Compendium

	State/University level	State/University level	3 per lecture /2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
III (F)	Development of e-learning delivery process/material		10 per module

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

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

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

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

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

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor/ equivalent cadres (Stage 4)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year
II	Professional Development and Extension activities Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period
III	Research and Academic Contributions-Minimum Score required - to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period
II + III	Minimum total API score under Categories II and III*	90/ Assessment period	120 Assessment period	150/ Assessment period
IV	Expert Assessment system	Screening cum evaluation committee	Screening Cum evaluation committee	Selection Committee
	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance

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

**APPENDIX-III - TABLE: III**

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

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

Sl. No	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Professor/ Equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M. Phil/PG Degree in Professional Courses such as LLM, M. Tech, M. V. Sc., M.D., or six years of service who are without Ph. D/ M. Phil / PG Degree in Professional courses	(i) Minimum Proforma developed by the UGC as per the norms provided in Table II (A). (ii) One Orientation and one Refresher course/ Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Professor/equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A) (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor Stage	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil, holders and an exemption of two publications may be given to Ph. D. holders. (iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning -Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. (iv) A selection committee process as stipulated in the regulation and in Tables H(A).

**APPENDIX- III TABLE VII**

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

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

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

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

**Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources** organization and maintenance of books, journals, reports, Development, organization and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for upgradation of library services and

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

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

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

Nature of Activity	Assistant Librarian/College Librarian (Stage 1 to 2 & Stage 2 to 3)		Assistant Librarian/College Librarian (Stage 3 to 4)	
	Max. Score	Actual Score	Max. Score	Actual Score
a) Library resources organization and maintenance of books, journals, reports; Provision of library reader-services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. (40 Points)	<b>70</b>	Actual Score (Actual hours spent per Academic Year ÷20)	<b>60</b>	Actual Score (Actual hours spent per Academic Year ÷20)



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Development, organization and management of e-resources including their accessibility over Intranet/ Internet, digitization of library resources, e-delivery of information, etc. (15 Points) User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc. (15 Points)				
b) ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools(software), Intranet management	<b>15</b>	Actual Score (Actual hours spent per Academic Year -10)	<b>15</b>	Actual Score (Actual hours spent per Academic Year +10)
c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	<b>15</b>	Actual Score (Actual hours spent per Academic Year ÷10)	<b>15</b>	Actual Score (Actual hours spent per Academic Year ÷10)

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

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

<b>Nature of Activity</b>	<b>Maximum API Score</b>	<b>Actual Score</b>
a) Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	15	Actual hours spent per academic year ÷10
b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	Actual hours spent per academic year ÷10
c) Professional Development activities (such as participation in seminars, conferences, short term, e- library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	Actual hours spent per academic year ÷10



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### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

Category	Activity	University/College Librarian	Maximum score*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	20 per Book for Single Author
		Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	15 per Book for Single Author
		Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	International-10 per Chapter National - 5 per Chapter
III(C)	<b>RESEARCH PROJECT</b>		
III (C) (i)	Sponsored Projects:	(a) Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per project
		(c) Minor Project with grants above Rs. 1 lakh up to Rs.3 lakhs	10 per project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs. 2 lakhs
III (C) (iii)	Projects Outcome/ Outputs	Major policy document prepared for International bodies like WHO/UNO/ UNESCO/UNICEF etc. Central / State Govt./ Local bodies prepared	Major policy document of International bodies 30 Central Government - 20, State Govt.-10 Local bodies - 5
III (D)	<b>RESEARCH GUIDENCE</b>		
III(D) (i)	M. Phil	Degree awarded	5 per candidate

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III (D) (ii)	Ph.D.	Degree awarded / Thesis submitted	15/10 per candidate
III (E)			
III (E)(i)	Awards / Fellowship	International Award/Fellowship from academic bodies	15 per Award/15 per Fellowship
	Awards / Fellowship	National Award/Fellowship from academic bodies/ association	10 per Award/10 per Fellowship
	Awards / Fellowship	State/University level award from academic bodies/ association	5 per Award
III (E)(ii)	Invited lectures/ papers	International	7 per lecture/ 5 per paper presented
		National level	5per lecture/3 per paper presented
		State/University level	3 per lecture/2 per paper presented
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			
III (E)(iii)	Development of e-learning delivery process/material		10 per module

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

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

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

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

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

Category	Activity	Assistant/ College Librarian: (Stage 1 to Stage 2)	Assistant/ College Librarian: (Stage 2 to Stage 3)	Assistant/ College Librarian (Stage 3 to Stage 4)
I	Procurement, organization, and delivery of knowledge and information through Library services	80/Year	80/year	75/year
II	Professional Development and Extension activities -Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period

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

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

**APPENDIX-III - TABLE: IX**

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

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

Sl No	Promotion of Librarian Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Librarian/ College Librarian to Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) (Stage 1 to Stage 2	Assistant Librarian/ College Librarian completed four years of service in Stage 1 with Ph. D or five years of service in Stage 1 with Ph.D or five years of service with M.Phil or six years of service without Ph.D./M. Phil	(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII(A) of Appendix III for Librarian cadres in universities and for college Librarian cadres. (ii) One Orientation and one Refresher Course of 3/4 weeks duration (iii) Screening cum Verification process for recommending promotion.
2	Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) ^Stage 2 to Stage	Assistant Librarian (senior scale)/College Librarian (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provide in Table VIII(A) of Appendix III for Librarian Cadres in universities and for college Librarian cadres. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) Screening cum Verification process for recommending promotion.

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3	Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) ^ stage 3 to stage 4	Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (selection Grade) with three years of completed service in stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (A) of Appendix- III Three publications over 12 years. In Colleges, a exemption of one publication may be given to M. Phil, holders and an exemption of two publications may be given to Ph.D. holders. (ii) Additionally one course/training under the categories of Library automation/Analytical tool Development for Academic documentation. (iii) A selection committee process as stipulated in the regulation and in Tables VIII(A).
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**Note:** The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.

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

**ANNEXURE (B)**

**To G.O. No. 198-EH (CG) dated 07.12.2017**

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

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

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

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

**PART A: GENERAL INFORMATION**

1. Name (Block letters) :
2. Father's/Mother's name/  
Husband's name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence :  
(with pin code)
7. Permanent Address :  
(with pin code)  
Telephone No.:
- E-mail:

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8. Whether acquired any degrees or fresh academic qualifications during the year:  
 9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

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

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

14. Research Degree(s):

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

15. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of pay

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

Signature of the Candidate

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

Signature of the Co-ordinator, IQAC

Date:

Seal:

Signature of the Principal/OIC

Date:

Seal:

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

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

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

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

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

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

**Workload as per UGC Regulations 2016:**

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14

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

Sl. No.	Type of Examination Duties	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)	API Score
	<b>Maximum API Score :</b>			
	<b>i) Assistant Professor Stage I: 20</b>			
	<b>ii) Assistant Professor Stage II : 20</b>			
	<b>iii) Assistant Professor Stage III : 20</b>			
	<b>iv) Associate Professor: 20</b>			

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

(a) Updating of Courses/Curriculum Design:

(b) Participation/Innovative - Interactive courses:

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

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

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

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

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



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

SI. No.	Type of Activity	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year -10)*	API Score
(a)	<b>Student related Extension, Co-curricular &amp; field based Activities</b>			
	i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other			
	ii) Other co-curricular activities (Cultural, Sports, NSS, and NCC etc.)			
	iii) Extension and dissemination activities (public / popular lectures/talks/seminars			
	<b>(Max API Score : 15)</b>			
(b)	<b>Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities (including as Principal / Director responsibilities (including as Principal / Director that require regular office hrs for its discharge)</b>			
	i) Administrative Responsibility (including Dean/ Principal / Chairperson / Convenor / Teacher -in-charge/ similar other duties that require regular Office hours for its discharge)			
	iii) Participation in Board of Studies, Academic and Administrative committees			
	<b>(Max API Score : 15)</b>			
(c)	<b>Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution)</b>			
	<b>(Max API Score : 15)</b>			
	*For all categories of Teachers ( Assistant/Associate) Total Score (a + b +c) <b>(Max : 45)</b>			

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

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

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

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

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

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

- Refereed Journals as notified by UGC in 'List of Journals' -25/publication

-Other Reputed Journals as notified by UGC in 'List of Journals' -10 per publication

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

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

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

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

International -10 per chapter

National - 05 per chapter

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

### III (C) RESEARCH PROJECTS

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

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

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

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

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

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

**III (C) (iii) Projects outcome/outputs • API score:**

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

National level output— 20/each output

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

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

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

- Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government/local Bodies (**for Arts**)—
  - a) Major Policy document prepared for International bodies-30
  - b) Central Government —20
  - c) State Government —10
  - d) Local Bodies—05

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

**III(D) Research Guidance**

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

*Compendium*

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

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

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

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

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

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

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

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

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

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

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

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

API score -10/ Module

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

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

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

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

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

**Subject:**

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

*Compendium*

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

- **Date of Screening Committee / Selection committee :**
- **Venue:**
- **Name of the applicant:** **Subject:**
- **Date of RC/OP/ WORKSHOP :**

Assessment period						
API score up to 06.12.2017			API score w.e.f 07.12.2017			
		API (A)		API (B)	Total API score in Assessment period (A+B)	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee for Associate Professor)
<b>CAT I</b>	<b>CATEGORY I:</b> Teaching, learning and evaluation related activities <b>(to be assessed yearly)</b>		<b>CATEGORY I:</b> Teaching, learning and evaluation related activities <b>(to be assessed yearly)</b>			
<b>CAT II</b>	<b>CATEGORY II:</b> Co- curricular, extension and professional development related activity <b>(to be assessed yearly)</b>		<b>CATEGORY II:</b> Co- curricular, extension and professional development related activity <b>( to be assessed cumulatively for assessment period)</b>			
<b>CAT III</b>	<b>CATEGORY III:</b> Research and Academic Contributions <b>(to be assessed cumulatively for assessment period)</b>		<b>CATEGORY III:</b> Research and Academic Contributions <b>(to be assessed cumulatively for assessment period)</b>			
<b>Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion</b>			<b>Recommended for promotion from Stage I/II/III to Stage II/III/IV (Strikeout which are not applicable)</b> • <b>Date of effect</b>			
<b>Signature of the Principal/TIC/ OIC with date and seal</b>		<b>Signature of the DPI Nominee with date and seal</b>				
			<i>Signature of the Subject Expert/s with date and seal</i>		<i>Signature of the Subject Expert/s with date and seal</i>	

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

Name of the College:

Date of the Meeting:

Venue:

Name of the Incumbent: Shri/Smt/Dr.

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

Date of joining:

Awarded Ph. D. on:

Date of Confirmation:

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

Designation after promotion: Assistant Professor (Stage 2 / Stage 3) /Associate Professor (Stage 4)

Scale of Pay: Rs. 15600-39100/- or Rs. 37400-67000/- with AGP of Rs. 7000 / 8000 /9000

Date of effect:

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

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1/ Stage 2/ Stage 3) to the post of Assistant Professor (Stage 2/ Stage 3) / Associate Professor (Stage 4). As the incumbent has fulfilled all conditions as laid down in G.O. No ..... dated ..... for promotion under CAS , the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of' 7000 / 8000 / 9000 with effect from

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

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

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

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

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

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

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

\*\*\*\*\*



*Compendium*

**No. 198/ 1(16)-EH/ (CG)/ (A) 5P-90/12 (Pt)**

**Date: 07.12.2017**

Copy forwarded for information and for necessary action to:-

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

Sd/-  
Joint Secretary

**Govt. Of West Bengal  
Higher Education Department  
Technical Branch**

No. 230-Edn m (T)  
5P-2/99 (pt)

Dated: Calcutta, the 18<sup>th</sup> May, 1999.

From : Sri Hirak Ghosh, IAS, Principal Secretary to the Govt. of West Bengal

To : (1) The Vice Chancellor,  
Bengal Engineering College,  
Shibpur, Howrah.

(2) The Director of Technical Education, West Bengal.

Sub : Revision of Pay Scales of Teachers in Engineering and Technological Colleges in West Bengal with effect from 01.01.96.

The undersigned is directed to say that the Government of India, Ministry of Human Resource Development (Department of Education) in their letter No. F. 37-104/95-TS.II dated 09.10.1998 have informed the State Government of their decision to implement with effect from 01.01.96 the revised pay scales recommended by the All India Council for Technical Education (AICTE) for teachers in Engineering Colleges and other Degree level Technical Institutions fully financed by the Govt. of India. The Govt. of India have also requested State Govt. to consider extending the revised pay scales to teachers in Engineering and Degree level Technical Institutions and Colleges, University Faculties, Department and Institutions, which are covered under the AICTE Act, with such modifications as may be necessary to suit local conditions. The revised scales of pay may be given effect to from 01.01.96 or a later date. The Govt of India have offered to «render financial assistance to State Govt. for implementing the revised pay scales subject to the following terms and conditions: —

- i) The Central Govt. will provide financial assistance to the State Govt. to the extent of 80% of additional expenditure involved in giving effect to the scheme of revision of scales of Pay;
  - ii) The central assistance to the extent indicated above will be available for the period from 01.01.96 to 31. 03.2000;
  - iii) The State Govt. will meet the remaining 20% of the expenditure from their own resources;
  - iv) The State Govt. will take over the entire responsibility for maintaining the revised pay scales, with effect from 01.04.2000 and
  - v) Central assistance will be restricted to the revision of pay scales for the posts, which were in existence on 01.01.96.
2. After careful consideration of the matter, the Governor has been pleased to introduce with effect from the 1<sup>st</sup> January, 1996, pay scales, as detailed below, recommended by the AICTE for Lecturers, Assistant Professors, Professors and Principals in Engineering and Technological Colleges including B.E. College (D. U.) in this State :-

### Compendium

SI. No	Designation Col -I	Existing Scale of Pay Col - II	Revised Scale of Pay Col-III
a.	Lecturer	Rs. 2200-75-2800-100-4000	Rs. 8,000-275-13,500/-
b.	Lecturer (Sr. Scale)	Rs. 3000-100-3500-125-5000	Rs 10,000-325-15,200/-
c.	Lecturer (Selection Grade)	Rs. 3700-125-4950-150-5700	Rs 12,000-420-18,300/-
d.	Asstt. Prof.	Rs. 3700-125-4950-150-5700	Rs 12,000-420-18,300/-
e.	Professor	Rs 4500-150-5700-200-7300	Rs 16,400-450-20,900-500-22,400/-
f.	Principal	Rs 6300-200-7300	Rs. 18,400-500-22,400/- (Minimum to be fixed at Rs 19,400)

3. The introduction of the AICTE scales of pay will be subject to the terms and conditions stipulated in Annexure-I. The fixation in the AICTE scales of pay will be in the manner as Laid down in Annexure II.
4. The AICTE scales of pay are applicable only to the teaching staff referred to in para 2 above, in engineering/Technological Colleges including B. E. College (DU) in this State who having been appointed on a regular and whole time basis were in position on 01.01.96 or thereafter and were or have been drawing pay in the U. G. C. Scales of 1973 against sanctioned posts. The AICTE Scales of pay will not be applicable to teachers who were or have been drawing pay in Scales other than the U. G. C. / AICTE Scales.
5. The Existing eligible teachers shall have to exercise option for the revised Scales of pay, sanctioned herein above within sixty days from the date of issue of the order in the proforma given in Annexure-III. The option once exercised shall be final. Those who fail to exercise option by the date mentioned above shall automatically come Under the Revised scales of pay with effect from 01.01.96 or w.e.f. the date of appointment whichever is later.
6. The modalities of payment of arrears would be notified in due course.
7. This order issues with the concurrence of the Finance Department Group - P (Service) vide their U. O. No.: 1067 Dated 13.05.99.
8. The Accountant General (A&E), West Bengal, the Pay and Accounts officer, Calcutta and the concerned Treasury officers are being informed.

Principal Secretary

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

No. : 230/1(9) Edn (T)

Dated : 18.05.19

Copy with copy of the enclosure for information to the:

- 1) Accountant General (A&E), West Bengal;
- 2) Finance Department of this Government;
- 3) Secretary, Public Service Commission, West Bengal;
- 4) The Joint Director (T) Govt. of India, Ministry of Human resource Development (Deptt of Education), Shastri Bhavan, New Delhi, with reference to his D. O. No. 37-104/95-TS II dated 08. 02. 99.
- 5) Education officer (Tech), Govt. of India, Ministry of Human Resource Development (Deptt. Of Education), Eastern Regional Office : 5, Esplanade East, Calcutta - 69;
- 6) Pay and Accounts officer, Calcutta;
- 7) Treasury officer, Alipore/Jalpaiguri/Berhampore/Serampore\* / Kalyani / Bidhannagar;
- 8) Joint Secretary, University Branch, Deptt. Of Higher Education, Govt. of West Bengal.
- 9) Principal / officer-in charge, Jalpaiguri Govt. Engineering College / Kalyani Engineering College / College of Leather Technology / college of Ceramic Technology / College of Textile Technology, Serampore / college of Textile Technology, Berhampore.

The Principals / officer-in-charge of Govt. Engineering / Technological Colleges are requested to circulate this order amongst teachers of their respective Colleges. They are also requested to maintain separate accounts of funds spent for implementation of Revised Scales of Pay Sanctioned herein above during the period from January 1996 to March 2000

Deputy Secretary

No. : 230/2 (I) Edn (T)

Dated : 18.05.1999

Copy with copy of the enclosure forwarded for the Budget Branch of this Deptt.

Deputy Secretary

**ANNEXURE-I**

Annexure to G.O. No. 230 - Edn (T)

Dated : 18.05.1999

**Schemes for sanction of A.I.C.T.E. Scales of Pay**

**(1) Coverage:**

Schemes for sanction of AICTE Scales of Pay 1996 applies to Lecturers, Assistant Professors, Professors and Principals of Engineering and Technological colleges. Teachers who will be appointed in future on regular and whole-time basis will be governed by the provisions of the Scheme.

**(2) Date of effect:**

The AICTE Scales of Pay 1996 will be effective from January 1<sup>st</sup> 1996.

**(3) Pay Scales:**

Subject to the fixation formula prescribed in Annexure II, the AICTE scales of pay are inclusive of the Basic Pay under the AICTE scales, 1986, Dearness Allowance, Additional Dearness Allowance, Interim relief, if any, admissible to teachers as on 01/01/96 under specific Govt. orders.

- (4) a) At the time of recruitment as Lecturers, four and two advance increments will be admissible to those of the science / Humanities faculty who hold Ph.D. and M. Phil degrees respectively; and to those of the technical faculty who hold Ph.D. and ME/M. Tech. Degrees respectably
- b) One increment will be admissible to those Science/Humanities teachers with M. Phil and to those of technical faculty with ME / M.Tech, who acquire Ph.D. within two years of recruitment.
- c) A Lecturer with Ph.D. will be eligible for two advance increments when he moves into Selection Grade as an Assistant Professor.
- d) A teacher will be eligible for two advance increments as and when he acquires a Ph.D. degree in his service career.

**(5) Career Advancement:**

- a) The minimum length of service as a Lecturer for eligibility to move into the grade of lecturer (Senior Scale) would be four years for those with Ph.D., five Years for those with M. Phil /ME / M. Tech and six years for others. For eligibility to move into the Grade of lecturer (Selection Grade) / Assistant Professor, the minimum length of service as a Lecturer (Senior Scale) shall be uniformly five years.
- b) For movement into grades of Assistant Professor and above, the minimum eligibility criterion would be Ph.D, Those teachers without Ph.D. can go up to the level of Lecturer (Selection Grade).
- c) An Assistant Professor with a minimum of eight years of service will be eligible for consideration for appointment as Professor.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- d) For every upward movement, a selection process would be evolved, for which appropriate orders would be issued by the State Govt on the basis of AICTE guidelines framed in Consultation with the Govt of India.
- (6) Other terms and conditions of service of teachers shall be notified by the State Govt on the basis of an order, following regulations to be issued by the AICTE on this behalf.
- (7) The teachers will continue to draw w.e.f. 01.01.96, T.A./D.A., H.R.A., Medical Allowances etc as are admissible to State Govt employees drawing corresponding pay.
- (8) **Anomalies:**  
Anomalies, if any, in the implementation of the scheme may be brought to the notice of the Higher Education Department for clarification.

**ANNEXURE - II**

Annexure to G.O. No. 230-Edn(T)

Dated: 18.05.1999

Formula for fixation of pay in the Revised Scales with effect from 01.01.96.

Definition: 1. In this formula, unless the context otherwise requires;

- a) Basic Pay means the Pay in a Particular stage which a teacher is entitled to under A. I. C. T. E. Scales, 1986.
- b) Existing emoluments means :
- (i) Basic Pay as noted at 1 (a) above.
  - (ii) Dearness allowance appropriate to the basic pay admissible at All India consumer Price Index (AICPI) average 1510 (1960-100).
  - (iii) An amount of first instalment of interim relief of Rs 100/- p. m. and
  - (iv) Amount equivalent to the second instalment of the interim relief at the rate of 10% of the basic pay subject to a minimum of Rs 100/- p.m.
- c) Qualifying service means continuous service rendered in a whole time post having a scale of pay as approved in both cases by the State Government.
2. The Pay in the revised scales of pay under AICTE scales, 1996 shall be fixed in the following manner;
- (i) The initial pay of a teacher shall be fixed in the 1<sup>st</sup> day of January, 1996;
  - (ii) An amount representing 40 percent of the basic pay in the AICTE Scales, 1986 shall be added to the existing emoluments of the teacher;
  - (iii) After the existing emoluments have been so increased, the pay shall thereafter be fixed in the revised scale at the stage next above the amount thus computed;

## Compendium

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;

Provided that:

When in the fixation of pay, the pay of a teacher drawing pay at more than four consecutive stages in an existing scale gets bunched, that is to say, gets fixed in the revised scale at the same stage, the pay in the revised scale of such of these teachers who are drawing pay beyond the first four consecutive stages in the existing scale shall be stepped to the stage where such bunching occurs, as under by the grant of increment (s) in the revised scale in the following manner, namely:

- a) for Teachers drawing pay from the 5<sup>th</sup> up to the 8<sup>th</sup> stage in the existing scale by one increment:
- b) for teachers drawing pay from the 9<sup>th</sup> up to the 12<sup>th</sup> stage in the existing scale if there is bunching beyond the 8<sup>th</sup> stage, by two increments;
- c) for teachers drawing pay from the 13<sup>th</sup> up to the 16<sup>th</sup> stage in the existing scale, if there is bunching beyond the 12<sup>th</sup> stage, by three increments.

If by stepping up of the pay as above, the pay of a teacher gets fixed at a stage in the revised scale which is higher than the stage in the revised scale at which the pay of a teacher who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the later shall also be stepped up only to the extent by which it falls short of the former;

Provided that:

The fixation thus made shall ensure that every teacher will get at least one increment in the revised scale of pay for every three increments in the existing scale of pay.

Note: I Where the existing emoluments as calculated in accordance with Paragraph 1 (b) exceed the revised emoluments in the case of a teacher, the difference shall be allowed as personal pay to be absorbed in future increases in pay;

Note : II Where a teacher is in receipt of personal pay on the 1<sup>st</sup> January, 1996 which together with the existing emoluments as calculated in accordance with paragraph 1(b) exceeds the emoluments such excess shall be allowed to such a teacher as Personal Pay to be absorbed in future increases in pay;

Note : III When in the fixation of pay under Paragraph 2, pay of a teacher, who in the existing scale was drawing immediately before the-1<sup>st</sup> January, 1996 more pay than another teacher junior to him in the same scale gets fixed in the revised scale at a stage lower than that of such Junior, his pay shall be stepped up to the same stage in the revised scale as that of the junior.

3. Date of next increment in the revised scale :

The next increment in the revised scale which will be admissible to a teacher whose pay has been fixed under paragraph 2 earlier shall be granted on the date he would have drawn his



*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

increment, had he continued in the existing scale provided that in cases where the pay of a teacher is stepped up in terms of second proviso the paragraph 2, the next increment shall be granted after completion of twelve months of qualifying service from the date of the stepping up of the pay in the revised scale.

Provided further that the next increment of a teacher whose pay is fixed on the <sup>st</sup> day of January, 1996 at the same stages as the one fixed for a teacher junior to him in the same scale and drawing pay at a lower stage than him in that scale, shall be granted on the same date as admissible to his junior if the date of increment of the junior happens to be earlier.

4. Fixation of Pay of Lecturer (Selection Grade) / Assistant Professor.

Subject to the fixation rules as indicated earlier the fixation of pay of Lecturers (Selection Grade)/Assistant Professors in the Scale of Pay of Rs. 3700-125-4950-150-5700 under AICTE scales, 1986 who were selected strictly in accordance with the rules and regulations formed by the AICTE and in accordance with any Government order issued on this behalf and who were in position as Lectures (selection Grade) / Assistant Professors as on 01.01.96, will be made in a manner that they get their pay fixed at the minimum of Rs 14,940/- in the revised scale of Rs 12000-420-18300 as and when they complete five years in the grade. .

Annexure - III to G. O. No. 230-Edn (T)

Dated 18.5.99

**OPTION FORM**

TO

The Principal,

Sir,

In terms of para 5 of Govt. order No. 230 - Edn (T) Dated 18.5.1999, I do hereby opt for the A. I. C. T. E. Scales of pay for the post of \_\_\_\_\_ with effect from \_\_\_\_\_ accepting all the terms and conditions attached thereto.

Date: \_\_\_\_\_

Yours faithfully,

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

N. B. Principals will submit their options to the D. T. E., W.B., Professors, Asstt. Professors, and Lecturers will submit their options to the principals who will send copies there of to the D. T. E., W. B.

Deputy Secretary

*Compendium*

Government of West Bengal  
Higher Education Department  
Technical Branch  
Bikash Bhavan, Salt Lake, Calcutta-91.

No. 311(2) Edn (t)  
5P-3/99

From : Sri S.K. Kagon I.A.S  
Principal Secretary to the Govt. of West Bengal.

To : 1) The Vice—Chancellor, Bengal Engineering College Shibpur, Howrah.  
2) The Director of Technical Education, West Bengal

Sub : Devision of pay scales of directed Assistant of Government Engineering and Technological Colleges in West Bengal including (). College () with effect from 01.01.96.

The () is directed to say that the Government of India, Ministry of () Development (Department of Education) in their letter no, F 37-104/95-TS, II dated 09.10.96 have informed the State Government of their devision to implement with effect from 01.01.96 the revised pay scales () by the All India Council for () AICTS) for () and Assistant () in Engineering Technical Institutions fully () by the Govt. of India. The Government of India have also requested State Government, to consider () the revised pay scales to Librainans in: and Assistant Librarians in. Engineering and Degree Level () Institutions and Colleges, University faculties, Department and Institutions, which are covered under the A.I.C.T.E. Act with such modification as may be necessary to suit local conditions. The revised scales of pay pay be Given effect to from 01.01.96 or later date. She Govt. of India have offered to render financial assistance to State Govt. for implementig the revised pay scales subject to the following terms and conditions :-

- i) The Central Govt. will provide financial assistance to the State Govt. to the extent of 80% of additional expenditure involved in giving effect to the schemes of revision of scales of pay :
  - ii) The Central assistance to the extent indicated above will be available for the period from 01.01.96 to 31.03.2000.
  - iii) The State Govt. will meet the remaining of the expenditure from their own resource :
  - iv) She State Govt will () over the () responsibility for maintaining the revised pay scales, with effect from 01.04.()
  - v) Central assistance will be restricted to the revision of pay scales for the posts, which were in existence on 01.01.96.
2. After careful consideration of the matter, the Governor hog beer, pleased to introduce with effect from the let January, 1995, pay scales, ae detailed below, recommended by the AICTE for Librarians and Assistant Librarians in Engineering. and Technological College including () College () in this State :-

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

Designation	Existing Scales of Pay	Revised (AICTE) scale of Pay
1. Librarians and Assistant Librarians.	Rs. 2200-75-2800-100-4000/-	Rs. 8000-275-13500/-
2. Librarians and Assistant Librarians (Senior Scale)	Rs. 3000-100-3500-125-5000/-	Rs. 1000-325-15200/-
3. Librarians and Assistant Librarians (Selection Grade Scale ).	Rs. 3700-125-4950-150-5700/-	Rs. 12000-420-18300/-

3. The introduction of the AICTE scales of pay will be subject to the terms and conditions stipulated in Annexure-I. The fixation in the A.I.C.T.E scales of pay will be in the () as laid down in Annexure-II,
4. The AICTE scales of pay are applicable only to the Librarians and Assistant Librarians referred to in para 2 above, in Engineering /Technological Colleges including ().College () in this State who having been appointed on a regular end whole time basis, were in position of 01.01.95 or thereafter and were or have been drawing pay in the U.G.C. scale introduced with effect from 01.4.80 against sanctioned posts. The AICTE scale of pay will not be applicable to Librarians and Assistant Librarian of Govt. Engineering and Technological Colleges including().College (D.U.) v/ho were not or have not been drawing pay in scales other then AICTS scales.
5. The existing () Librarians and Assistant, Librarians shall have to () option for the revised scales of pay, () heroic above within sixty days from the date of issue of the order in the () given in Annexure-III. The option once exercised shall be final. Those who fail to exercise option by the date mentioned above shall automatically come under the revised scale of pay with effect from 01.01.96 or w.e.f. the date of appointment whichever is later.
6. The modalities of payment of arrears would be notified in duo course,
7. The () necessary amendments in the relevant rules and order etc. will be made by the State Government where called for.
8. Any difficulty which cay arise in () the provisions relating to the revisions of pay scales as () in this order may be brought to the notice of the State Government for a decision.
9. This order issues with the () of the finance Department Group-()(pay) vide their () 1370 dated CP.02.07.99.
10. The Accountant General (), Asst General, the Pay and Accounte Officer, Calcutta and the concerned Tressary Officer are being informed.

Principal Secretary

*Compendium*

No. 311(2)/1(15) -Edn (T)

Dated : 6/7/98.

Copy with copy of the enclosure for information to the :—

- 1) Accountant General (A&E) Asst General.
- 2) Finance Department of this Govt. :
- 3) Secretary, Public Service Commissions West Bengal.
- 4) The Joint Director (T), Govt. of India, Ministry of () Development (Deptt. of Education), Shastri Bhavan, New Delhi, () reference to his (). 37-1044/() dated ().
- 5) () Resource Development (Deptt, of Education), () Office, ()
- 6) Pay Accounts Officer, Calcutta.
- 7) Treasury officers, Alipore/ Jaipauguri/ ()/ ()/ Kalyani/ Bidhannagar;
- 8) Joint Secretary, University ()  
Deptt. of () Education Govt. of West Bengal,
- 9) Principal/ Officer-in-charge.

Jalpaiguri Govt. Engg. College/Kalyani Engg. College/College of Leather Technology/  
College of Ceramic Technology/College of Textile Technology Serampore/College of Textile  
Technology, Serampore

The Principals / Officer-in-charge of Govt. Engineering / Technological Colleges are requested to () this order amongst: got ()/ ASSt. Librarian of their respective colleges. They are also requested to maintain separate accounts of funds spent for () ()of () Scales of pay sanctioned () above during the period from January () to March 2000.

Deputy Secretary

No.311(2)/2(1)-Edn-(T)

Dated 6.7.99

Copy with copy of the enclosure forwarded for the Budget Branch of this Dept.

Deputy Secretary

311 (2) 3(1) Edn-(T)

Dated 6.7.99

Copy with copy of the enclosre forwarded to the P.A. to Prinipal Secretary, Department of Higher Education, West Bengal for ingrmaton

Asstt. Secy

Annexure-I

(311(2)Edn-(T) Ested Calcutta, the 06.7.99.

Terms and conditions for introduction of the revised scales of pay under AICTE scales, 1996.

1. The revised scales will be effective from January 1, 1996
2. Subject to the fixation formula prescribed in Annexure II, the revised scale of pay ore inclusive of the ( ) pay under AICTE scales, 1996, the ( ) Allowance on that pay, and ( ) as are admissible to ( ) Asst. Librarians in Govt. ( ) Technological Colleges including ( ) College ( ) as on 01.01.96 under specific ( ) to the posts of ( ) and Asst. Librarians in the Govt. Engineering Technological College including ( ) College ( ) shall be on the basis of ( ) as per ( ) rules framed by the State Government.
3. The minimum qualification required for ( ) to the post of Librarians Asstt. Librarians of Govt. Engineering and Technological Colleges including ( ) College ( ) will be ( ) by the AICTE from time to time and approved by tie State .Government.
4. Only those candidates who besides fulfilling the minium academic qualifications prescribed for the Librarians and Asstt. Librarians of Govt. Engg. and Technological Colleges including ( ) College ( ) have qualified in a comprehensive test to be specially conducted for this purpose will be eligible for appointment to those potts. The said comprehensive test will be held by AICTE or any other agency engaged for this purpose by the State Government.

**Career Advancement**

5. a) ( ) length of service for eligibility to move into the grade of ( ) and Asstt. Librarians (Senior Scale) would be four years for those with ( ) degree, five years for these with ( ) degree in the relevant subject as ( ) in the foregoing paragraph and six years for ethers as Librarians and Asstt. Librarians.  
b) For eligibility to move into grade of Librarians and Asstt. Librarians (Selection Grade ), the minium ( ) of Service ( ) Librarians on Asstt. Librarians (Senior Scale) shall be ( ) five years.  
c) For every upward ( ) which order will be issue: on the ( )
6. Other ( ) shall be notified by the State Govt. of the ( ) of ( )regulations issued by ( ).
7. The Librarians and the Asstt. Librarians will continue to draw w.e.f, 01.01.96 T.A/D.A, ( ) allowance etc. as ore admissible to state Govt. employee drawing corresponding pay.
8. ( ), if any in the ( ) of the scheme may be brought to the notice of the Department of Higher Education for clarification,

Annexure-II

to Govt. order no. 311(2)/Edn(2). Dated Calcutta, the 06.7.99

Fixation Formula for introduction of the revised scales of pay under AICTE scales 1996.

1. **Definition :** In this formula, unless the ( ) otherwise requires :—
  - a) Basic pay means the pay in a particular stage when a Librarians is entitled to under the AICTE scales 1986.
  - b) Existing emoluments means :

## Compendium

- i) Basic pay as noted as (1) (a) above;
  - ii) () Allowance appropriate to the basic pay admissible at All India Consumer () Index () average 1510 ().
  - iii) An amount of first instalment of interim relief of Rs. 100/— per month and
  - iv) amount equivalent to the second instalment of the interim relief of the rate of 10% of the basic pay subject to a minimum of () 100/-per month.
- c) Qualifying service means continuous service rendered in a whole-time post having a scale of pay as approved in both cases by the State Government in any Govt. Engg. and Technological Colleges including B.E.College () in West Bengal.
- Pay in the revised scales of pay under scales, 1996 shall be fixed in the following manner :
2. i) The initial pay of a Librarian / Asstt. Librarians/ shall be fixed on the 1st day of January, 1996 ;
  - ii) An amount representing 40% of the basis pay in the AICTE scales, 1986 shall be added to the existing a emoluments of the Librarian /()
  - iii) After the existing emoluments have been so increased the pay shall thereafter be fixed in the revised scale 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 scales.

### Provided further that :—

when in the fixation of pay, the pay of a Librarians or Asst. Librarians drawing pay at more than four consecutive stages in an existing scale gets () that is to say, gets fixed in the revised scale at the same stage, the pay in the revised scale of each of those Librarian or Asst. Librarians who are drawing pay beyond the first four consecutive stages in the existing scale shall be stepped to the stage where such bunching occurs, as under by the grant of increment (a) in the revised scale in the following manner, namely:

- a) for Librarian/ or Asst. Librarians drawing pay from the the upto the 8th stage in the existing scale by ()
- b) for Librarians or Asst. Librarians drawing pay from the 9th upto the 12th stage in the existing scale, if () beyond the 8th stage, by two increments ;
- c) for Librarian. or Asstt. Librarians drawing pay from the 13th upto the 16th stage in the existing scale, if there is bunching beyond the 12th stage by three increments.

If by stepping up of the pay as above the pay of Librarians or Asstt. Librarian get fixed at a stage in the revised scale which is higher than the stage in the- revised scale at which the pay of a Librarian or Asst. Librarians who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter () also be stepped up only to the extent by which it falls short of the former ;

**Provided also that :-**

The fixation formula thus made shall ensure that every Librarians or Asstt. Librarians will get at least one increment in the revised scale of pay for every three increments in the existing scale of pay.

Annexure-III  
to G.O.No -311 (2)Edn(T) Dated 06.7.99. :

OPTION FORM

To  
The Principal /  
College.

Sir,

In terras of Pare. 5 of Government order No. \_\_\_\_\_ -Edn(T)  
dated \_\_\_\_\_, I do hereby opt for the A.I.C.T.E. scales of pay for the Gost of  
Librarians or Asst. Librarian with effect from 01.01.96 accepting all the terms and conditions  
attached thereto.

Yours faithfully,

Signature:

Date:

Designation:

N.B. : Librarians or Asst. Librarian will submit their options to the Principals who will send copies thereof to the D.T.E. W.B.



*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**Technical Branch**  
**Bikash Bhavan, Salt Lake, Calcutta - 91**

No. 294(2)-Edn(T)  
5P-2/2000

Dated, Calcutta, the 28th April, 2000.

From : Shri P. S. Banerjee,

Deputy Secretary to the Govt, of West Bengal.

To : (1) The Vice-Chancellor, B.E.College (D.U.).

(2) The Director of Technical Education, West Bengal.

**Sub :** Revision of pay scales of Teachers, Librarians and Assistant Librarians of Government Engg. & Technological Colleges.

The undersigned is directed to say that under this Department G.O. No. 230-Edn(T) dt. 18-5-99 and G.O. No. 311(2)-Edn(T) dt. 6-7-99 the pay scales of the Teachers, Librarians, Assistant Librarians of Government Engineering and Technological Colleges were revised with effect from 1-1-96. It was stated therein that the modalities of payment of arrears would be notified in due course.

The Governor has been pleased to order that the pay of these Teachers, Librarians and Assistant Librarians of Government Engineering and Technological Colleges including B.E. College (D.U.) who retired within the period from 1-1-96 to 17-5-99 and from 1-1-96 to 5-7-99 respectively may be notionally fixed on the date preceding the date of their retirement as per the revised scale of pay introduced in the aforesaid G.Os'. and they may be allowed their pension and other retirement benefits on the basis of the pay fixed notionally in the aforesaid manner. The actual payment of pension will be admissible from 18-5-99 and 6-7-99 respectively.

This issues with the concurrence of Finance Department vide their U/O. Group-P (Service) No. 519 dt. 18-4-2000.

Sd/-  
Deputy Secretary.

**Government of West Bengal  
Higher Education Department  
Technical Branch**

Bikash Bhavan, Bidhan Nagar, Calcutta-91

No. 386-Edn(T)  
10M-17/96

Dated, Calcutta, the 21st June, 2000.

**MEMORANDAM**

In terms of resolution No. 11831-F dated 27-11-95, the State Government constituted a Pay Commission to examine the present pay structure and conditions of service of the employees of the State Government and certain other organisations including the non-teaching employees of the Regional Engineering College, Durgapur.

The Commission has since submitted its recommendation in respect of the employees of such organisations which were included under the terms of its reference in terms of resolution No. 7024-F dated the 6th August, 1996, read with resolution No. 11832-F dated 27-11-95.

Consequent upon introduction of revised scales of pay of the employees of the Government of West Bengal under notification No. 7506-F dated 16-10-98 on the recommendation of the Commission and in consonance of G.O. No. 7485(80)-F dated 28-10-98, the Governor after careful consideration has been pleased to decide that the Regional Engineering College, Durgapur, may revise the existing scales of pay for different categories of non-teaching posts in the Regional Engineering College, Durgapur, Dist. Burdwan in the manner as shown in the Annexure appended hereto.

The Governor has also been pleased to direct that the date of effect of the revised pay scales, the manner of fixation of initial pay in the revised scales and other related conditions of service of the non-teaching employees of the Regional Engineering College, Durgapur, shall be as set forth below.

**Date of Effect:**

- i) The revised scales of pay shall be notionally effective from the 1st day of January, 1996.
- ii) The pay and allowances of an employee which may be admissible to him in consequence of revision of pay shall actually be paid with effect from the 1st April, 1997.

**Exercise of Option :**

- i) An employee who was in service on the 1st January, 1996 may opt to come over to the revised scales of pay on any date between 01-01-96 and 01-01-97 (both days inclusive).

Provided that such option may be exercised only in respect of the existing scales of an employee as on 1st January, 1996 ; and further

Provided that such option shall not be admissible to a non-teaching employee who has been appointed on or after 01-01-96 for the first time in the Regional Engineering College, Durgapur.

**Note :** If such an employee has got advancement to a higher scale of pay by way of promotion or otherwise on any date between 01-01-1996 and 01-01-1997, he may exercise option to come over to the revised scale corresponding to his existing scale (as on 01-01-1996) on any date between 01-01-1996 and the date with effect from which he got advancement to the higher scale. His pay in the revised higher scale shall be fixed under normal rules.

**Fixation of initial pay in the revised scale of pay :**

The initial pay of such an employee who elects to draw pay in the revised scale of pay from any date between 1st January, 1996 and 1st January, 1997, shall be fixed in the following manner :-

- i) The existing emoluments shall be determined by aggregating the basic pay in the existing scale including stagnation increments, special pay, if any,. Dearness Allowance admissible on the basic pay at the All India Consumer Price Index (AICPI) average 1510 (1960=100), the amount of the first instalment of the interim relief of Rs.100 p.m. and the amount of the second instalment of the interim relief @ 10% of basic pay including stagnation increments, if any, subject to a minimum of Rs. 100 p.m.
- ii) An amount representing 40% of the basic pay in his existing scale of pay including stagnation increments shall be added to the existing emoluments of such an employee.
- iii) After the existing emoluments have been so increased, his pay shall be fixed in the revised scale applicable to the employee at the stage next above the amount thus computed.

**House Rent Allowance :**

With effect from 01-04-97, House Rent Allowance @15% of basic pay in the revised scale, subject to a maximum of Rs. 2000 p.m. shall be admissible to the employee and such admissibility also remain subject to all other conditions as applicable to State Government employees for the purpose of admissibility of such allowance.

**Medical Allowance :**

Medical Allowance @ Rs.100 p.m. is being allowed to be drawn with effect from 01-03-2000.

**Dearness Allowance :**

Dearness Allowance shall be admissible at the same rate as admissible to the State Government employees and as sanctioned by the Government from time to time.

**Mode of drawal of arrear pay :**

A non-teaching employee of Regional Engineering College, Durgapur shall not be entitled to any arrear of pay and allowance for the period from 01-01-96 to 31-03-97 as a result of notional fixation of his pay in the revised scale with effect from 01-01-1996 or any date subsequent thereto (but not later than 01-01-1997).

The arrears of pay and allowances to which an employee may be entitled for the period from 01-04-97 to 29-02-2000 shall be paid in terms of provisions of Finance Department memo. No.9709-F dated 26.10.1999.

Revised pay with effect from 1st March, 2000, shall be paid in cash.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group 'P'(Service) 1352 dated 25-5-2000.

Sd/- P. S. Banerjee  
Deputy Secretary to the  
Govt, of West Bengal.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

No. 386/1(5)-Edn(T)

Copy forwarded for information and necessary action to the—

1. Accountant General (A&E), West Bengal.
2. Accountant General (Audit-I), West Bengal.
3. Accountant General (Audit-II), West Bengal.
4. Finance Department of this Government.
5. Treasury Officer, Durgapur.

Dated, Calcutta,  
the 21st June, 2000.

Sd/- P. S. Banerjee,  
Deputy Secretary.

No. 386/2(4)-Edn(T)

Copy forwarded for information and necessary action to the—

1. Director of Technical Education, West Bengal.
2. Budget Branch of this Department.
3. PA. to the Principal Secretary of this Department.
4. Guard file (for records).

Dated : 21-6-2000.

Sd/-  
Deputy Secretary.

*Compendium*

**ANNEXURE**

SI. No.	Name of the Post	Existing scale of pay	Revised scale of pay
1	2	3	4
01.	Junior Operator Head	Rs. 1420-45-1555-55-1720-65-2305-75-3130	Rs. 4650-150-5100-175-6325-200-7925-225-10175
02.	Assistant	Rs. 1390-45-1615-55-2055-65-2445-75-2970	Rs. 4500-150-5250-175-7000-200-8800-225-9700
03.	Sanitary Inspector	-do-	-do-
04.	Senior Library Asstt/ Library Asstt.	-do-	-do-
05.	U.D. Assistant	Rs. 1260-35-1540-45-1630-55-2070-65-2460-75-2610	Rs. 4000-125-4250-150-5300-175-7050-200-8850
06.	Typist Grade-I	-do-	-do-
07.	Stenographer	-do-	-do-
08.	Senior Mechanic	-do-	-do-
09.	Telephone Mechanic	-do-	-do-
10.	Security Inspector	-do-	-do-
11.	Key Punch Operator	Rs. 1200-35-1550-40-1630-50-2180-60-2360	Rs. 3800-100-4100-125-4725-150-6375-175-7775
12.	Laboratory Asstt.	-do-	-do-
13.	Draftsman	Rs. 1140-30-1440-35-1580-40-1660-50-2160	Rs. 3600-100-4200-125-5700-150-7050
14.	Skilled staff	-do-	-do-
15.	L.D. Assistant	Rs. 1040-25-1215-30-1485-35-1590-40-1670-50-1920	Rs. 3350-90-3800-100-4700-125-6325
16.	Library Attendant	-do-	-do-
17.	Driver	-do-	-do-
18.	Nayek	Rs. 980-25-1230-30-1500-35-1675-40-1755	Rs. 3150-80-3390-90-4380-100-5680
19.	Stock Attendant	-do-	-do-
20.	Watchman	Rs. 920-21-1067-25-1242-30-1512-35-1617	Rs. 3000-75-3450-80-4330-90-5230
21.	Duplicating Machine Operator	Rs. 920-21-1067-25-1242-30-1512-35-1617	Rs. 3000-75-3450-80-4330-90-5230
22.	Group 'D' (A)	Rs. 875-18-929-21-1160-25-1460	Rs. 2550-65-3505-70-4005-75-4680
23.	Group 'D' (B)	Rs. 830-15-890-18-980-21-1232-25-1357	Rs. 2700-60-3120-65-3770-70-4400
24.	Group 'D'(C)	-do-	-do-

**Government of West Bengal**  
**Higher Education Department**  
**Technical Branch**  
Bikash Bhavan, Bidhan Nagar, Calcutta-91

No.665(2)-Edn(T)  
5P-2/99

Dated : 20.10.2000.

From : Principal Secretary to the Govt, of West Bengal.

To : 1. The Vice-Chancellor, B.E. College(D.U.) Shibpur Howrah.  
2. The Director of Technical Education, West Bengal.

**Sub :** Revision of scales of pay of the Teachers, Librarians of the Government Engineering & Technological Colleges including B.E. College (D.U.), Howrah of this state.

The undersigned is directed to refer to this Department G.O. No. 230-Edn(T) dated 18-05-99 and G.O. No. 311 (2)-Edn(T) dated 06-07-99 on the subject noted above and to state that it was indicated therein that the modalities of payment of arrears would be notified in due course. The Governor is now pleased to decide that the payment of the arrears of pay element on the basis of the revised scales of pay in accordance with the aforesaid orders in respect of those teachers librarians as the case may be, who were on position on 01-01-1996 or appointed on 01-01-1996 or thereafter will be made in 6(six) monthly instalments beginning with effect from 01-10-2000.

2. This order issues with the concurrence of the Finance Department vide their u.o.no.2166 Group-T\* (Service) dated 17-10-2000.
3. All concerned are being informed.

Dated, Calcutta,  
20.10.2000.

Hirak Ghosh Sd/-  
Principal Secretary.

No. 665(2)(30)-Edn(T),

Copy forwarded for information and necessary action to :-

1. The Accountant General, West Bengal.
2. The Finance Department (Group 'B') Department of this Govt.
3. The Finance Department (Group 'P') Department of this Govt.
4. The O.S.D. & Ex-officio Deputy Secretary University Branch of this Deptt.
5. Shri M. Biswas, O.S.D. & Ex-officio Deputy Secretary, In-Charge of handbook and circulars.
6. P. A. to the Principal Secretary of this Deptt.
7. The Principal/Officer-in-Charge, \_\_\_\_\_ College.
8. Guard File.

Dated, Calcutta,  
the 20.10. 2000.

Sd/-  
Deputy Secretary

*Compendium*

**Government of West Bengal  
Higher Education Department  
Technical Branch**

**Bikash Bhavan, Bidhan Nagar, Calcutta-91**

No. 808(2)-Edn(T)

Dated, Calcutta, the 14th December, 2000.

5P-2/99 (Pt)

From : Shri P. S. Banerjee,

Deputy Secretary to the Government of West Bengal.

To : 1. The Vice-Chancellor, Bengal Engineering College (Deemed University) Shibpur Howrah.

2. The Director of Technical Education, West Bengal.

**Sub :** Revision of scales of pay of the Teachers, Librarians Assistant Librarians of the Government Engineering & Technological Colleges including Bengal Engineering college (Deemed University), Howrah of this State.

The undersigned is directed to refer to this Department G.O. No. 665(2)-Edn(T) dated 20-10-2000 on the subject mentioned above and to say that the question of payment of the arrear of pay element on the basis of revised scales of pay in respect of the Teachers, Librarians and Assistant Librarians of the Government Engineering and Technological Colleges was decided to be made in six monthly instalments beginning with effect from 01-10-2000.

Now, the Governor is pleased to release a fund amounting to Rs. 1,87,44,000/- (Rupees one crore eightyseven lakh and fortyfour thousand) only as detailed below and place the same under the relivant heads of account during the current financial year 2000-2001 in the following manner :-

<b>S I . No.</b>	<b>Name of the Institutions</b>	<b>Relevant Head of Account</b>	<b>Amount allotted under the head of account</b>
1	Bengal Engineering College (D.U.), Howrah	2203-00-102-NP-001 - V-31 -Grants -in-aid-01	1,14,80,000.50
2.	Kalyani Engineering College	2203-00-112-SE-007-V-01	7,07,000.00
3.	Jalpaiguri Govt. Engg.College	2203-00-112-NP-004-V-01	26,64,688.00
4	College of Textile Technology Serampore	2203-00-112-NP-005-V-001	12,55,794.00
5	College of Textile Technology, Berhampore	2203-00-112-NP-002-V-01	11,40,368.00
6.	College of Leather Technology	2203-00-112-NP-006-V-01	5,45,100.00
7.	College of Ceramic Technology, Calcutta	2203-00-112-NP-003-V-01	9,51,050.00
		<b>TOTAL</b>	<b>1,87,44,000.00</b>



*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

2. This order issues with the concurrence of the Finance Department vide their u.o. No. 5392 Group 'N' dated 04-12-2000 and u.o. No. 712-EH Group 'B' dated 08-12-2000.
3. All concerned are being informed.

Dated, Calcutta,  
the 14th Dec, 2000.

Sd/-  
Deputy Secretary.

*Compendium*

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

No.289(2)-Edn(T)  
(T) 5P-5/2000

Dated the 28<sup>th</sup> April. 2003

From: JawharSircir. IAS.  
Principal Secretary to the Govt: of West Bengal'

To: 1. The Vice-Chancellor  
Bengal Engineering College (Deemed University)  
Shibpore;  
Howrah

2. The Director of Technical Education. West Bengal.

Sub:- Scheme prescribing conditions towards introduction of the A.I.C.T.E. scales. 1906 for the teachers of the degree level Government Engineering and Technological Colleges including Bengal Engineering College(Deemed University). Shibpore. Howrah and Career Advancement Scheme thereof.

In continuation of this Department's order no.230'-Edh(T) dated 18-05-99. the undersigned is directed to say that in paragraph 6 of Annexure-I to the aforesaid order. it was stipulated that other terms and conditions towards the introduction of the revised scales of pay for the teachers of the Government Engineering and Technological Colleges including the Bengal Engineering College (Deemed University) shall be notified by the State Government subsequently based on the guidelines issued by .the A.I.C.T.E. in this behalf. The guidelines for process of selection and constitution of Selection Committees for promotion under Career Advancement Scheme for teachers of Degree. Level Technical. Institutions have since been received from A.I.C.T.E.

In the circumstances stated above. the Governor has been pleased to decide that the scheme as at Annexure. framed on the basis of the A.I.C.T.E. guidelines and the Service Rules applicable to the Slate Government employees and the teachers of Bengal Engineering College (Deemed University), will be followed in the Government Engineering and Technological Colleges / the Bengal Engineering College (Deemed University) so that the A.I.C.T.E scales of pay 1996 as introduced in terms of G.O. No 230-Edn(T) dated 18-05-99 and the scheme annexed to this G.O. are considered a composite One.

This order comes into force with immediate effect except in those cases where the date of effect has been specially made operative in any individual paragraph of this scheme.

Principal Secretary to the  
Government of West Bengal.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

Memo No. 498 (7) 7

Dated. the 27 May 2003.

Copy forward for informatin along with () to:

1. The Principal, Jalpaiguri Govt. Engineering College, Jalpaiguri, Dist. Jalpaiguri, Pin 735102.
2. The Principal, Kalyani Govt. Engineering College, Kalyani, Dist. Nadia.
3. The Principal, College of Textile Techonologi, Serampore, 12 William Caray Road, P.O, Serampore, Dist, Hooghly, Pin.
4. The Principal, College of Technology, Barhampore, Dist. Mushidabad, Pin. 732 101.
5. The Officer-in-Charge, College of Lather Technology, Kolkata, Da Block, Sector-III, Salt Lake. Kolkata 700 000.
6. Officer-in-Charge, College of Ceramic Technology, Kolkata, 73, A.C. Banerjee Road, Kolkata 700 010
7. The Bengal Engineering College (D.D.). P.O. Shibpore, Howrah 711 100.

Officer-on-Special Duty,  
Directorate of Technical Education  
West Bengal

**ANNEXURE TO G.O.No. 289 (2)-Edn (T) Dated 28.04.2003**

Scheme prescribing the minimum qualifications. other service conditions of teachers in (Government Engineering and Technological Colleges including Bengal Engineering College (Deemed University) as a measure for the maintenance of standards in Higher Education

**1. Coverage.**

These should apply to the teachers of Government Engineering and Technological Colleges in West Bengal and Bengal Engineering College (Deemed University)

**2. Qualifications and other service conditions**

No person shall be appointed to a teaching post in any Government Engineering and Technological Colleges including Bengal Engineering College (Deemed University) mentioned above if he/she does not fulfil the minimum qualifications and other conditions of service as indicated in this Annexure and the recruitment rules to be framed on the basis of A.I.C.T.E. guidelines and in consultation with the Public Service Commission. West Bengal or in terms of the Recruitment Rules of Bengal Engineering College (Deemed University) approved by the State (Government as the case may be

**3. Pay scales and date of effect**

The revised pay scales have been notified in this Dept's Order No.230-Edn(T) dated 18.5.1999 which are effective from 1.1.1996

**4. Recruitment and Qualification**

- i) The direct recruitment to the posts of Principal. Professor. Assistant Professor and Lecturer in the Government Engineering and Technological Colleges will be followed in terms of this Department's Notification No. 690-Edn(T) dated 8.10.2002 which have been formulated on the basis of A.I.C.T.E. guidelines and in consultation with the Public Service Commission. West Bengal.
- ii) The minimum qualifications required for the posts of Lecturers. Assistant Professors. Professors and Principals will be those as prescribed by the A.I.C.T.E: from time to time and incorporated in the recruitment rules published in this department's notification no. 690 - Edn (T) dated 8.10.2002.
- iii) In case of -Bengal Engineering College (Deemed University). the direct recruitment to the posts of Professor. Assistant Professor. Lecturer and the minimum qualifications thereof should be made on the basis of A.I.C.T.E guidelines.

**5. Career Advancement Scheme and its date of effect.**

The scheme of Career Advancement as per the revised scale of pay notified in this Department's Order No. 230-Edn(T) dated 18.05.1999 will be effective from 27.07.1998.

Under Career Advancement Scheme, the total number of posts of Lecturer (Senior Scale). Lecture (Selection Grade). Assistant Professor and Professor in an Institution shall be limited to the total sanctioned strength.

**(A) Lecturer (Senior Scale)**

A Lecturer will be eligible for placement in the senior scale through a procedure of selection, if she/he has

- i) completed six years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil. M.F .M.Tech. and Ph.D.
- ii) participated in summer/winter schools of total duration of four weeks or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the All India Council for Technical Education A.I.C.T.E.
- iii) consistently satisfactory performance appraisal reports.

**(B) Lecturer (Selection (Grade)).**

Lecturers in the senior scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfil the other criteria given below for the post of Assistant Professor, and have a good record in teaching and. preferably have contributed in various ways such as to the corporate life of the institution, examination work; or through research and extension activities, will be placed in the Selection Grade. subject to the recommendations of the Selection Committee. In case of Bengal Engineering College (Deemed University) the selection committee is the same as for promotion to the post of Assistant Professor. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D and/or fulfilling other requirements for promotion as Assistant Professor and if found suitable, could be given the designation of Assistant Professor.

**(C) Assistant Professor (Promotion).**

A Lecturer in the senior scale will be eligible for promotion to the post of Assistant Professor through a process of selection by a Selection Committee, if she/he has

- i) completed live years of service in the senior scale.
- ii) obtained a Ph.D. degree or has equivalent published work.
- iii) made some mark in the areas of scholarship and research as evidenced e.g. self-assessment, reports of referees, quality of publications, contribution to education innovation, design of new courses and curricula and extension activities
- iv) after placement in the senior scale participated in winter/summer schools (short-term-courses) of-total duration of four weeks, or engaged in other-appropriate continuing education programmes of comparable quality as may be specified/approved by the All India Council for Technical Educational
- v) possesses consistently good performances appraisal reports:

Promotion to the Post of Assistant Professor will be through a process of selection by a Selection Committee to be set up under the Statutes/Ordinances of the concerned Institute University or other similar Committees set up by the appointing authorities.

**(D) Professor (Promotion).**

- i) In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Assistant Professor after eight years of service as Assistant Professor.

## *Compendium*

- ii) The Selection Committee for promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Assistant Professor to Professor, the following method of promotion may be followed.

The candidate should present herself/himself before the Selection Committee with some of the following -

- a) Self-appraisal reports (required).
  - b) Research contribution, books, articles etc. published. (At least four papers in Journals required.) The best three written contributions of the teachers (as defined by her/him) may be sent in advance to the Experts for review before coming for the selection. The candidate should be asked to submit those in three sets with the application.
  - c) Seminars/conferences attended. Must have attended at least four seminars/conferences at national or international level or must have attended summer/winter schools (short-term courses) of total duration of four weeks.
  - d) Significant contribution to teaching academic Environment/institutional corporate life.
  - e) Adequate extension and field outreach activities.
  - f) Development of course material/monographs.
  - g) Participation in Continuing Education Programme
  - h) Any other academic contributions.
- 6
- i) The requirement of consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior scale) and from Lecturer (Senior scale) to Lecturer (Selection Grade / Assistant Professor).
  - ii) The requirement for completing the courses Would be as follows :-
    - a) For Lecturer to Lecturer (Senior scale) summer/winter schools courses of total duration of four weeks would be compulsory.
    - b) Summer/winter school of total duration of four weeks for Lecturer (Senior scale) to Lecturer (Selection Grade Assistant Professor).
    - c) The senior teachers like Assistant Professor/Lecturer (Selection Grade) and Professors may opt to Attend four seminars/conferences in their subject area and present papers as an aspect of their promotion/selection to higher level or attend A.I.C.T.E. approval summer/winter schools to be offered by various approved institutions.

### **7. Cadre structure.**

For a degree level technical institution, there shall be

- a) Professor.
- b) Assistant Professor.
- c) Lecturer.
- d) It Principal/Head of Institution (one post).

The ratio of substantive posts of Professor/Assistant Professor Lecturer shall continue to be 1:2:4 as at present.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

8. Incentives for Ph.D./M. Phil/M.E./M.Tech.

- a) At the time of recruitment of Lecturers, four and two advance increments will be admissible to those of the Science/Humanities faculty who hold Ph.D. and M.Phil. degrees respectively and to those of the technical faculty who hold Ph.D. and M.E./M.Tech. degrees respectively.
- b) One increment will be admissible to those Science/ Humanities teachers with M.Phil. and to those Technical, faculty with M.E /M. Tech, who acquires Ph.D. within two years of recruitment.
- c) A Lecturer with Ph.D. will be eligible for two advance increments when he moves from selection grade to Assistant Professor.
- d) A teacher will be eligible for two advance increments as and when he acquires a Ph.D. in his service career.

9. Job. Responsibility.

The job responsibility of teachers of degree level institution will be followed as per guidelines prescribed by the A.I.C.T.E.

10. Rewarding the Merit.

Meritorious teachers in technical education who may not have M. Phil. / M.E. / M. Tech. of Ph.D.). but Who have made outstanding contribution in teaching and research, may be rewarded and recognised by A. I. C. T. E. under a specific scheme in consultation with the Government of India.

11. Pay fixation of Lecturers Selection Grade and Assistant Professors.)

The fixation of pay of Lecturers Selection Grade and Assistant Professors in the pro-revised scale of Rs3700-125-4900-150—5700’-. who were selected strictly in accordance with rules and regulations’ framed by A.LC.VLF. and who were in position as Lecturers Selection Grade /Assistant Professors as 1.11996 will be made in a manner that they get their pay fixed at the minimum of Rs. 14,940/- in the revised scale of pay of Rs.12.000-120-18300- as and when they complete five years in the grade.

12. Allowances.

12.1 Teachers will be entitled for the D.A. H R A. etc. at the same rates as applicable to the State Government Employees

12.2 Other terms and conditions service of teachers

The implementation of the revised “scales will be subject to the acceptance of all the conditions mentioned in the scheme as well as of the other terms and conditions issued by the A.C.T.E. in this behalf

13 Teaching Days

Every institution shall have at least 180 full teaching days per year or 90 full teaching days per semester. Teaching Days here shall mean actual class room laboratory contact teaching days and shall not include days of examination tours’ sports etc.

Note: Earned Leave for working during vacation will be governed by relevant of Service Rules.



## Compendium

### 14. Work- Load

Work load of a teacher should-not be less than forty hours a week, of which teaching contact hours should be as follows :-

Principal lead of institution	:	4 hours/week
Professors	:	8 hours-week
Assistant Professor	:	12 hours Week
Lecturers	:	16 hours week

Note : for the above stipulation, two tutorial hours tow laboratory hours will be counted as one teaching hour. The teaching contact hours of teachers selected/promoted under the Career Advancement Scheme shall remain the same as those of the substantive |posts they ate occupying.

The work plan of teachers shall ensure, in the most productive manner. the utilization of stipulated -40 working hours per week, with regard to the rules, jobs and targets assigned to them by the Department. teachers shall be present in ihe institution during the working hours unless engaged in official work outside.

### 15. Leave Rules.

These will be-governed by the existing rules of Stale (Government

### 16. Superannuation Benefits.

Superannuation benefits will be governed In the existing rules applicable to Stale Government employees as well as to the teachers of Bengal Engineering College (Deemed University) and other orders as may be issued by the Slate (Government) from time to time.

### 17. Accountability:

#### 17.1. Pay revision as a Composite Package.

Better compensation package, performance and accountability\ are inter-related and one cannot he had without the other. Performance appraisal and accountability shall be an infegral part of this Pay revision Package;

#### 17.2. Performance, Appraisal.

The State (Government will follow an open, transparent anil objective performance appraisal system comprising of self-appraisal, and peer evaluation shall he implemented as per guidelines to be cvolved from time to time by ihe A.I.C.T.E.

### 18. Anomalies.

Anomalies, if any. may be brought to the notice of the State (Government for decision.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

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

No.629-Edn (T)  
(T)5P-5/2000

Dated, the 21st November. 2003.

From: Shri Jawhar Sircar, IAS.  
Principal Secretary to the Govt. of West Bengal.

To: The Director of Technical Education, West Bengal.

Sub : Composition of the Selection Committee to be constituted for the purpose of consideration of the Career Advancement proposals of the Teachers of Government Engineering and Technological Colleges of the state.

The undersigned is directed to say that the Governor has been pleased to constitute a Selection Committee for the purpose of examining and recommending the suitability of the teachers of Government Engineering and Technological Colleges of this state for the purpose of Career Advancement with the following members :-

- 1) The Director of Technical Education, West Bengal - Chairman,
- 2) The Principal / Officer-in-Charge of the concerned college - Member Secretary
- 3) An Officer of Higher Education Department  
not below the rank of Deputy Secretary - Member
- 4) Nominee of A. I. C. T. E. not below the rank of Professor - Member.
- 5) Following experts to be nominated by  
Higher Education Department - Member.

(a) For Lecturers - Two subject experts out of which one must be present.

(b) For Assistant Professors/Professors - Three subject experts, out of which two must be present.

Note : i) At least four members including two outside members in case of Lecturer and at least five members including three outside members in case of Assistant Professor/Professor must constitute the quorum.

The meeting of the Selection Committee will be convened by the Principal / Officer-in-Charge of the concerned College as and when necessary. If and when the case of the Career Advancement of any Officer-in-Charge of a college is required to be considered the Chairman of the Selection Committee will convene the meeting and the Officer-in-Charge of the concern college will not act as a member in such a meeting.

The function of the Selection Committee will be to examine and recommend the suitability of the teachers concerned to move to the higher designation and higher scale of pay allowed in terms of

*Compendium*

this Department's G.O.No.230-Edn(T) dated 18\* May, 1999 and G.O. No.289(2)-Edn(T) dated 28<sup>th</sup> April, 2003.

Principal Secretary to the  
Govt. of West Bengal

NO. \_\_\_\_\_

Dated. \_\_\_\_\_

Copy forwarded for. information to :-  
The Officer-in-Charge, College of Leather Technology,  
Kolkata, L.B. Block, Sector-III, Salt Lake,  
Kolkata - 700 098.

Director of Technical Education,  
West Bengal.

**Government of West Bengal**  
Department of Higher Education  
Technical Branch. Bikash Bhavan, Salt Lake,  
Kolkata-91

No. 631(S)Edn(T)

Dated, the 21<sup>st</sup> November. 2003

From: Principal Secretary  
Department of Higher Education.

To 1) Vice Chancellor. BE College (D.U.)  
2) Director of Technical Education, West Bengal

Sub - Procedure for granting Career Advancement benefit to the Teachers in the W. B. General Service including those allotted to B.E (D.U).

The undersigned is directed to say that as a sequel to the introduction of Career Advancement Scheme, under this Department G.O. No. 230-Edn (T) dated 18.05.1999. the question of prescribing a detailed procedure for allowing higher scales of pay to the teachers in Government Engineering and Technological colleges, including the Govt employees in different teaching posts of BE college (D.U.) as per the Career Advancement Scheme, was under active consideration of this Department. After careful examination of the matter, the undersigned is directed by order of the Governor to say that the teachers who satisfy the conditions as laid down in paragraph 5 of Annexure-1 to G.O. No 230-Edn (T) dated 18.05.1999, shall also be required to satisfy the following conditions:-

1. The concerned teacher should submit a self-appraisal report as per the enclosed format.
2. The teacher must be confirmed in service

In a case, where the date for career advancement of a teacher falls prior to the date of his confirmation, (if the past service of the teacher is required to be taken into account or the date of effect of the career advancement is depended on some past service not falling under the perview of the Higher Education Department, of this Govt.) the members of the Selection Committee would justify the same with necessary facts and supporting documents while recommending such cases The concerned Principal / Officer-in-Charge of the colleges or the Registrar, B.E. College (D U) in case of Govt employees in different teaching posts of B.E. College (D.U.) would forward such cases separately

- 3 The period of service rendered by a teacher under consideration must be continuous and regular i e if there is any absence during the period, the same is required to be regularised in the appropriate manner
4. The performance, of the teacher has to be satisfactory. This is to be assessed inter-alia, in the following manner :-

*Compendium*

1	No. of days the college/university was open during the preceding one year -(A)	Number of days the teacher attended the college - (B)	Marks obtained by the teacher with regard to his , attendance in the college (full marks 15) $(B/A) \times 15 =$
2	Number of classes allotted to the teacher during the preceding one year- (C)	Number of classes taken by the teacher -(D)	Marks obtained by the teacher with regard to his attendance in the class (full marks 15) $(D/C) \times 15 =$
3	Number of assignments offered by the University during the preceding one year. (Assignment includes invigoration, examination of papers, and such other matters, designing of course curriculum etc.) - (P)	Number of assignments performed - (Q)	Marks obtained (full marks 10) $(Q/P) \times 10 =$
4	Research experience and training (5) At least five full papers or at least five years of Training in a recognized laboratory or both.	Number of publication or number of years of Research Training or both (R)	Marks obtained (full marks 5 ) $(R/5) \times 5 =$
5	Seminars, conference, symposia, workshop, Summer/Winter schools courses of total duration of 4 weeks etc. attended.	Number of weeks attended (1.25/week)	Marks obtained (full marks 5) $(1.25 \times \text{No. of weeks attended})$

A teacher must obtain 75% of the total marks to qualify for Career Advancement benefit.

The Selection Committee formed for the purpose of recommending Career Advancement proposals of the teachers, are to examine the proposals and record their recommendations clearly in each case.

The Principal / Officer-in-charge and the Registrar in case of B.E. College (D.U.), shall submit the recommendations of the Selection Committee along with the information in the enclosed format to the D. T. E. who in turn will' send the same **papers** along with his recommendations and the A. C. Rs for the last 3 years to this Department for necessary action

Principal Secretary

**Particulars of the teacher required in connection with extending the benefit under CAS**

1	2	3	4	5	6	7
Name of the teacher with designation and present place of posting	Date of joining the Government Engg /Tech. College as Lecturer/ Astd. Prof.	Period of service rendered in other Engg./Tech Institutions, if any, before joining the W.B.G.S.	The period of extra ordinary leave not covered by regular increments	Date of obtaining M. Tech. / ME./ Ph.D. (if any).	Date of confirmation in the post of Lecturer/ Astd . Prof in Government Engg./Tech. College.	Proposed date of appointment to the post of Lecturer(Sr. Scale)/ Lecturer(S.G.)/ Assistant Professor

Signature of the  
Incumbent concerned

Countersigned by the Member Secretary  
(Chairman, when Member Secretary is a candidate)

**PERFORMANCE APPRAISAL REPORT  
(SELF APPRAISAL)**

**A. GENERAL INFORMATION :**

- (a) Name of the teacher (In block letters):
- (b) Present Designation (With discipline): Lecturer/Lecturer(Sr Scale)/Lecturer(S.G.)/Asstt. Professor.
- (c) Address including telephone No.: (i) College/Office  
: (ii) Residence:
- (d) Area of specialisation :
- (e) Date of birth :
- (f) Date of joining W.B.G.S. : (i) As Lecturer:  
(ii) As Lecturer (Sr. Scale):  
(iii) As Lecturer (Sr. Grade):  
(iv) As Asstt. Professor:  
(v) Date of confirmation:
- (g) Date of joining the present college/posting:

**B. ACADEMIC QUALIFICATION: (copies of Certificates to be attached)**

Exams Passed	Board/University	Subjects	Year of passing	Division/Class
S.F or Equivalent				
H.S. or Equivalent				
B.E. /B. Tech				
M.E/ M.Tech.				
Research Degree M Phil/ Ph. D				
Others				



**E. SEMINARS, CONFERENCE, SYMPOSIA, WORKSHOP, SUMMER/WINTER SCHOOLS COURSES ETC. ATTENDED DURING LAST TEN YEARS :**

NAME	SPONSORING AGENCY	PLACE AND DATE	DURATION

**F. TEACHING EXPERIENCE:** (In Government Engineering/Technology colleges/University)

Name and type of the institution with Course	Duration(Year/Month)
I) Polytechnic (if the incumbent served earlier in polytechnic)	
II) Degree engg./ Technology	
III) P G. Degree Engg.	
IV) Research	
V) Others	

**G. PERFORMANCE :**

No. of days the College was open during the last one year	No. of days attended in the last one year	Classes attended in the last one year			
		Classes Assigned		Classes taken	
		Theoretical	Practical	Theoretical	Practical

**C. RESEARCH EXPERIENCE AND TRAINING :**

Research stage	Title of the work/ Thesis	University
I) M E./M Tech. or equivalent:		
II) PhD:		
III) Post Doctoral:		
IV) Publications. (Give a list separately) (Xerox copies of title page to be attached)		
V) Any other relevant information/ Research Guidance with brief particular:		

**D. RESEARCH PROJECTS CARRIED OUT:**

Name of the project	Name of the funding agency	Duration	Remarks
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**Government of West Bengal  
Higher Education Department  
Technical Branch  
Bikash Bhovan, Salt Lake, Kolkata-91.**

No. 371(2)Edn (T)  
52-3/99

Kolkata, the 23rd June, 2000.

From: Shri N. Biswas,  
Joint Secretary to the Govt. of West Bengal.

To: 1) The Vice-Chancellor,  
Bengal Engineering of Science University,  
(erstwhile Bengal Engineering College D.U),  
Shipur, Howrah.

2) The Director of Technical Education, West Bengal,  
of Bikash Bhovan, Salt Lake, Kolkata

Sub : Terms and conditions for awarding the benefit of Career Advancement Scheme to the Librarians/Assistant Librarians attached to Government Engineering and Technological Colleges including those at Bengal Engineering and Science University erstwhile B. E. College (D.U.)

In continuation to this Department's Government Order No. 311(2)-Edn(T) dated 06.07.99, the undersigned is now directed by order of the Governor to say that the Governor has been pleased to state that the following terms and conditions should be fulfilled by the employee concerned for consideration of the benefit of the Career Advancement Scheme in favour of the Librarians/Assistant Librarians of the Government Engineering and Technological Colleges in the State including those of Bengal Engineering and Science University.

A. Eligibility : As prescribed in the Clause- 5(a) and 5(1.) of the Annexure-I of this Department's G.O. No. 311(2) Edn(T) dated 06.07.1999.

B. Procedure :

- (a) Eligible Librarians/Assistant Librarians should submit self-appraisal report in the proforma prescribed in Annexure II.
- (b) A Screening Committee will be constituted to consider and recommend the benefit of the Career advancement scheme to the Librarians / Assistant Librarian with the following persons as its member.
  - i) A subject-expert to be nominated by the Higher Education Department.
  - ii) The Principal/officer-in-charge of the college, Member-Secretary.
  - iii) The- Director of Technical), Education, West Bengal, chairman;
  - iv) A nominee of the Higher Education Department,
  - v) A nominee of the A.I.C.T.S

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In case of Bengal Engineering and Science University Selection Committee will be constituted with the following person; as its member;

- i) The Vice—Chancellor, Bengal Engineering and Science University-Charmin.
- ii) It subject-expert to be nominated by the Vice-Chancellor member
- iii) Director of Technical Education or his nominee not below the rank of Deputy Director of Technical Education, West Bengal - Member

The meeting or the Screening Committee will be convened by the principal/Officer-in-charge of the College and Vice-Chancellor in case of Bengal Engineering and Science University in the College premises as and when necessary. For any meeting of the Committee, the Principal/Officer-in-charge/ Vice-Chancellor as the case may be, subject--e, pert ,and the nominee of the Director of Technical Education, West Bengal must be present.

- C. Performance: The performance of the Librarians/Assistant librarians with regard to their duties will have to satisfactory and the same is to be assessed inter-alia, in the manner prescribed in Annexure-I.
- D. The recommendations of the Screening Committee will have-to be submitted by the Principal/Officer-in-charge/ Vice-Chancellor in case of Bengal Engineering and Sciences University to the Director of Technical Education,West Bengal.
- E.
  - i) A Librarian/Assistant Librarian will be eligible for placement in the senior scale through this procedure of selection if he/she has participated in one orientation course and one refresher coarse of 4(four) weeks or engaged in other appropriate continuing education programmes of a comparable quality as may be specified or approved by the All India Council for Technical Education those with Ph.D. degree would be exempted from one refresher course).
  - ii) A Librarian/Assistant Librarian will be eligible for placement from Senior Scale to Selection Grade Scale through the procedure on selection as prescribed in the G.O. No. 311(2)-Edn(T) dated 06.07.99 if he/she has participated in two Refresher Courses of 4(four) we as or engaged in other appropriate continuing education programmes of a comparable quality as may be specified or approved by the An India Council for Technioa1 Education.
  - iii) The Orientation Course / Refresher Course may be completed before applying for benefit; under CAS.
  - iv) A Librarian/Assistant Librarian who is super-o animating within next three years will be exempted, from attending Orientation Course /Refresher Course-.
- F. The Career Advancement Scheme for Librarians/Assistant librarians of the Government Engineering & Technological Colleges including Bengal Engineering and Science university will come into effect from 27.07.1990.

Principal/Officer-in-charge of the Government Engineering & Technological Colleges will act as member--Secretary and Will communicate with the University concerned for nomination of the subject-expert for the purpose of formation of the Screening Committee for selection the

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

Librarians/Assistant Librarians of his/her College for allowing the benefit of Career Advancement benefit,

All concerned are being informed.

Joint Secretary

No. 271(2)/1(1)Edn(T)

Dated, Kolkata, the 23rd June,2005.

Copy forwarded for information and necessary action to :-

1) The Registrar, West Bengal University of Technology, 142, Sector-I, salt lake. Kolkata- 91,

He is requested to kindly nominate a subject -expert for the. purpose of formation of the Screening Committee for selection of the Librarians/Assistant Librarians for Career Advancement benefit. \ .

Joint Secretary

No. 371(2)/2(25)Edn(T)

Dated, Kolkata, the 23rd June, 2005.

Copy in the copies of the Annexure. forwarded for information. to the :-

- 1) Finance Department of this Government,
- 2) Principal accountant General(A&B), West Bengal,
- 3) Kolkata Pay and Accounts Officer, Kolkata to Pay and Accounts Office, : 01/2/2, Pheers Lane, Kolkata- 700012,
- 4) Secretary, Public Service Commission, West Bengal,
- 5) The Advisor (Faculty development). All India Council for Technical Education, KBCC Building (4th floor), Eastern Tower, Pragati Bhavan, Lodhi Road, New Delhi- 110002.
- 6) Principal/Officer-in-charge, \_\_\_\_\_
- 7) P.S to M.I.C. Higher Education Department,
- 8) Treasury Officer, \_\_\_\_\_
- 9) P.A to Principal Secretary of this Department,
- 10) Computer Cell of this Department,.

Joint Secretary

*Compendium*

ANNEXURE - I  
TO THE C.O. O. 371 (2) Edn (T) Dt. 23.06.205

**ASSESSMENT OF PERFORMANCE**

1. No. of days the College was opened during the last academic year last number of days the incumbent was on leave or other approved duties (R)	No. of days incumbent attended the College (S)	Marks obtained (full Marks-15 (P/Cx15)
2. No. of books and Journals purchased during the last year out of grants from a) AICTE b) Non-ATCTE (C)	No. of books and Journals processed a) Cataloging b) classification (D)	Marks obtained (Full marks-15 (P/Cx15)
3. Average No. of books issued to i.) Students ii) teachers iii) Reading room in the last academic year (1) (2) (3)	Average percentage of books issued with respect to total No. of books in each category:  Marks. 80% and above 10 60% and above 07 but below 8% 40% and. above 05 but below 60% below 40% 02	Full Marko-10
4. **Computerisation of library and physical verification of books	Percentage of resource provided for Computer station & physical verification in the last academic year:  Marks 75% & above 05\ 50% & above 03 but below 75% below 50% 01	Full Marks-05
5. Seminars, Conference, Symrposia, Workshop etc attended during the last 5 years of total 4 weeks.	No. of attended (Marks of. 25 per seek)	Ful Marks-05

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

\* Leave or other approved Duties are to be shown in details.

\*\*Computerisation of library of 100% computerisation means;

- i) Computerisation of accessed on system
- ii) Cataloging of numbering of books
- iii) Searching and requisition for the users
- iv) Issue and return of books
- v) Implementation of e-journal/e—library services,
- vi.) Resource generation through C.D

(\*candidate must obtain at least 75% of the total marks to qualify for career advancement).

ANNEXURE-II  
to be G. O. No. 371 Edn (T) dt. 23.06.2005

SELF APPRCATION REPORT

A. General Information

- a) Name( In block letters) :
- b) Designation : With effect from :
- c) Address
  - i) College :
  - ii) Residence :
- d) Area of specialisation, if any :
- e) Date of birth :
- f) Details of service :
  - i) College serving now : From \_\_\_\_\_ to \_\_\_\_\_  
Total \_\_\_\_\_ Years \_\_\_\_\_
  - ii) College(s) served

Name of the College	From	To	Total period

- iii) Total service rendered :
- iv) Break in service, if; any :



*Compendium*

B. Academic Qualification (Copies of Diplomas to be attached) :

Examination passed	Board/University	Subject	Year	Divn. Class
or equivalent				
or equivalent				
Bachelor's Degree				
Master's Degree				
Research Degree				
Others Diploma/ Certificate				

C. Research experience & Training :

Research stage	Title of the work/Thesis	University
M.Phil or equivalent		
Ph.D/D.Litt/D.Sc		
Post Doctoral		
Publication (Give a list separately) (Xerox copies of title page to be attached)		
Any other relevant: information/ Research Guidance with brief particular.		

D. Refresher Course, Orientation Course, Seminars, Conference, Symposias, Workshop, etc. attended during last 10 years (Use separate sheet, if necessary):

Name	Sponsoring Agency	Place & Date	Duration

E. Services rendered in the College Library :

- a) Cataloging (Code followed) :
- b) Classification (Scheme followed) :
- c) Reference Service/Bibliographical service.:
- d) Physical Verification :
- e) Updating of old documents :
- f) Preservation of Library materials :

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- F. Technicals Service :
- a) No. of days the college was open :
  - b) No. of days this incumbent was leave give details) :
  - c) No. of books journals purchased during the last year :
    - i) From A.I.C.T.E grants :
    - ii) From non-A.I.C.T.E grants :
  - d) Computerization of library :
  - e) Administrative Works, if any offered by the college authority :
- G. Participation in corporate life (use separate sheet, if necessary) :
- a) Co-curricular activities :
  - b) Enrichment of Campus life (Hostel, Sports, comes,) Cultural Activities:
  - c) Students Welfare & Discipline :
  - d) Professional Organisation of Librarians :
  - e) Editorship of journals :
  - f) Any other information :

Signature of the- Librarians/  
Assistant Librarians.

Certified that all the entries name in this documents are,-: checked and verified properly end found to be correct.

Principal/Officer-in-charge/Vice-Chancellor (Principal Officer-in-Charge/Vice-Chancellor of the College University should submit a report regarding the performance of the incumbent for the last three consecutive academic years)

*Compendium*  
PART-A  
SCORE SHEET

Name :

Designation :

Ecole of pay : with effect from \_\_\_\_\_

- |   |   |  |
|---|---|--|
| 1) No. of days the College was open during the last academic year less the No. of days the incumbent was on leave or other approved duties<br>(A) | No. of days the incumbent attended the College (B)                          | Marks obtained (Full Marks-15 Ax15)    |
| 2) No. of book & Journals purchased during the last year out of grants received from (a) A.I.C.T.E (b) non-A.I.C.T.E<br>(C)                       | No. of books a journals processed<br>a)Catalogue<br>b)Classification<br>(D) | Marks obtained (Full Marks-15) D/ Cx15 |
| 3) Average no. of books issued to (1) students(2) teachers(3)reading room per week.   |   | Full Marks-10                          |
| 4) Computerisation of Library a Physical verification of books.   |   | Full Marks-5                           |
| 5) Orientation Course, refresher course, Seminars, Conference / Symaposia, Workshop etc. attending during the last 10 years.                      |   | Full Marks-5                           |

Signature of toe subject expert

Signature of the Principa1/  
Officer-in-charge/  
Vice-Chancellor.

Signature of the D.T.E's nominee.

PART-B

(For use of the Screening Committee)

Considered the papers of Shri/Smt \_\_\_\_\_  
Liberation Assistant Librarian of \_\_\_\_\_  
Collage/() place () the screening Committee it connection with his/her placement/promotion to the  
post of ()/Assistant Librarian (Senior Scale/Selection Grade.) the Committee () his/her placement/  
promotion to the post of Librarian in the scale of Rs. \_\_\_\_\_  
w.e.f \_\_\_\_\_

It is also recommend that the post held by Shri/Smt \_\_\_\_\_ by  
upgraded to the post of Librarian/Assistant Librarian(Senior Scale/Selection Grade) and the same  
is created w.e.f \_\_\_\_\_

Resolved farther that all necessary particulars be sent to the Government for approval.

- i) Signature of the subject-expert :
- ii) Signature of the Principal/  
Officer-in-Charge/Vice-Chancellor :
- iii) Signature of the D.T.E's nominee :

*Compendium*  
**Government of West Bengal  
Higher Education Department  
Bikash Bhavan, Salt Lake  
Kolkata-700 091.**

No. 418-Edn(T)

Dated, the 3<sup>rd</sup> June, 2008.

From: Shri M. Biswas,  
Joint Secretary to the Govt. of West Bengal.

To: The Director of Technical Education, West Bengal.

Sub: Selection Committee for the purpose of consideration of Career Advancement proposals of the teachers for Govt. Engg. & Technological Colleges of the State.

The undersigned is directed to refer his. letter no. 631(T) dated 28.04.2008 on the subject noted above and to say that the Governor has been pleased to approve the inclusion of the personnels, as mentioned in the annexure, as members of the Selection Committee as constituted vide this Dept's order no. 629-Edn(T) dated 02.11.2003 as subject experts, for the purpose of consideration of Career Advancement proposals of the teachers of Government Engineering & Technological Colleges of the State.

He is requested kindly to intimate the subject experts, as mentioned in the annexure, accordingly.

Joint Secretary

Enc: As stated above.

**Government of West Bengal  
Higher Education Department  
Technical Branch  
Bikash Bhavan, Salt Lake, Kolkata - 700 091.**

No.: 434 Edn(T) / (T) -10M-36/09

Dated: Kolkata, the 26<sup>th</sup> July, 2010

From: Shri Satish Chandra Tewary, IAS,  
Principal Secretary to the Government of West Bengal.

To : The Director of Technical Education, West Bengal

Sub: Revision of Pay Scales of Principal, Teachers, and Librarians of 6 (six) Government Engineering and Technological Colleges in West Bengal with effect from 01.01.2006.

The undersigned is directed to refer to this Department earlier order no. 588-Edn(T) / 10M - 36 /09 dated 24.09.2009 vide which State Govt. had provided ad-hoc interim relief to above categories of employees pending issuance of final revised pay fixation orders after obtaining suitable inputs from AICTE/Govt. of India.

In observance of the letter no 23-1 / 2008 - TS.II dated 07.10.2009 as forwarded by the Ministry of Human Resource Development, Govt. of India to the State Govt., read with AICTE Notification F. No 37-3/Legal/2010 dated 05.03.2010, which was subsequently published in the Extraordinary Gazette Notification of Govt. of India- No. 70, Part III, Section 4, dated 13.03.2010, the State Government, taking into consideration other local conditions, has decided to fix the pay of the above mentioned categories of Govt. employees in the revised pay structure with corresponding Academic Grade Pay (AGP) along with re-designation as applicable to them with effect from the 1<sup>st</sup> day of January, 2006. The Govt. of India has offered to render financial assistance to the extent of 80% of additional expenditure involved in the implementation of the revision subject to the following conditions

- (i) The central assistance on this account will be available from the period from January 1<sup>st</sup>, 2006 to March 31, 2010.
- (ii) The State Govt. will take over the entire financial liability for maintaining the revised Pay structure with effect from April 1, 2010.
- (iii) The central assistance will be restricted to revision of Pay scales in respect of only those posts which were in existence and had been filled up as on January 1, 2006.

**2. Drawal of Pay in the Revised Pay Structure:**

Every Govt. employee will draw pay in the revised pay structure applicable to the post to which he/she is appointed; provided that an employee may elect to continue to draw pay in the existing scale until the date on which he/she earns his/her next or any subsequent increment in the existing scale or until he/she vacates his/her post or ceases to draw pay in that scale; provided further that in cases where a Govt. employee has been placed in a higher pay scale (pre-revised) between the period from 01.01.2006 to the date of this order on account of promotion/upgradation of pay scale

## Compendium

etc., such Govt. employee may elect to switch over to the revised pay-structure from the date of such promotion/upgradation as the case may be.

**Explanation I.** - The option to retain existing scale under the first proviso of this order, will be admissible only in respect of one existing scale.

**Explanation II.** - The aforesaid option will not be admissible to any person appointed to a post on or after 01.01.2006, whether for the first time in Govt. service or by transfer from another post, and he/she will be allowed pay only in the revised pay structure.

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

### 3. Exercise of Option:

- (1) The option under the provisos to para 2 of this order will be exercised in writing in the form appended to schedule-I, to the Head of his/her institution / office within three months from the date of issuance of this order; provided that
  - (i) a Govt. employee, who on the date of issuance of this order, is on leave or deputation or on foreign service, the said option will be exercised in writing so as to reach the said authority within three months of his/her return from such leave or deputation or foreign service as the case may be; and
  - (ii) a Govt. employee, who is under suspension on the date of issue of this order, will exercise the said option within three months of the date of his/her return to his/her duties or within three months of the date of issuance of this order, whichever is later.

- (2) The option once exercised will be final.

**Note1.-** A Govt. employee whose service is terminated on or after 01.01.2006 and who is unable to exercise the option on account of discharge, dismissal on disciplinary ground or resignation within the prescribed period will be entitled to the benefits of exercising option under this proviso

**Note2.-** A Govt. employee, who died on or after 01.01.2006 within the prescribed period, will be deemed to have exercised for the revised pay structure on and from 01.01.2006 or from such subsequent date as is considered most beneficial to him/her, had he/she been alive.

**Note3.-** A Govt. employee who was on leave or any other leave on 01.01.2006 and is entitled him/her leave salary, will be allowed the benefits of this proviso.

### 4. Fixation of Pay in the Revised Pay Structure :

- (1) The initial Pay of a Govt. employee who elects or is deemed to have elected under provisos of para 3 to be governed by the revised pay structure on and from 01.01.2006, will, unless in any



*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

case the Governor by special order otherwise directs, be fixed separately in respect of his/her substantive pay in the permanent post on which he/she holds a lien or would have held a lien, had his/her lien not been suspended and in respect of his/her pay in the officiating post held by him/her in the following manner namely:-

- (i) The pay in the pay band of a Govt. employee who continued in service after 31<sup>st</sup> December, 2005 will be determined by multiplying his/her existing basic pay as on 1<sup>st</sup> day of January, 2006, by a factor of 1.86 and rounding off the resultant figure to the next multiple of 10 while determining the pay in the Pay band paise below rupee one shall be ignored.
- (ii) If the minimum of the revised pay band is more the amount arrived at, as per (i) above, the pay will be fixed at the minimum of the revised pay band.
- (iii) In addition to the pay in the pay band as determined in the above manner, Academic Grade Pay (AGP) corresponding to the existing scale will be payable.

**(2) Revised Pay Scales, Service conditions and Career Advancement Scheme for teachers and equivalent positions :**

The pay structure for different categories of teachers and equivalent positions shall be as indicated below:

**a) Assistant Professor/Associate Professors/Professors in Technical Institutions :**

- i) Persons entering the teaching profession in Technical Institutions shall be designated as Asstt. Professors and shall be placed in the pay band of Rs. 15,600-39,100/- with A.G.P. of Rs. 6,000/-. Lecturers already in service in the pre-revised scale of Rs. 8,000- 13,500/-, shall be re-designated as Asstt. Professors with the said A.G.P. of Rs. 6,000/-.
- ii) An Asstt. Professor with completed service of 4 years, possessing Ph.D degree in the relevant branch of discipline shall be eligible, for moving upto A.G.P. of Rs. 7,000/-.
- iii) Asstt. Professors possessing Master's degree in the relevant branch/discipline as defined for Technical Education shall be eligible for AGP of Rs. 7,000/- after completion of 5 years service as Asstt. Professor.
- iv) Asstt. Professors who do not have Ph.D or a Master's degree in the relevant Branch /discipline of a program shall be eligible for AGP. of Rs.7,000/- only after completion of 6 years of service as Asstt. Professor.
- v) Upward movement from AGP of Rs. 6,000/- to AGP of Rs. 7,000/- for all Asstt. Professors shall be subject to their satisfying other conditions as laid down by AICTE.
- vi) The pay of the incumbents to the posts of Lecturer (Senior scale) (i.e. the pre-revised scale of Rs. 10,000-15,200) shall be re-designated as Asstt. Professor and be fixed at the appropriate stage in Pay Band of Rs. 15,600-, 100 based on their present pay with AGP of Rs. 7,000/-.

### *Compendium*

- vii) Asstt. Professor with completed service of 5 years at the AGP of Rs.7,000/-shall be eligible, subject to other requirements laid down by the AICTE, to move up to the AGP of Rs. 8,000/-.
- viii) Posts of Associate Professor shall be in the Pay Band of Rs. 37,400-67,000, with AGP of Rs. 9,000/-. Directly recruited Associate Professors shall be placed in the Pay Band of Rs. 37,400-67,000 with an AGP of Rs.9,000/- at the appropriate stage in the Pay Band in terms of the conditions of appointment.
- ix) Incumbent Asstt. Professor and Incumbent Lecturers (Selection Grade) who have completed 3 years in the pre-revised pay scale of Rs. 12,000-18,300/- on 1.1.2006 shall be placed in Pay Band of Rs.37,400-67,000/- with AGP Pay of Rs.9,000/- and shall be re-designated as Associate Professor.
- x) Incumbent Asstt. Professor and Incumbent Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs. 12,000-18,300/- on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15,600-39,100/- with AGP of Rs.8,000/- till they complete 3 years of service in the grade of Lecturer (Selection Grade) and thereafter shall be placed in the higher Pay Band of Rs.37,400-67,000/- and accordingly re-designated as Associate Professor.
- xi) Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade), as the case may be, until they are placed in the Pay Band of Rs.37,400-67,000/- and re-designated as Associate Professor in the manner described in (x) above.
- xii) Asstt. Professor completing 3 years of teaching in the AGP of Rs.8,000/- shall be eligible subject to other conditions, that may be prescribed by AICTE as applicable, to move to the Pay Band of Rs. 37,400-67,000/- with AGP of Rs. 9,000/- and to be designated as Associate Professor.
- xiii) Associate Professor completing 3 years of service in the AGP of Rs.9,000/-and possessing a Ph.D degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE. No teacher other than those with a Ph.D shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37,400-67,000/- with AGP of Rs. 10,000/-.
- xiv) The pay of a directly recruited Professor shall be fixed at a stage not below Rs.43,000/- in the Pay Band of Rs.37,400-67,000/-, with the applicable AGP of Rs. 10,000/-.
- xv) Ten percent of the posts of Professors in a AICTE approved Institution shall be in the higher AGP of Rs. 12,000/-, however, teachers appointed to the posts shall continue to be designated as Professor. Eligibility for appointment as a Professor in the higher Academic Grade Pay shall be as may be laid down by the AICTE, and such eligibility conditions shall, inter alia, include publications in peer reviewed/referred Research Journals and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a high standard. No person appointed directly as Professor in the AGP of Rs. 12,000/- shall be fixed at a stage less than Rs.48,000/- along with the AGP.

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- xvi) For initial direct recruitment at the level of Associate Professors and Professors, the eligibility condition in respect of academic and research requirements shall be as may be or have been prescribed by the AICTE, through regulations and as may be laid down by the AICTE.
- xvii) All advancements to higher grade pays in various cadres will be effected subject to completion of two AICTE approved refresher programs of not less than two weeks duration each and two one week each TEQIP sponsored programs.

**b) Pay Scales of Principals :**

Appointments to the posts of Principal in Technical Institutions shall be based on the conditions of eligibility in respect of educational qualifications and teaching/research experience laid down by AICTE from time to time. The posts of Principal shall be in the Pay Band of Rs. 37,400-67,000/- with AGP of Rs. 10,000/- plus a Special Allowance of Rs. 3,000/- per month. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs. 10,000/- plus a Special Allowance of Rs. 3,000/- per month.

**c) Pay Scales and Career Advancement Scheme for Librarian:**

**Librarian :**

- (i) Librarian in the pre-revised scale of pay of Rs.8000-13500 shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs.6000.
- (ii) All the conditions of eligibility and academic qualifications laid down by the AICTE shall be applicable for direct recruitment of Librarian.

**Librarian (Sr. Scale):**

- (i) The posts of Librarian (Sr. Scale) in the pre-revised scale of pay of Rs. 10000-15200 shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs.7000.
- (ii) Librarian (Sr. Scale) possessing Ph.D in Library Science at the entry level, after completing service of 4 years in the AGP of Rs.6000 and if otherwise eligible as per guidelines laid down by the AICTE shall be eligible for the higher AGP of Rs.7000 with in the Pay Band of Rs. 15600-39100.
- (iii) Librarian (Sr. Scale) not possessing Ph.D. but only M.Phil in Library Science at the entry level after completing service of 5 years in the AGP of Rs.6000, if otherwise eligible as per guidelines laid down by the AICTE, shall become eligible for the higher AGP of Rs.7000.
- (iv) After completing service of 6 years in the AGP of Rs.6000 Librarian (Sr. Scale) without the relevant Ph.D and M.Phil shall, if otherwise eligible as per guidelines laid down by the AICTE move to the higher AGP of Rs.7000.
- (v) The pay of the existing Librarian (Sr. Scale) in the pre-revised scale of pay of Rs. 10000-15200 shall be fixed in the Pay Band of Rs. 15600-39100 with AGP of Rs.7000 at an appropriate stage based on their present pay.

**Librarian (Selection Grade):**

- (i) On completion of service of 5 years, Librarian (Sr. Scale) shall be eligible for the post of Librarian (Selection Grade) in Pay Band of Rs. 15600-39100, with Academic Grade Pay of Rs.8000, subject to their fulfilling other conditions of eligibility (such as Ph.D. degree or equivalent published work etc. for Librarian (Selection Grade) as laid down by the AICTE. They shall be designated as Librarian (Selection Grade) as the case may be.
- (ii) The existing process of selection by a Selection Committee shall continue in respect of promotion to the post of Librarian (Selection Grade).
- (iii) After completing 3 years in the Pay Band of Rs. 15600-39100 with an AGP of Rs.8000, Librarians (Selection Grade) shall move to the Pay Band of Rs.37400-67000 and AGP of Rs.9000, subject to fulfilling other conditions of eligibility laid down by the AICTE.
- (iv) Incumbents to the posts of Librarian (Selection Grade) who have completed three years in the pre-revised pay scale of Rs. 12000-18300 on 1.1.2006 shall be fixed at an appropriate stage in the Pay Band of Rs.37400-67000 with an AGP of Rs.9000. They shall continue to be designated as Librarian (Selection Grade).
- (v) Incumbents to the posts of Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs. 12000-18300, for being eligible to be placed in the higher Pay band of Rs.37400-67000, shall be placed at an appropriate stage with Academic Grade pay of Rs.8000 till they complete three years of service as Librarian (Selection Grade).

**Note1.-** A Govt. employee, who is on leave on 01.01.2006 and is entitled to leave salary, will be entitled to pay in the revised pay structure from 01.01.2006 or from the date of option for the revised pay structure from the date of actual effect of revised emoluments. Similar benefits are available when a Govt. employee is on study leave on 01.01.2006.

**Note2.-** A Govt. employee under suspension, will continue to draw the subsistence allowance based on existing scale of pay and his/her pay in revised pay structure will be subject to the final order of the pending disciplinary proceedings.

**Note3.-** Where in the fixation of pay under sub-para (1) of para 4, the pay of a Govt. employee, who immediately before 01.01.2006, was drawing more pay in the existing scale than another Govt. employee junior to him/her in the same cadre/position, gets fixed in the revised pay band at a stage lower than that of such junior, his/her pay will be stepped up to the same stage in the revised pay band as that of the junior.

**Note4.-** In case where a senior Govt. employee promoted or upgraded to a higher post before 01.01.2006, draws less pay in the revised pay structure than his/her junior who is promoted/upgraded to the higher post on or after 01.01.2006, the pay in the pay band of senior Govt. employee shall be stepped up to an amount equal to the pay in the pay band as fixed for his/her junior in that higher post. The stepping up will be done by the Govt. with effect from the date of promotion/upgradation of the junior Govt. employee subject to the fulfillment of the following conditions:-

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- (i) Both the junior & the senior employee should belong to the same cadre and the post in which they have been promoted should be identical in the same cadre;
- (ii) The pre-revised scale of pay and the revised grade pay of the lower and higher post in which they are entitled to draw pay should be identical;
- (iii) The senior Govt. employee at the time of promotion should have been drawing equal or more pay than the junior;
- (iv) If even in the lower post, the junior officer was drawing more pay in the pre revised scale than the senior by virtue of any advance increment granted to him/her the provisions of this Note will not be applicable to step up to the pay of the senior employee.

**5. Incentives for Ph.D / M.Tech or other higher qualification:**

- (i) At the time of the recruitment as Asst. Professor, five and two non-compounded advance increments shall be admissible to those of the Science/Humanities faculties who hold Ph.D and M.Phil degrees respectively; and to those of the technical faculties who hold Ph.D and M.E/M.Tech degree respectively in the relevant discipline by a University following the process of registration, course-work and external evaluation as prescribed by U.G.C.
- (ii) Three non-compounded increments will be admissible if such Ph.D in the relevant branch/discipline is obtained while in service and one advance non-compounded increment will be admissible for the teachers who acquire M.Phil/M.Tech degree in the relevant branch from a recognized university while in service.
- (iii) Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D/M.Tech at the entry level under the earlier scheme shall not be entitled to the benefit of advance increment under this scheme.
- (iv) In case of Librarian the same benefit will be admissible as mentioned in the above points.

**6. Fixation of pay in revised pay structure of employees appointed as fresh recruit on or after 01.01.2006 :**

- (1) The pay of direct recruit to a particular post carrying a specific grade pay will be fixed on or after 01.01.2006, at the entry level pay in the respective pay band.
- (2) The provisions of sub-para (1) will also be applied in the case of those recruited between the 1<sup>st</sup> day of January 2006, and the date of issuance of this order.

**7. Rate of increment in the revised pay structure:**

- (1) The rate of increment in the revised pay structure will be 3 *per centum* (3%) of the sum of the pay in the pay band and Academic Grade Pay applicable and the resulting amount will be rounded off to the next multiple of 10.
- (2) The amount of increment will be added to the revised pay in the pay band.
- (3) In the case of the calculation of increment under the revised pay structure, paise should be ignored, but any amount of a rupee or more should be rounded off to next multiple of 10.



**Illustration:** If the amount of increment Rs. 830.70, the amount be rounded off to Rs. 830; if the amount of increment comes to Rs. 831 and above the same would be rounded off to Rs. 840. The amount of increment will be added to the existing pay in the pay band.

**8. Date of next increment in the revised pay structure :**

- (1) There will be a uniform date of annual increment, viz. 1<sup>st</sup> July of every year. Employees completing 6 months and above in the revised pay structure as on 1<sup>st</sup> of July will be eligible to be granted the increment. The first increment after fixation of pay on 01.01.2006 in the revised pay structure will be granted on 01.07.2006 for those employees for whom the date of next increment was between 1<sup>st</sup> July, 2006 to 1<sup>st</sup> January, 2007.

Provided that in case of Govt. employees who had been drawing maximum of the existing scale more than a year as on the 1<sup>st</sup> day of January, 2006, the next increment in the unrevised pay scale will be allowed on 1<sup>st</sup> day of January, 2006. Thereafter, the provisions stated in the above para would apply.

- (2) In case of Govt. employees who earned their last increment between the period commencing from the 2<sup>nd</sup> day of January, 2005 and ending on the 1<sup>st</sup> day of January, 2006, after fixation of their pay under revised pay structure, such Govt. employees should get next increment on the 1<sup>st</sup> day of July, 2006.
- (3) In case of Govt. employees whose date of next increment fell due on the 1<sup>st</sup> day of January, 2006, after granting an increment in the pre-revised pay scale as on the 1<sup>st</sup> day of January, 2006, their pay in the revised pay structure should be fixed on the 1<sup>st</sup> day of January, 2006 and such Govt. employees should get their next increment on 1<sup>st</sup> day of July, 2006.
- (4) In case of a Govt. employee who opts to come under revised pay structure after any date between the 1<sup>st</sup> January, 2006 to the 1<sup>st</sup> day of July, 2006, his/her pay in the revised pay structure should be fixed accordingly, but his/her date of next increment should be 1<sup>st</sup> day of July, 2007.

**9. Fixation of pay on promotion/placement to new designations on or after 01.01.2006:**

- (1) In case of promotion/placement/up gradation from one academic grade pay to another in the revised pay structure on or after 01.01.2006 the fixation of pay of a Govt. employee will be made in the following manner:
  - (a) One increment equal to three *per centum* (3%) of some of the pay in the pay band and the existing academic grade pay will be computed and rounded off to the next multiple of 10;
  - (b) The amount arrived at (a) will 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 higher pay band to which promotion/placement is taking place, pay in the pay band will be stepped up to such minimum;
  - (c) After the pay in the pay band determined academic grade pay corresponding to the promotional/up gradational post will be granted in addition to this pay in the pay band.

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- (2) In case where promotion/ upgradation involves change in the pay band in subsequent order following AICTE regulations/guidelines, the same procedure as mentioned in (a), (b) & (c) of sub-para (1) of para 9 for fixation of pay will be applicable.

**Note1-** In case the Govt. employee opts to get his/her pay fixed from his/her date of next increment, then, on the date of promotion/ upgradation, pay in the pay band will continue to be unchanged but academic grade pay of the higher post will be granted. Further re-fixation will be done on the date of his/her next increment i.e. 1<sup>st</sup> day of July. On that date, such a Govt. employee will be granted *two* (2) increments; one annual increment and the second on account of promotion/ upgradation. While computing these two increments, basic pay prior to the date of promotion and academic grade pay corresponding to such pay in the pay band will be taken into account. After allowing such increments, academic grade pay of the higher post will be allowed.

**Note2-** In case the Govt. employee opts his/her pay fixed in the higher grade from the date of his/her promotion/ up gradation, he/she will get his/her first increment in the higher grade on the next 1<sup>st</sup> July, if, he/she was promoted /upgraded between the period from the 2<sup>nd</sup> July to 1<sup>st</sup> January. However, if he/she was promoted/ upgraded between period commencing from the 2<sup>nd</sup> January and ending on the 30 June of a particular year, he/she will get his/her increment on the 1<sup>st</sup> July of the next year.

#### **10. Allowances:**

Allowances viz. Dearness Allowance (DA), House Rent Allowance (HRA) & Medical Allowance (MA) as admissible to other State Govt. Employees from time to time will also be applicable to the incumbent mentioned in the subject. These are as follows.

(1) House Rent Allowance:

With effect from 1<sup>st</sup> April, 2009, the House Rent Allowance admissible to an employee will be 15% of his/her revised basic pay i.e. aggregate of the pay in pay band plus academic 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 will also be raised to Rs. 6000/- per month.

The existing terms and conditions of drawl of House Rent Allowance by employees living in their own house or in a rental house will continue to apply.

Subject to continuance of the existing terms and conditions regulating drawal of House Rent Allowance by the employees provided with accommodation owned/hired by the Authority and recovery of fixed rent/license fee from time, the following conditions will be there with effect from 1<sup>st</sup> April, 2009 in respect of such categories of employees.

- (a) When an official accommodation being in habitable condition in all respect and such accommodation is earmarked for holder of a particular post without any rent, the holder will not be entitled to House Rent Allowance for living elsewhere.
- (b) In case the employee pays rent or license fee for such official accommodation, his reimbursement in the form of House Rent Allowance will be limited to actual license fee/rent paid or 15% of the pay whichever is lower.



## Compendium

### (2) Dearness Allowance:

Dearness allowance payable with effect from 1<sup>st</sup> April, 2008 will be at the following rate:-

Period from which payable	Rate of Dearness Allowance per month on revised basic pay
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 to 30.11.2009	16%
01.12.2009 to 31.03.2010	22%
01.04.2010 onwards	27%

(3) Medical Allowance: Medical allowances will be payable @ Rs. 300/- per month with effect from 1<sup>st</sup> April, 2009.

### 11. Other miscellaneous matters

This Order regarding revised pay will be effective from 1<sup>st</sup> January, 2006 notionally. For the present, the payment in the revised pay structure will be made w.e.f. 1<sup>st</sup> April, 2009.

The modalities of payment of arrears for the period prior to 1<sup>st</sup> April, 2009 and other related matters towards the implementation of the revision of pay, that have not been dealt with in the preceding paras, would be considered separately and notified in due course after obtaining suitable inputs/guidelines/regulations from the AICTE/Govt. of India.

**12. The Interim Relief** as allowed in terms of this Department's Order No. 588-Edn(T) / 10M - 36 /09 dated 24.09.2009 will continue till the drawal of salary starts as per this revision and the same already drawn is to be adjusted against pay and allowances payable in terms of this Order.

**13.** This Order issues with the concurrence of the Finance Department, Govt. of West Bengal vide their U.O. No. 1317 Group P (Pay) dated 23.07.2010.

**14.** Any difficulty which may arise in implementing the provisions relating to the revision of pay structures as indicated in this order may be brought to the notice of the State Govt. for decision.

### 15. Anomalies:

Anomalies, if any, in the implementation of the scheme may be brought to the notice of the Higher Education Department for clarification.

**16.** The Accountant General, West Bengal is being informed.

By order of the Governor

(Satish Chandra Tewary)

Principal Secretary to the Govt. of West Bengal.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

No. 434/1 (30)-Edn(T)

Dated: Kolkata, the 26<sup>th</sup> July, 2010

Copy along with the copies of annexure forwarded to the :

- 01) Finance Department of this Govt.
- 02) Accountant General (A & E), West Bengal.
- 03) Pay & Accounts Officer (1), 81/2/2, phears Lane, Kolkata - 12.
- 04) Pay & Accounts Office (2), p-1, Hyde Lane, Kolkata - 73.
- 05) Budget Branch of this Department, Kolkata.
- 06) Director of Treasuries, Stephen House, 4, B.B.D. Bag (East), Kolkata - 01.
- 07) Secretary, Public Service Commission, West Bengal.
- 08) P.S. to Hon'ble MIC, Higher Education Department, Govt. of West Bengal.
- 09) P.A. to Principal Secretary, Higher Education Department, Govt. of West Bengal.
- 10) Principal/Officer-In-Charge.....
- 11) Treasury officer,.....
- 12) Computer Cell of this Department.
- 13) Guard File.

Joint Secretary to the Govt. of West Bengal

*Compendium*

Government of West Bengal  
Higher Education Department  
Technical Branch  
Bikash Bhavan, Salt Lake, Kolkata - 700 091.

No. 518 Edn(T) / (T) -10M-36/09

Dated: Kolkata, the 13<sup>th</sup> September 2010

From: Shri Satish Chandra Tewary, IAS,  
Principal Secretary to the Government of West Bengal.

To : The Director of Technical Education, West Bengal

Sub: Revision of Pay Scales of Principals, Teachers, and Librarians of 6 (six) Government Engineering and Technological Colleges in West Bengal with effect from 01.01.2006 and issuance of fitment tables.

In continuation of this Department's earlier G.O. no. 434 Edn(T) / (T) -10M -36/09 dated 26.07.2010 and refer to his memo no. 412 (T)/CS dated 13.08.2010, on the subject noted above, the undersigned is directed to state that the Governor has now been pleased to issue the following fitment tables (from Table-1 to Table-6) regarding pay fixation of Principals, Teachers, and Librarians of 6 (six) Government Engineering and Technological Colleges of this state with effect from 01.01.2006 :-

## Fitment Tables

Table-1

1. **Incumbent:** Assistant Professor (formerly Lecturer)
2. **Incumbent:** Librarian

Pre-revised Scale Rs. 8,000-275-13,500		Revised Pay Band + AGP Rs. 15,600-39,100 + AGP 6,000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
8000	15600	6000	21600
8275	15600	6000	21600
8550	15910	6000	21910
8825	16420	6000	22420
9100	16930	6000	22930
9375	17440	6000	23440
9650	17950	6000	23950
9925	18470	6000	24470
10200	18980	6000	24980
10475	19490	6000	25490
10750	20000	6000	26000
11025	20510	6000	26510
11300	21020	6000	27020
11575	21530	6000	27530
11850	22050	6000	28050
12125	22560	6000	28560
12400	23070	6000	29070
12675	23580	6000	29580
12950	24090	6000	30090
13225	24600	6000	30600
13500	25110	6000	31110
13775	25630	6000	31630
14050	26140	6000	32140
14325	26650	6000	32650

*Compendium*

Table-2

1. **Incumbent:** Assistant Professor [formerly Lecturer (Sr. Scale)]
2. **Incumbent:** Librarian (Sr. Scale)

Pre-revised Scale Rs. 10,000-325-15,200		Revised Pay Band + AGP Rs. 15,600-39,100 + AGP 7,000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
10000	18600	7000	25600
10325	19210	7000	26210
10650	49810	7000	26810
10975	20420	7000	27420
11300	21020	7000	28020
11625	21630	7000	28630
11950	22230	7000	29230
12275	22840	7000	29840
12600	23440	7000	30440
12925	24050	7000	31050
13250	24650	7000	31650
13575	25250	7000	32250
13900	25860	7000	32860
14225	26460	7000	33460
14550	27070	7000	34070
14875	27670	7000	34670
15200	28280	7000	35280
15525	28880	7000	35880
15850	29490	7000	36490
16175	30090	7000	37090

Table-3

1. **Incumbent: Lecturer** (Sl. Grade) with less than three years of service in the pre-revised scale of Rs. 12,000-18,300.
2. **Incumbent: Librarian** (Sl. Grade) with less than three years of service in the pre-revised scale of Rs. 12,000-18,300.

Pre-revised Scale Rs. 12.000-420-18.300		Revised Pay Band + AGP Rs. 15.600-39.100 + AGP 8.000	
Pre-revised Basic Pay	Pay in the Pay Band	Revised Pay	
		Academic Grade Pay	Revised Basic Pay
12000	22320	8000	30320
12420	23110	8000	31110
12840	23890	8000	31890
13260	24670	8000	32670
13680	25450	8000	33450
14100	26230	8000	34230
14520	27010	8000	35010
14940	27790	8000	35790
15360	28570	8000	36570
15780	29360	8000	37360
16200	30140	8000	38140
16620	30920	8000	38920
17040	31700	8000	39700
17460	32480	8000	40480
17880	33260	8000	41260
18300	34040	8000	42040
18720	34820	8000	42820
19140	35610	8000	43610
19560	36390	8000	44390

*Compendium*

**Table-4**

1. **Incumbent:** Associate Professor [formerly Lecturer (Sl. Grade)/Assistant Professor with 3 years of service in the pre-revised scale of Rs. 12,000-18,300].
2. **Incumbent:** Librarian (Sl. Grade) completed 3 years of service in the pre-revised scale of Rs. 12,000-18,300.

Pre-revised Scale Rs. 12,000-420-18,300	Revised Pay Band + AGP Rs. 37,400-67,000 + AGP 9,000		
	Revised Pay		
Pre-revised Basic Pay	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
13260	37400	9000	46400
13680	37400	9000	46400
14100	37400	9000	46400
14520	37400	9000	46400
14940	38530	9000	47530
15360	38530	9000	47530
15780	39690	9000	48690
16200	39690	9000	48690
16620	40890	9000	49890
17040	40890	9000	49890
17460	42120	9000	51120
17880	42120	9000	51120
18300	43390	9000	52390
18720	43390	9000	52390
19140	44700	9000	53700
19560	44700	9000	53700



Table-6

1. **Incumbent:** Principal

Pre-revised Scale Rs. 18,400-500-22,400		Revised Pay Band + AGP Rs. 37,400-67,000 + AGP 10000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
18400	44700	10000	54700
18900	46050	10000	56050
19400	46050	10000	56050
19900	47440	10000	57440
20400	47440	10000	57440
20900	48870	10000	58870
21400	48870	10000	58870
21900	50340	10000	60340
22400	51850	10000	61850

The terms and conditions will remain same as indicated in this Department's earlier G.O. no. 434 Edn(T) / (T) - 10M - 36/09 dated 26.07.2010.

This order issues with the concurrence of the Finance Department, Govt. of West Bengal vide their U.O. No. 2131 Group-P (Pay) dated 08.09.2010.

By order of the Governor

(Satish Chandra Tewary)  
Principal Secretary

*Compendium*

**Government of West Bengal  
Higher Education Department  
(Technical Branch)  
Bikash Bhawan, Salt Lake Kolkata 700 091**

**Memo No: 667-Edn(T)  
T-4A-4/10**

**Dated, Kolkata, the 29<sup>th</sup> December, 2010**

**Memorandum**

In supersession of all the previous Government Orders relating to part-time teacher(s) of the State Government Engineering & Technology Colleges, the undersigned is directed by the Order of the Governor to say that the following provisions will be applicable in respect of the part-time teacher(s) of the Government Engineering & Technology Colleges with effect from 1.4.2009.

1. The part-time teacher(s) will be allowed to enjoy the remuneration in the following manner:-
  - a. Those having less than/equal to 4 (four) years of teaching experience as part-time teacher(s) in any Govt. Engineering & Technology College are allowed to enjoy their remuneration @ Rs. 7000/- per month .
  - b. Those having greater than 4 (four) years but less than 10(ten) years of teaching experience as part-time teacher(s) in any Govt. Engineering & Technology College are allowed to enjoy their remuneration @ Rs. 8000/- per month .
  - c. Those having greater than /equal to 10(ten) years of teaching experience as part-time teacher(s) in any Govt. Engineering & Technology College are allowed to enjoy their remuneration @ Rs. 10000/- per month.
  - d. The superannuated teacher(s) serving as part-time teacher(s) may be offered remuneration @ Rs. 7000/- per month.
2. Total length of service of the part-time teacher(s) in a Government Engg. & Technology College is to be certified by the Principal/Officer-in-Charge of the College concerned at the material point of time.

Those who are engaged in full time assignment elsewhere will not be considered for the above mentioned benefits.
3. For new selection procedures required to be maintained are as follows:-
  - i) The Principal/Officer-in-Charge will advertise the vacancy position (s) in at least two daily leading newspapers (one in English and the other in Bengali/Other language like Nepali, Urdu, etc.) specifying the required qualification and remuneration as per existing Government Order.
  - ii) The applications received in response to the advertisement will be scrutinized by the college authority and the eligible candidate(s) will be called for interview before the Selection Committee formed by the Principal/Officer-in-Charge of the College.
  - iii) The Selection Committee will consist of the following members :-
    - a) The Principal/Officer-in-Charge of the College will be the Chairman.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- b) One Senior teacher in the subject selected by the Principal/Officer-in-Charge of the College.
- c) An expert not below the rank of Associate Professor/Professor in the subject of any other college be entrusted with this work.

The Selection Committee shall prepare a panel of at least 3 (three) candidate(s) in order of merit, preferably.

4. Part-time teachers of the Govt. Engineering & Technology Colleges should be allotted minimum of 8 (eight) classes per week or equivalent and in addition, they will have to perform invigilation and other duties as assigned by the College and university authorities relating to college/university examination.
5. Not more than 2 (two) part-time assignments in two different colleges in respect of any part-time teacher(s) will be considered for any such benefits as mentioned in this Order. The Selection Committee should ensure the same during the selection procedure.
6. For the second assignment as part-time teacher(s) in any college, the rate of remuneration will be Rs. 7000/- per month only. The Selection Committee should also ensure the status of the assignment during their selection as to whether the same is first assignment or second assignment.
7. The lower & upper age limit for /of serving as part-time teacher(s) in any Govt. Engg. & Technology College of the State will be same as that of whole-time teacher(s). However, retired teacher(s) of colleges and universities may be engaged as per part-time teacher(s) with a fixed monthly remuneration of Rs. 7000/- (Rupees seven thousands) irrespective of their length of service as part-time teacher.
8. For enjoying the enhanced benefit of remuneration, all the part-time teacher(s) who will be appointed in Govt. Engg. & Technology Colleges of the State with effect from 1.4.2009 should possess a stipulated AICTE (for engineering subjects) / UGC (for non-engineering subjects) qualifications. However, in the event of non-availability of such qualified candidate(s), 55% marks in the post-graduate level would be the minimum eligible criteria for selection of a part-time teacher.
9. Appointment of part-time teacher(s) in any Govt. Engg. & Technology College will be made on 'TERM' basis i.e. appointment for six months then a break of one day and again for 6(six) months and so on depending upon the satisfactory performance of the concerned part-time teacher.
10. As per the existing norms of whole time sanctioned teaching posts for each subject, part-time teacher(s) may be appointed depending upon the vacancy position.  
College authorities will have to renew the tenure/term of the part-time teacher(s) considering the total actual vacancy position in the college in consultation with the Director of Technical Education, West Bengal.
11. The part-time teacher(s) may be engaged depending upon the need of the College, on purely temporary basis in the following manner :-  
Maximum of 3(three) part-time teacher(s) against one whole time sanctioned vacant teaching post.

### *Compendium*

12. Part-time teacher(s) of Govt. Engg. & Technology Colleges are entitled to avail of 14 days casual leave in a calendar year, ½ average remuneration leave on production of medical certificate from a registered medical practitioner and maternity leave as admissible under Government Rules.
13. Remuneration of part-time teacher(s) will be charged against the salary head i.e.
  - i) 'EH/13-2203-00-112-Engg/Tech. Colleges & Institutes-NP-NonPlan-002-College of Textile Technology, Berhampur-01 -Salary.
  - ii) 'EH/13-2203-00-112-Engg/Tech. Colleges & Institutes-NP-NonPlan-003-College of Ceramic Technology, Calcutta-01-Salary.
  - iii) EH/13-2203-00-112-Engg/Tech. Colleges & Institutes-NP-NonPlan-004-Engg. College at Jalpaiguri-01-Salary.
  - iv) EH/13-2203-00-112-Engg/Tech. Colleges & Institutes-NP-NonPlan-005-College of Textile Technology, Serampur-01 -Salary.
  - v) EH/13-2203-00-112-Engg/Tech. Colleges & Institutes-NP-NonPlan-006-College of Leather Technology, Calcutta-01-Salary.
  - vi) EH/13-2203-00-112-Engg/Tech. Colleges & Institutes-NP-NonPlan-013-Engg. College at Kalyani-01-Salary.
14. The college authority will have to submit relevant papers/documents to the Director of Technical Education, West Bengal for getting prior approval of the Govt. to enjoy the benefits of remuneration as mentioned in this order.

This order issues with the concurrence of the Finance Department vide their U.O. No. 2084 Gr. 'P' (Service) dated 03.12.2010.

By order of the Governor

Jt. Secretary  
Technical Branch  
Department of Higher Education  
Government of West Bengal.

**Memo No: 667(25)-Edn(T)**  
**T-4A-4/10**

**Dated, Kolkata, the 29<sup>th</sup> December, 2010**

Copy forwarded for information and necessary action to:

1. Account General (A&E), West Bengal;
2. Principal Secretary, Finance Department, West Bengal;
3. Director of Technical Education, West Bengal;
4. Registrar, West Bengal University of Technology, Salt Lake City, Kolkata - 700 064;
5. Principal / Officer in Charge, \_;
6. Pay & Accounts Officer, Kolkata Pay & Accounts Office; 81/2/2, Phears Lane, Kolkata - 700012;
7. Treasury Officer, \_;
8. PS to MIC, Higher Education Department;
9. PA to Principal Secretary, Higher Education Department;
10. Guard File

Asstt. Secretary  
Technical Branch  
Department of Higher Education  
Government of West Bengal.

*Compendium*

**Government of West Bengal  
Department of Higher Education  
(Technical Branch)  
Bikash Bhavan, Salt lake, Kolkata-700091**

**Memo No: 668-Edn(T)  
T-4A-4/10(Part-I)**

**Dated, Kolkata, the 29<sup>th</sup> December, 2010**

**Memorandum**

In supersession of all the previous Government Orders relating to part-time teachers(PTT)(**except superannuated teachers**) of the **Government Engineering and Technology colleges** undersigned is directed by the order of the Governor to say that following provisions will be applicable in respect of the part-time teachers w.e.f. 01/01/2011.

General Conditions for engagement of PTTs (excluding the superannuated teachers of colleges & universities serving as PTTs):

1. Existing PTTs duly engaged as per prescribed norms will continue to remain engaged till they attain 60 years of age.
2. All PTTs (including existing ones) shall be engaged only in one assignment.
3. Those PTTs who have been refused renewal and **whose service have been discontinued** by the college authority on or after **01/01/2008** shall be engaged afresh following issuance of this order subject to the following conditions:
  - a. should be of less than **60** years of age.
  - b. should be willing on the basis of his/her application.
  - c. declaration from the PTTs showing his/her engagement only in one assignment.
  - d. For those PTTs **have been refused** renewal and **whose service have been discontinued** by the college authority on or between **01/01/2008** to **the date of issuance of this order & subsequently been** engaged afresh, his/her length of past assignment in the concerned college will be counted only for the determination of his/her rate of monthly remuneration [i.e. whether he/she is entitled to get Rs. 9450/- (for < 4 years) / Rs. 10600/- (>= 4 years but < 10 years) / Rs. 13500/- (>= 10 years)] but he/she will not be entitled to get any financial benefit for the said gap-in period (i.e. the period of his/her non-engagement in the college between his/her date of retrenchment and the date of subsequent engagement).
4. Notional vacancies are to be created to accommodate serving PTTs and these posts would be treated as personal & supernumerary ones. The number of such notional vacancies is to be decided on the basis of requisition from the colleges [mentioning the names of persons engaged & other details - duly authenticated by the college authority as mentioned below]

**List of necessary documents to be submitted (attested by The Principal / Officer-in-charge) in case of Government Engineering and Technology colleges:**

**I. For those PTTs who were engaged before 01/04/09**

- Total length of service of the PTTs mentioning the mandatory break(s) as is/ are required between two subsequent engagement is to be certified by the Principal/Officer-in-charge of the college concerned at the material point of time.

**Or/And**

- The PTTs of the Govt. colleges who have/are rendered/ rendering service in different academic assignments of the University (e.g. as examinations/ paper setter/ moderator etc), the certificate(s) of the respective Universities indicating the date(s) of such appointment(s) may also be taken into account for determining the length of service.

**II. For those PTTs who are engaged on or after 01/04/09**

- The college authority has to submit the following documents for those PTTs who are engaged after 01/04/2009
  - Attested photocopy of the advertisement
  - Attested photocopy of the final merit list( Subject wise)
  - Attested photocopy of the PG level final mark-sheet showing at least minimum of 55% marks in aggregate.

III. The department-wise numbers of existing approved posts, number of vacancies therein, name of the persons engaged as part-time teachers are to be submitted and this statement of material is to be duly attested by the college authority.

IV. Declaration from the PTTs showing his/her engagement only in one assignment is also to be submitted and attested by the college authority.

5. ***No new engagement of part-time teachers should be made without prior approval of the State Government.***

**Method of Engagement**

For new selection the procedures required to be maintained are as follows:

- (i) The Principal/Officer-in-charge will advertise, on receiving prior written permission from the State Govt. the vacancy position(s) in at least two daily leading newspapers (one in English and other in Bengali/ other languages like Nepali, Urdu etc.) specifying the required qualification and remunerations as per existing G.O.
- (ii) The applications received in response to the advertisement will be scrutinized by the college authority and the eligible candidate(s) will be called for interview before the selection committee formed by the Principal/Officer-in-charge of the college.
- (iii) The selection committee will consist of the following members:



## Compendium

- a. The Principal/Officer-in-charge of the college will be the chairman.
  - b. One senior teacher in the subject selected by the Principal/Officer-in-charge of the college.
  - c. An expert not below the rank of Reader/ Associated Professor in the subject of any other college be entrusted with this work.
- (iv) The letter of engagement of PTTs would only be issued by the College authority in the **prescribed format** on receiving prior written permission from the State Govt.
6. Part-Time Teachers may be engaged subject to the conditions that against each approved full time teacher post maximum of three PTTs may be engaged with approval of the State Government. However, in exceptional cases, variations may be accommodated as per prescribed norms.
  7. Consequent upon exorbitant price hike of different commodities the question of enhancement of remuneration of part-time teachers attached to different colleges of the State has been taken into consideration. For this purpose the remuneration of the part-time teachers may be enhanced by 35% as shown below w. e. f. 01/01/2011:

Category of teachers Part-time	Present remuneration per month	Revised remuneration per month
< 4 years	Rs. 7000/-	Rs. 9450/-
>= 4 years but < 10 years	Rs. 8000/-	Rs. 10800/-
>= 10 years	Rs. 10000/-	Rs. 13500/-

No other allowances will be admissible to the PTTs except the enhancement @ 5% of the remuneration, at an interval of three (3) years, after the enhancement done as on 01/01/2011.

The college authority may allot 10 (Ten) classes/ periods per week to each PTTs.

8. The entire quantum of emoluments (as mentioned above) will be paid by the state Govt. duly as being approved by the Govt. in favour of each part-time teacher. Claims to be submitted as per the format being prescribed.
9. Part-time teachers of Government Engineering & Technological colleges are entitled to avail of 14 days casual leave in a calendar year,  $\frac{1}{2}$  average remuneration leave on production of medical certificate from a registered medical practitioner and maternity leave as admissible under Government rules.
10. The above noted benefits will not be extended for those appointed in the self financed courses in the college. Also, those who are engaged in full time assignment elsewhere will not be considered for the above mentioned benefit.
11. Each PTT would be entitled to get a Gratuity of Rupee one Lakh only, once in life time, when he becomes 60 as PTT, provided that period of engagement is not less than 10 years.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

Service Related Matters:

12. During the period of engagement the service of such PTTs may be terminated because of involvement in criminal case/ misconduct/ delinquency/ incapacitation and other culpable offence - as may be framed from time to time by the Competent authority.

This order issues with the concurrence of the Finance Department, vide their U.O. No. 4111 (Gr. P Service) dated 28<sup>th</sup> December, 2010.

By order of the Governor

**Sd/-**  
Jt. Secretary  
Technical Branch  
Department of Higher Education  
Government of West Bengal.

**Memo No: 668(25)-Edn(T)**  
**T-4A-4/ 10 (Part-I)**

**Dated, Kolkata, the 29<sup>th</sup> December, 2010**

Copy forwarded for information and necessary action to:

1. Account General (A&E), West Bengal;
2. Principal Secretary, Finance Department, West Bengal;
3. Director of Technical Education, West Bengal;
4. Registrar, West Bengal University of Technology, Salt Lake City, Kolkata - 700 064;
5. Principal / Officer in Charge, \_;
6. Pay & Accounts Officer, Kolkata Pay & Accounts Office; 81/2/2, Phears Lane, Kolkata-700012;
7. Treasury Officer,
8. PS to MIC, Higher Education Department;
9. PA to Principal Secretary, Higher Education Department;
10. Guard File

Asst. Secretary  
Technical Branch  
Department of Higher Education  
Government of West Bengal.

*Compendium*

**Government of West Bengal  
Department of Higher Education  
Technical Branch (Email at *js.highered\_tech@gmail.com*)  
Bikash Bhawan (6<sup>th</sup>. Floor). Salt Lake. Kolkata-700 091.**

No: 251/Edn(T)/10M - 74/09

Date: 23/06/2011

From: Joint Secretary to the Government of West Bengal.

To: The Director of Technical Education, West Bengal.

Subject: **Guidelines on admission to 1<sup>st</sup> Year of degree level Engineering & Technology including Pharmacy Colleges of the State for the academic session 2011-2012.**

With reference to the above subject the undersigned is directed by the order of the Governor to communicate that the Governor has been pleased to issue the following guidelines for admission of students in the 1<sup>st</sup>. Year of degree level Engineering & Technology, including Pharmacy Colleges of the State through Central Selection Committee (Engineering and Technology) {CSC (E&T)} under the purview of this Department:

**1. Entrance Examination and Basic Criteria :**

- (i) **Universities / Govt. Engineering & Technology Colleges:** 100% seats will be filled up from the Engineering Merit List of the Joint Entrance Examination -2011 (JEM - 2011) conducted by the West Bengal Joint Entrance Examinations Board (WBJEEB).
- (ii) **Private Self-financing Colleges:** Out of total AICTE approved as well as WBUT affiliated seats, 80% from the State Joint Entrance Examination (JEM) and 10% from All India Engineering Entrance Examination (AIEEE) will be filled up. Remaining 10% seats will be filled up under Management Quota of concerned Institutions, if they want to do so.
- (iii) **Domicile criteria:** There shall be no domicile requirement for Universities / Self-financing Engineering & Technology Colleges, but for allotment in Government Engineering & Technology Colleges, candidates domiciled in the State of W.B. shall only be considered. **For selection and allotment of students under the reserved category viz. Scheduled Caste and Scheduled Tribe, for Minority Institutions and for TFW Scheme; only candidates domiciled in the State of W.B. shall be considered.**
- (iv) **Eligibility criteria:** Both JEM and AIEEE merit listed candidates shall have to adhere to the cut-off marks in qualifying examination (10+2) i.e., at least 50% (45% for Reserved Category candidates) marks in aggregate with Physics, Chemistry & Mathematics for Engineering and Physics, Chemistry & Mathematics (or Biology) for Pharmacy; being compulsory subjects with pass mark in each of those individual subjects (as per AICTE Norms) and pass marks (30%) in English.

**2. Publication of merit list for JEM and cut-off marks for AIEEE:**

- (i) The West Bengal Joint Entrance Examinations Board (WBJEEB) has already published a General Merit List of 90,000 candidates for the academic session of 2011~12. Including

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reserved categories of candidates the total Merit List has been published for 90,305 candidates.

- (ii) The Board has published the corresponding Merit List for SC category of students, up to Rank ~9116 and for ST category of students, up to Rank ~1089.

For Physically Challenged (PC) candidates, Merit List has been published up to Rank ~732.

- (iii) Candidates merit listed in the State Common Entrance Test (JEM-2011) as well as candidates merit listed in the AIEEE-2011 up to the Rank 5,00,000 (All India Rank) will be considered for counseling and allotment for admission in 2011~12.

**3. Preparation of Seat Matrix:** Director of Technical Education (DTE), West Bengal, on behalf of the State Government in the Higher Education Department, shall prepare the Seat Matrix for 2011-12 in the following manner:

- (i) Existing institutions / new institutions receiving extension of approval from AICTE, provided the approval appears in the website of AICTE followed by affiliation from the West Bengal University of Technology(WBUT) **within 06.07.2011**; shall be taken into consideration for inclusion in the counseling process for the academic year 2011~12 as per existing AICTE guidelines. West Bengal University of Technology (WBUT) will provide information about affiliation of all the Institutions under its control in this regard to the DTE, West Bengal by **07.07.2011**.
- (ii) All Self-financing Engineering & Technology Colleges who want to implement Management Quota (as laid down in para-5) will have to intimate DTE by **06.07.2011** so that the same can be reflected in the **Seat Matrix**.
- (iii) All Self-financing Engineering & Technology Colleges who want to admit reserved category students like Scheduled Caste (SC), Scheduled Tribe (ST), Physically Challenged (PC) and who have been allowed/declared as Minority Institutions shall have to intimate DTE by **06.07.2011** with specified number of seats under different category so that the same can be reflected in the **Seat Matrix**.
- (iv) The complete Seat Matrix, with SC/ST/PC and any other category of seats like Minority, **MQ**, etc. for all eligible Engineering, Technology, Pharmacy, B. Arch. Colleges / University / University Departments shall reach the CSC (E&T) by **10.07.2011** from the Director of Technical Education, West Bengal.
- (v) The Counseling process shall start as soon as the complete **Seat Matrix** is received from the DTE, WB which is tentatively scheduled on and from **11.07.2011**.

**4. Reserved Category Seats:**

- (i) Reservation of seats for SC/ST/PC candidates shall be made as per State Govt. Norms for all the Govt. Engineering & Technology Colleges as well as for Self-financing Engineering & Technology Colleges who have received some grants from the Government.
- (ii) Admission of students in Minority Engineering Institution(s) in West Bengal shall be governed by the following manner:

## Compendium

- a) Successful candidates domiciled within the State of West Bengal shall only be allowed to be considered under this category and hence would be required to provide necessary Domicile Certificate during Counseling.
  - b) 10% of sanctioned intake of students of the institution may be admitted by it under management quota following this Department's Memo. vide no. 450-Edn(T) dated 24.06.2008;
  - c) Out of the remaining seats, 50% of the seats will be earmarked for the students belonging to minority community. Admission to such minority quota will be done on the basis of inter-se-merit in WBJEE and thereafter AIEEE Examination in order, respectively; of the said minority students through centralized counseling conducted by the CSC (E&T).
  - d) If some seats remain vacant within the Minority Quota after process undertaken under (b), and if the concerned institute(s) so desire(s), it/they may approach CSC (E&T) to fill up the remaining seats from general category candidates on the basis of rank in WBJEE and AIEEE Examination in order, respectively, adding with the existing General category students.
  - e) The admission to remaining 50% of the seats along with the converted seats from process undertaken against (c); will be done on the basis of inter-se-merit of general students in WBJEE and AIEEE Examination in order, respectively through centralized counseling conducted by the CSC (E&T).
  - f) In case, the said Minority Institution(s) write(s) a request letter to the DTE, West Bengal by 30.06.2011 that any and/or all such institution(s) would like not to be considered as Minority Institution(s) for Counseling - 2011 process in proper letter-head and with proper signature of the authority concerned; and would rather be treated *at par* with other self-financing colleges with regards to the allotment of seats during Counseling - 2011; the DTE, WB would accede to the said request(s) and take further action for preparation of the **Seat Matrix** accordingly, provided the said communication(s) is/are in order.
- (iii) Defence Quota Seats and MHRD Quota seats for other states, shall be indicated in the Seat Matrix as per para 13.3.2 of the Brochure of the West Bengal Joint Entrance Board published for JEM - 2011. The CSC (E&T) would allocate students under this category during the Counseling - 2011 following set procedure mentioned therein.

### 5. Counseling Programme for allotment of candidates:

For the academic session of 2011~12, the Centralised Counseling shall be conducted in a single phase by the Central Selection Committee (E&T), in the following manner:

- (i) Counseling and allotment of students for the Tuition Fee Waiver (TFW) Scheme of AICTE shall be conducted first. This is applicable for all Merit Listed candidates under JEM - 2011. Implementation of the TFW Scheme shall be followed as per the Govt. Order vide No. 79-Edn (T), Dated, 23.02.2011. A public notification would be brought out by the CSC (E&T), intimating the candidates appearing for Counseling - 2011; so that they could apply under the TFW scheme. *Successful candidates domiciled within the State of West Bengal*



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*shall only be allowed to be considered under this category and hence would be required to provide necessary Domicile Certificate during Counseling. CSC (E&T) would bring out necessary advertisement / notification for generating awareness among the willing students.*

- (ii) Thereafter Counseling for reserved category students shall be followed with Physically Challenged (PC) Candidates first (applicable for all the Merit Listed 732 PC candidates) followed by counseling for Scheduled Tribe (ST) candidates (for all the Merit Listed 1089 ST candidates) and then counseling for Scheduled Cast (SC) candidates (for all the Merit Listed 9116 SC candidates).
- (iii) Primary vacant Seats, if any, under PC category after the allotment of last Merit Listed student under this category shall be converted to General Category. Primary vacant seats under ST category may be converted to SC Category prior to counseling of SC Category. Primary Vacant seats under SC Category may be converted to general category prior to counseling of the General Category students.

***Prior approval from the concerned authorities for conversion of such seats from ST to SC and SC to General category must be taken in this regard. A letter should also be issued to the BCW Department by the CSC (E&T) with a copy of this Guideline, requesting them to send competent authorities at the Counseling venue enabling such conversion as and when required.***

- (iv) Procedures, as already have been laid down against para 4 (ii) for allotment of seats to Minority Institutions, shall be followed during Counseling - 2011 and allotment of students under Minority Category.
- (vi) Next, counseling for AIEEE merit listed candidates, up to the rank of 5,0,000 (applicable only for Self Financing Engineering & Technology Colleges besides for Pharmacy Colleges) shall be conducted. Thereafter primary vacant seats, if any, added to drop out vacant seats (to be reported by concerned Institutions) shall be converted to General Category seats, prior to counseling for the same.
- (vii) The Counseling for general Category Students shall now be conducted with Final List thus obtained after conversion of all categories of vacant seats to general category as per provisions laid down hereinbefore.
- (viii) There shall be no provision for Wait Listing of candidates during any counseling.
- (ix) Drop out Vacancy for any Institution shall be reported to the CSC (E&T) in the specified Format (in a Tabular Form to be notified later) within 3 days after the completion of Counseling and allotment of seats. A copy of such Admission Status Report shall have to be communicated to the Director of Technical Education forthwith.
- (x) Primary vacant Seats, if any, as well as drop out vacant seats as reported by concerned Institutions shall be offered to Diploma Holder Students as well as B.Sc. candidates qualified in the JELET, 2011 following the 'guidelines on admission to Engineering & Technology Courses through Lateral Entry Scheme during the academic session 2011~12' as provided in the relevant Govt. Order vide no. 166-Edn (T), dated, 31.03.2011 {Ref. item No. 2 (v)}. Therefore for Lateral Entry Scheme, the eligibility criteria would include *Diploma in Engineering and Pharmacy.*

***The CSC (E&T) shall set necessary programme to complete the LET Counseling for admission to 2<sup>nd</sup> Year Engineering & Technology Courses through the Lateral Entry Scheme so that vacant seats of EM-201 after normal counseling could be awarded to the willing and successful candidates from LET merit-list.***

- (xi) Thereafter the CSC (E&T) shall communicate the complete counseling and allotment Status to the State Govt. in the Higher Education Department! the Director of Technical Education, Govt. of West Bengal; the Registrar, West Bengal University of Technology and others concerned ***forthwith.***
- (xii) Monitored Decentralised Counseling: Further Vacant seats if any, shall be considered for filling up by concerned Institutions based on the ranks of JEM - 2011, AIEEE and thereafter result of candidates in the qualifying Examination (i.e. '10+2') as per the eligibility criteria specified in para no. 1.(iv), and following the guidelines as stated below:
- a. Notice by each of such institutions having left-out vacancies in various streams declaring the list of vacancies, has to be posted on their respective NOTICE BOARD and WEBSITE. A copy of the notice should reach the DTE, West Bengal within a day of such posting. The notice will be for inviting application from intending students within next five to seven days.
  - b. Individual Institutions shall then submit a Report as per the prescribed Format (to be notified later) with all such applications received thereof, to the Directorate of Technical Education within five days of last date of receipt of applications. ***Moreover, all institutions shall post the updated list of such applicants with their EM or AIEEE rank or percentage of mark secured in 10+2," as applicable on their websites and Notice Board, every morning.***
  - c. The Directorate of Technical Education, Govt. of West Bengal shall scrutinize all such applications and shall recommend suitable candidates based on inter-se-merit *i.e. preparing merit list considering inter-se-merit of successful students firstly amongst JEM - 2011 listed candidates, secondly amongst published AIEEE - 2011 listed candidates and lastly amongst "10+2" passed candidates. All these candidates shall have to adhere to the cut-off marks in qualifying examination (10+2) i.e., at least 50% (45% for Reserved Category candidates) marks in aggregate with Physics, Chemistry & Mathematics for Engineering and Physics, Chemistry & Mathematics (or Biology) for Pharmacy; being compulsory subjects with pass mark in each of those individual subjects (as per AICTE Norms) and pass marks (30%) in English, for admission to individual Institution within next seven days under intimation to this Department and WBUT.*
  - d. Thereafter respective institution shall complete the admission process within such time stipulated by the concerned University so that the admitted students could be registered with the West Bengal University of Technology (WBUT) before last date specified for such purpose by WBUT and submit a Final Report as per the Format (to be notified later) on admission status to the Director of Technical Education, West Bengal as well to the concerned University.



- *The entire counseling process as well as the Counseling Schedule should be well publicized for generating awareness of all intending students as well as for all other concerned. The Central Selection Committee (Engineering & Technology) is hereby entrusted for necessary action in this regard*
  
- 6. **Management Quota:** Private Self-Financing Colleges shall be allowed to fill up-to a maximum of **10%** of seats within the merit ranks from **JEM up-to 90,000** and **AIEEE — merit listed candidates with the published AIEEE rank 2011**. Furthermore, *the seats under the Management Quota which would remain vacant after the usual counseling process is over would also be allowed to be filled up from the JELET — 2011 qualified candidates, Engineering-Diploma holders, B.Sc. Passed and/or eligible 10+2 passed candidates with Physics, Chemistry and Mathematics as compulsory papers and securing at least 50% marks in aggregate following norms laid down against 5 (ix), 5 (x) and 5 (xii) hereinbefore.* The said admission must be completed within stipulated time-limit so that the candidates are registered with the West Bengal University of Technology (WBUT) before the last day of registration. *Those Self-financing Institutions who will avail themselves of admission facility under Management Quota; would be required to adhere to Government Order pertaining to awarding of Free ship (10% Full and 10% Half) to deserving students, who are domicile of the State of West Bengal, up to specified limit of their intakes, as shall be notified by this Department subsequently. The DTE, WB shall supervise and monitor implementation of the said West Bengal Free ship scheme to the students pursuing studies in Engineering & Technology streams for 2011 - 2012 academic year onwards. Besides the West Bengal University of Technology (WBUT), being the Registering Authority of such students shall ensure that the said colleges & institutions comply with the provisions of the said free-ship scheme. The University shall also submit an institution - wise detailed report stating the number of beneficiaries being awarded Tuition Fee Waiver under TFW scheme and Full and Half Freeship under West Bengal Freeship scheme, in the prescribed format (to be notified later) to the DTE, West Bengal by seven days from the last date of registration for 2011-12 A. Y.*

Note: *This State Government scheme is separate from TFW scheme enumerated in para 5 (i) and shall be implemented simultaneously. Detail order in this respect shall follow.*

- 7. **Filling up of seats for B. Pharm.:** Pharmacy seats in self-financing Pharmacy Colleges shall be filled-up with the merit listed candidates of JEM / AIEEE within the specified merit rank, with either of the combination of subjects Physics, Chemistry, Mathematics (PCM) / Physics, Chemistry, Biology (PCB).
  
- 8. **Admission in B. Arch. Course:** For admission to 5 years B. Arch. Course, the clearance of National Aptitude Test for Architecture (NATA) shall have to be obtained; as per the guidelines published by the Council of Architecture. Therefore candidates merit listed either in AIEEE-11 (up to Merit Rank 5,00,000) or in JEM ~ 2011 (State Common Entrance Test) and having qualified in the NATA shall be considered for allotment in such course.

*Compendium*

9. **Domicile Certificate format, criteria and issuing authorities for all stages of counseling will be same as mentioned in the Brochure of WBJEE Board for JEM - 2011.**

Sd/- (P. K. Samanta)  
Joint Secretary

No: 241/1(4)/Edn(T)/10M - 74/09

Date: 23/06/2011

Copy forwarded for information and necessary action to:

1. The Chairman, West Bengal Joint Entrance Examinations Board / Central Selection Committee - with request to upload the guidelines of the State Government in the website of the Board as well as in the CSC (E&T) for information of all concerned. ***Besid s he is also req ested to issue public notification regarding change in the cut off marks for Reserved Category candidates which was required to be modified to 45% at par with the AICTE guidelines instead of 40%; which was mentioned in the Brochure of WBJEEB for JEM-2011 against para 3.4(a),***
2. Vice-Chancellor, West Bengal University of Technology- with request to communicate to all the affiliated institutions and to ensure implementation of the aforesaid free-ship scheme. He is also requested to inform all concerned about the last date of registration under intimation to this Department, with reference to para 5(xii) above;
3. P.S. to MIC, Higher Education Department;
4. P.A. to Principal Secretary, Higher Education Department.

Sd/- (P. K. Samanta)  
Joint Secretary

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

No. 188-Edn (T)  
(T) 10R-1/2000(Pt-I)

Dated, Kolkata, the 5<sup>th</sup> April, 2012.

**Notification**

An exercise of the power conferred by the proviso to article 309 of the Constitution of India and in supersession of all previous rules on the subject, the Governor is pleased hereby to make the following rules regulating the recruitment to the posts of Principal, Professor, Associate Professor, Assistant Professor, Professor of Training and Placement, Associate Professor of Training and Placement and Workshop Superintendent in the Government Engineering and Technological Colleges under the Higher Education Department Govt. of West Bengal in the West Bengal General Service.

**Rules**

The method of, and the qualifications required for recruitment to the posts of Principal, Professor, Associate Professor, Assistant Professor, Professor of Training and Placement and Workshop Superintendent in the Government Engineering and Technological Colleges under the Higher Education Department, Govt. of West Bengal in the West Bengal General Service shall be as detailed below :-

**(1) NAME OF THE POST : PRINCIPAL**

**Method of recruitment :**

By section (direct recruitment) through the Public Service Commission. West Bengal.

**Qualification for direct recruitment :**

**Essential :**

B.E./B. Tech. and M.E./M.Tech. in relevant branch with 1<sup>st</sup> class or equivalent enter in B.E. / B.Tech. or M.E. / M.Tech., and Ph.D. or equivalent in appropriate ().

**Experience :**

Minimum 10 year of experience in teaching/research/industry out of which at least 3 years shall be at the level of Professor.

**Or**

Minimum of 13 years experience in teaching and / or Research and / or ()

**Or**

In case of Architecture, professional Practice of 10 years as certified by Council of Architecture shall also be considered valid.

## Compendium

- I. In case of research experience, good academic record and books/research paper publications Intellectual Property Right (IPR)/patents record shall be required as deemed fit by the Expert Members of the Selection Committee.
- II. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising/designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications/ Intellectual Property Right (IPR)/patents etc. as deemed fit by Expert Members of the Selection Committee.
- III. Flair for management and leadership is essential.

### Age :

Not more than 50 years as on the 1<sup>st</sup> January of the year of advertisement. Provided that the upper age may be relaxable for the candidates belonging to the categories of Scheduled Castes, Scheduled Tribes and other Backward Classes as per Government Order for the time being in force;

(2) **NAME OF THE POST** : **PROFESSOR;**

**Method of recruitment** :

By selection (direct recruitment) through the Public Service Commission, West Bengal.

**Qualification for direct recruitment** :

### Essential :

(A) **For Engineering & Technology** : B.E./B.Tech. and M.E./M.Tech. in relevant branch with 1<sup>st</sup> class or equivalent in B.E. / B.Tech or M.E, / M.Tech., and a Ph.D. or equivalent in appropriate discipline.

(B) For MCA : B.E./B.Tech. and M.E./M.Tech. in relevant branch with 1<sup>st</sup> class or B.E./B.Tech. and MCA with 1<sup>st</sup> class or equivalent in either B.E. / B.Tech. or MCA,

**Or**

MCA with 1<sup>st</sup> class or equivalent with two years of relevant experience,

**AND**

Ph.D. or equivalent, in appropriate discipline.

### Experience for the post of Professor for Engineering & Technology and for MCA :

Minimum 10 years teaching/research/industry experience of which at least 5 years should be at the level of Associate Professor;

**Or**

Minimum of 13 years experience in teaching and / or Research and / or Industry;

**Or**

In case of Architecture, professional Practice of 10 (ten) years as certified by Council of Architecture shall also be considered valid.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

In case of research experience, good academic record and books/research paper publications Intellectual Property Right (IPR)/patents record shall be required as deemed fit by the Expert Members of the Selection Committee.

If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor level with active participation record in devising/designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/ Intellectual Property Right (IPR)/patents etc. as deemed fit by Expert Members of the Selection Committee.

**Age :**

Not more than 50 years as on the 1<sup>st</sup> January of the year of advertisement.

Provided that the upper age may be relaxable for the candidates belonging to the categories of Scheduled Castes, Scheduled Tribes and other Backward Classes as per Government Order for the time being in force;

**(3) NAME OF THE POST : ASSOCIATE PROFESSOR;**

**Method of recruitment :**

By selection (direct recruitment) through the Public Service Commission, West Bengal.

**Qualification for direct recruitment :**

**Essential :**

(A) **For Engineering & Technology :** B.E./B.Tech. and M.E./M.Tech. in relevant branch with 1<sup>st</sup> class or equivalent either in B.E. / B.Tech or M.E, / M.Tech., and Ph.D. or equivalent in appropriate discipline.

(B) For MCA : B.E./B.Tech. and M.E./M.Tech. in relevant branch with 1<sup>st</sup> class or equivalent either in B.E. / B.Tech. or M.E, / M.Tech., B.E./B.Tech. and MCA with 1<sup>st</sup> class or equivalent in either B.E. / B.Tech. or MCA,

**Experience for the post of Associate Professor for Engineering & Technology and for MCA :**

Minimum of 5 years experience in teaching/research/industry of which 2 years post Ph.D. experience is desirable.

**Or**

MCA with 1<sup>st</sup> class or equivalent with two years of relevant experience and Ph.D. or equivalent in appropriate discipline.

**Or**

In case of Architecture, Professional Practice of 5 years as certified by Council of Architecture shall also be considered valid.

**Age :**

Not more than 40 years as on the 1<sup>st</sup> January of the year of advertisement.

## Compendium

Provided that the upper age may be relaxable for the candidates belonging to the categories of Scheduled Castes, Scheduled Tribes and other Backward Classes as per Government Order for the time being force;

- (4) NAME OF THE POST : ASSISTANT PROFESSOR;**  
**Method of recruitment :**

By selection (direct recruitment) through the Public Service Commission, West Bengal.

**Qualification for direct recruitment :**

- (A) For Engineering & Technology : B.E./B.Tech. and M.E./M.Tech. in relevant branch with 1<sup>st</sup> class or equivalent either in B.E. / B.Tech or M.E, / M.Tech.,  
(B) For MCA : B.E./B.Tech. and M.E./M.Tech. in relevant branch with 1<sup>st</sup> class or equivalent either in B.E. / B.Tech. or M.E, / M.Tech.,

**Or**

B.E./B.Tech. and MCA with 1<sup>st</sup> class or equivalent either B.E. / B.Tech. or MCA,

**Or**

MCA with 1<sup>st</sup> class or equivalent with 2 (two) years of relevant experience.

**Age :**

Not more than 35 years as on the 1<sup>st</sup> January of the year of advertisement. Provided that the upper age may be relaxable for the candidates belonging to the categories of Scheduled Castes, Scheduled Tribes and other Backward Classes as per Government Order for the time being in force;

- (5) NAM& OF THE POST : PROFESSOR OF TRAILING & PLACEMENT;**  
**Method of recruitment :**

By selection (direct recruitment) through the Public Service Commission, West Bengal.

**Qualification for direct recruitment :**

B.E./B.Tech. and M.E./M.Tech. in relevant branch with 1<sup>st</sup> class or equivalent either in B.E. / B.Tech or M.E, / M.Tech. and Ph. D. or equivalent.

**Experience :**

Minimum 10 year of experience in teaching/research/industry out of which at least 5 years shall be at the level of Associate Professor.

**Or**

Minimum of 13 years experience in teaching and / or Research and / or Industry.

- 7. NAME OF THE POST : WORKSHOP SUPERINTENDENT;**  
**Method of recruitment :**

By selection (direct recruitment) through the Public Service Commission, West Bengal.

**Qualification for direct recruitment**

- (i) Master's Degree or equivalent in Mechanical / Industrial / Production Engineering.
- (ii) 5 ( five ) years' experience in workshop related activities out of which three years must be as Workshop Foreman / Foreman Instructor or equivalent.

**Age :** Not more than 40 years as on the 1<sup>st</sup> January of the year of advertisement.

Provided that the upper age may be relaxable for the candidates belonging to the categories of Scheduled Castes, Scheduled Tribes and other Backward Classes as per Government Order for the time being in force.

**NOTE**

- 1. Equivalence for Ph.D. is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization.
- 2. Ph.D. shall be from a recognized University.
- 3. For an incumbent Assistant Professor, experience at the level of Assistant Professor will be considered equivalent to experience at the level of Associate Professor, provided the incumbent Assistant Professor has acquired or acquires Ph.D. Degree in the relevant discipline.
- 4. Experience at Diploma Institutions is also considered equivalent to experience in degree level Institutions at appropriate level and as applicable. However, qualifications as mentioned in these rules shall be mandatory.
- 5. If a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point System is adopted the Cumulative Grade Point Average will be converted into equivalent marks as below :-

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

**By Order of the Governor**  
**Sd/-**

Principal Secretary to the  
Govt. of West Bengal.



*Compendium*

No.: 188/1(4)-Edn(T).

Dated, Kolkata, the 5<sup>th</sup> April, 2012.

Copy forwarded for information and necessary action to the :-

1. Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata-1.
2. Director of Technical Education, West Bengal.
3. Finance (Audit) Department.
4. Finance Department, Group-P (Service).
5. Finance Department, Group-B.
6. Principal, Govt. College of Engg. & Leather Technology, Kolkata.
7. Officer-in-Charge, Govt. of Engg. & Ceramic Technology, Kolkata.
8. Principal, Kalyani Govt. Engineering College, Kalyani, Nadia.
9. Principal, Jalpaiguri Govt. Engineering College, Jalpaiguri.
10. Officer-in-Charge, Govt. College of Engg. & Textile Technology, Serampore, Hooghly.
11. Principal, Govt. College of Enggg. & Textile Technology, Berhampore, Murshidabad, Pin-742 101.
12. Secretary, Public Service Commission, West Bengal.
13. P.S. to Minister-in-Charge, Higher Education Department.
14. P.A. to Principal Secretary, Higher Education Department.
15. Guard File for record.

Assistant Secretary to the  
Govt. of West Bengal.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

Government of West Bengal  
Higher Education Department  
Technical Branch  
Bikash Bhavan, Salt Lake, Kolkata-700 091.

No: 396-Edn(T)/6T-1/13

Dated: 16.08.2018

From : The Secretary,  
Higher Education Department, Government of West Bengal

To : The Director of Tech. Education, Government of West Bengal

**Subject: Framing of Guidelines for posting and transfer of Teachers, Librarians, Principals, Professors/Associate Professors (Training & Placement), Registrars in Government Engineering & Technological Colleges.**

The undersigned is directed to say that the Governor has been pleased to frame fresh guidelines relating to posting and transfer of Teachers, Librarians, Principals, Professors/Associate Professors (Training & Placement), Registrars in Government Engineerings Technological Colleges as mentioned below:-

For the purpose of transfer and postings. Government Engineering & Technological Colleges are categorized into 04 zones, namely:-

01. A Zone: Government Engineering & Technological Colleges situated in KMC area and within 25 Kilometers from Sealdah / Howrah i.e., Government College of Engineering & Leather Technology. Kolkata and Government College of Engineering & Ceramic Technology Kolkata, at present.
02. B Zone: Government Engineering & Technological Colleges situated beyond 25 Kilometers but within 75 Kilometers from Sealdah / Howrah i.e., Government College of Engineering & Textile Technology, Serampore and Kalyani Government Engineering College, Kalyani, at present.
03. C Zone: Government Engineering & Technological Colleges situated beyond 75 Kilometers but within 200 Kilometers from Sealdah / Howrah i.e., Government College of Engineering & Textile Technology, Berampore, at present.
04. D Zone: Government Engineering & Technological Colleges situated beyond 200 Kilometers from Sealdah / Howrah i.e., jalpaiguri Government Engineering College, Jalpaiguri, at present.

The following principles would be followed in regard to posting and transfer of Teachers, Librarians, Principals, Professors/Associate Professors (Training & Placement), Registrars in Government Engineering & Technological Colleges:-

1. Transfer of an incumbent will be made only against a suitable vacancy in a college under any zone.
2. A transfer order is an administrative decision in the larger public interest and should not be construed as a privilege or a matter of right.
3. Normally, transfer orders would be issued in such a manner that they become effective at the beginning of each academic semester of the institute.

### *Compendium*

4. Normally, an incumbent would be expected to serve in all the 04 zones (A, B, C & D) within 22 years of his/her service.
5. Normal tenure in a Government Engineering & Technological College would be 06 years in 'A', 'B', 'C' zones each and 04 years in 'D' zone.
6. Where absolutely necessary, the principles of transfer may be relaxed in favour of an incumbent on health/academic/administrative grounds.
7. Normally, an incumbent would not be asked to serve a 'C'/'D' zone college twice. However, if the incumbent opts for a 2<sup>nd</sup> Transfer to 'C'/'D' zone colleges, his/her request will be considered.
8. If an incumbent does not want to serve 'A'/'B' zone, he or she would be allowed to stay in 'C'/'D' zone for a longer period but not more than 10 years.
9. Term of an incumbent engaged in serious research work with a previous track record (successful completion of research project, successful guidance of Doctoral works) etc in a particular zone may be extended for a period not exceeding '04'(four) years beyond his/her normal tenure.
10. Principal/ Officer-in-Charge of any Government Engineering & Technological College, for academic/administrative interest, may request the Government to extend the normal tenure of an incumbent for a period not exceeding '01' year.
11. Subject to possibility, an incumbent may be allowed to serve a zone of his/her preference during last 03' years before his/her retirement on superannuation.
12. After completion of '03' years (for 'C'/'D' Zone) and '04' years (for 'A', 'B' zones) an incumbent may express in writing his/her choice of posting in the different zones in order of preference through Principal/Officer-in-Charge of the concerned Government Engineering & Technological College.
13. The seniority of an incumbent for the purpose of transfer from a Zone may be determined on the basis of his/her tenure of service in Government Engineering & Technological College (s) in that particular Zone.
14. First posting of candidates would be decided by the HE. Department in consultation with the Directorate of Technical Education, Government of West Bengal.
15. Normally, new appointees would be placed in 'C'/'C-' zones.
16. For existing incumbents, the same principles would be applicable.
17. In spite of the provisions contained in these guidelines, subject to exigencies and administrative reasons, the Government may also otherwise transfer incumbents among the Government Engineering & Technological Colleges.

This cancels all instructions and guidelines issued earlier in connection with posting and transfer of Teachers, Librarians, Principals, Professors/Associate Professors (Training & Placement), Registrars in Government Engineering & Technological Colleges. These guidelines will also be applicable to Government Engineering & Technological Colleges as may be established in future.

Secretary  
Higher Education Department

**Government of West Bengal  
Department of Higher Education  
Bikash Bhaban, 6<sup>th</sup> Floor, Salt Lake,  
Kolkata 700091**

**No. 83-Edn.(T)/10M-48/14**

**Date: 28.02.2014**

**NOTIFICATION**

**Subject: Introduction of Online Admission into Under Graduate Courses from AY 2014-15**

1. Whereas the Government in the Department of Higher Education has been receiving public feedback on the difficulties and physical hardship being faced by students seeking admission to under-graduate (UG) courses in the State-funded higher education institutions;
2. And whereas the Government desires to streamline the admission procedure to UG courses in such a manner that the admission process becomes hassle-free and transparent, and offers convenience to students, their parents/guardians and renders the college/university authorities more accountable in completing a merit-based admission process in a time-bound manner;
3. And now, therefore, the Governor is pleased to issue the following instructions on the matter:
  - i. From the Academic Year 2014-15, admissions to all UG courses (Honours and General) in the State-funded higher education institutions in West Bengal shall be through an online merit-based admission system. Government Colleges, Government-aided colleges, University Colleges, Universities which run UG courses, and the like shall fall within the scope of this exercise.
  - ii. Each affiliating University will be the nodal authority responsible for implementing this system. A Central Committee for Online Admissions headed by the Vice Chancellor and comprising key officials including the Inspector of Colleges, and Principals / Teacher-in-charge of the major colleges will be set up to plan the entire exercise, devise a calendar of events thereafter to implement the same. Similarly, there shall be an **Online Admissions Committee** in each college headed by the Principal / Officer-in-charge / Teacher-in-charge and comprising the key officials in charge of the exercise.
  - iii. This Committee, inter alia, will (to the extent required) arrange to amend the rules regulating the admission process so as to enable conduct of online admissions. The objective is to ensure a rules / regulations regime that also allows for online admissions done centrally. The necessary amendments, where necessary, may be done as per the due process laid down in the University's Statute / Ordinances / Regulations, etc. and the College's rules.
  - iv. Planning the exercise shall cover all aspects of the exercise: installation of requisite hardware (including servers / fail-proof UPS etc.), preparation / customisation of software tailored to the specific requirements of the constituent institutions, training of personnel for operating the system, setting up help desks at various levels, widely publicising the important dates related to the admission process, tying up with banks for deposit of fees, and bringing out a detailed advisory for admission seekers guiding them on the various procedural modalities and steps involved, along with a calendar of dates.

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- v. The hardware planning should be done so as to ensure a robust, crash-proof system but with due regard to economy. The objective is to minimise expenditure to the extent practicable but ensuring that the hardware and software deliver a seamless and interruption-free delivery of service. It is expected that all the institutions already have computer facilities. However, where new acquisition or augmentation of hardware is necessary, the cost will have to be borne by the institution itself. A reliable, high-speed internet data connection will be an important component of the hardware system.
- vi. It is envisaged that each constituent / affiliated college will have a dedicated help desk facility for data entry / registration for those students who do not have a computer facility at home / in the neighbourhood. In the rural areas especially, students coming for enrolment through the online system should be given due assistance / facilitation.
- vii. It needs to be kept in mind that the reservation of seats for the OBC students (10% category A and 7% category B) commences from the ensuing Academic Year 2014-15. This is in addition to the existing reservation for SC and ST students, and the software will have to cater to this requirement too. New institutions having the required infrastructure may go in for the full 17% reservation of seats for OBCs in 2014-15 while the other institutions may make such number of seats available to OBC students in 2014-15 as are afforded by the available infrastructure. The full 17% reservation has to be achieved in a phased manner over a six-year period starting from 2014-15.
- viii. The software preparation would be under the leadership of the affiliating University since the choice of subjects on offer would be different from college to college, and the software would have to be such as to cater to the varying requirements of different institutions and be able to generate a list of successful candidates based on merit. For this, each college will have to furnish information relating to the courses on offer (Honours and General), number of seats, combination of subsidiary subjects available with Honours in one subject, fee structure, etc. Further, the interface with banks will have to be carefully planned and suitably catered to in the software. This institution-bank interface and its level of sophistication will vary, depending upon the type of electronic service the relevant banks are able to provide.
- ix. For software preparation, the affiliating University will be at liberty to entrust the work to any reliable agency subject to the observance of the due diligence and rules in this regard. Credentials of the agency would have to be verified thoroughly since the exercise does not allow any margin of error. The target should be to have the software ready and tested well before the publication of the H.S. results by the WBCHSE. The work could even be entrusted to an agency on turnkey basis, i.e. covering all aspects of the exercise such as hardware, software, personnel, help desk facilitation, generation of results, etc.
- x. For the design of the software, close consultation with the constituent / affiliated colleges will be required as the subjects / combination of subjects on offer may differ from college to college. Other factors such as the number of colleges, number of courses / combination of subjects an applicant may apply for, the schedule of dates for different stages of the online admission process will need very careful scrutiny and decision making.
- xi. A registration fee will be chargeable from the students for the online service. Since the scale of operations/ number of applicants will vary from University to University, having

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

a uniform fee across the State may not be feasible. This fee should be carefully arrived at: it should be enough to cover all the expenses involved in implementing the system (hardware, software, personnel for helpdesk facilitation, technical hands, etc.) including incidental costs but there should not be any motive to generate a large surplus. The distribution of the proceeds between the University and its affiliated colleges shall be decided mutually in the Central Committee for Online Admissions. If feasible, the loss of income caused to colleges from stoppage in sale of admission forms may be considered. The students applying online will have to be informed beforehand the registration fee chargeable for this service along with the other 'dos' and 'dents'. Sufficient publicity through the institution's notice board, University's website (college website, where available), email or other available channels, will be necessary.

- xii. Since the University of Burdwan has gathered valuable experience from implementing the online admission system for honours courses in 2013, an interaction with their key officials would be instructive and help in designing / planning the whole exercise. Some documents received from Inspector of Colleges, Burdwan University in this regard are enclosed for your ready reference. The issues raised therein will highlight different aspects involved in planning and executing the exercise. However, these papers are only illustrative in nature and for guidance; all institutions are encouraged to improve upon them. Queries in this regard may be directed to the Inspector of Colleges, University of Burdwan (email: icburuniv@gmail.com; cell phone 94342 15475). The Inspector of Colleges, Burdwan University and his team will provide guidance and also hold workshops / orientation sessions, if required.
4. This e-governance initiative is in the interest of the students and will be a major step forward for the State's higher education system in bringing about greater transparency, efficiency and accountability in the annual admissions exercise. Every effort must be made to ensure the online admission system is implemented smoothly. The State Government will not countenance any lack of interest or negligence in implementing the online admission system. Those Universities which feel they would also go in for online admissions for PG courses and B.Ed. courses are at liberty to do so but not at the cost of the online admissions to UG level courses.
5. While the overall responsibility of implementation shall rest with the University's Central Committee for Online Admissions headed by the Vice Chancellor, at the college level the Principal / Officer-in-charge / Teacher-in-charge shall be held responsible for smooth delivery of the scheme. All aspects of the matter -hardware, including high-speed internet connectivity, software, setting up of help desk, etc. will have to be ensured.
6. This is a highly time-bound exercise involving lakhs of applicants across the State, and hence, requires sustained efforts by a dedicated team of officials in every institution. The Higher Education Department will review action taken by all the Universities a month later.

By order of the Governor

Sd/-

(Amit Sanyal)

Special Secretary to the Government of West Bengal





**Government of West Bengal  
Higher Education Department  
Technical Branch  
Bikash Bhawan, Salt Lake, Kolkata- 700 091**

**Memo No: 447-Edn(T)/10M-50/14**

**Date: 24.09.2014**

**MEMORANDUM**

**Grant of Ad-hoc Bonus to the Government approved Part-time Teachers (PTTs). excepting Superannuated Full-time teachers serving as PTTs) and Contractual Whole Time Teachers (CWTTs) of the Government Engineering & Technical Colleges under the Directorate of Technical Education. West Bengal for the year 2013-14.**

In terms of Para 2 (V) of Finance Department, Audit Branch, Government of West Bengal, Memorandum No.3712-F(P2), Howrah, the 16<sup>th</sup> July, 2014 the Government approved Part-Time Teachers (PTTs excepting superannuated full-time teachers serving as PTTs) and contractual whole time teachers (CWTTs) of the Government Engineering & Technology Colleges, who are not covered by any of the productivity linked bonus scheme and whose revised emoluments did not exceed Rs. 22,000/- p.m. as on 31<sup>st</sup> March, 2014 will be entitled to ad-hoc bonus for the accounting year 2013-14, the rate not exceeding Rs.3000/- per head. The upper eligibility ceiling of Rs. 22,000/-p.m. as on 31<sup>st</sup> March, 2014 will be applicable irrespective of whether the emolument are drawn in the pre-revised or revised scale of pay on fixed/consolidated contractual pay.

The employees whose revised emoluments on 31.03.2014 exceeds Rs.22,000/- per month but during the year 2013-14 their emoluments at least for 6 (six) months where less than Rs. 22,000/- p.m. i.e., the said emolument exceed the eligibility ceiling of Rs. 22,000/- p.m. on account of drawl of increment after remaining less than Rs. 22,000/- p.m. for at least 6 months, will be entitled to ad-hoc bonus not exceeding Rs. 3000/- per head under this order.

The employees who were in service on 31.3.2014 and rendered at least 6 months continuous service during the year 2013-14 will be eligible for payment of pro-rata ad-hoc bonus under this order according to the following formula:

**i) (Emoluments as on 31.3.2014) X (Eligibility period in number of months)/12**

= Amount of ad-hoc bonus is subject to maximum amount of Rs. 3000/-

**ii) (Total amount of salary) / (Wages earned during the year 2013-14)**

= Amount of ad-hoc bonus is subject to maximum amount of Rs. 3000/-

The eligibility period being taken in terms of number of months of service (rounded off to the nearest number of months) ranging from 6 months to full year. A fraction of 15 days or more should be counted as one months.



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The charge of this account shall be debitable to the detailed head, "Ad-hoc Bonus" under the respective minor and sub-heads subordinate to the major head, "2203-Technical Education" in the budget estimate for the 2014-15.

This order has got the concurrence of the Financial Advisor, Higher Education Department vide U.O. No. 697 FA/ Education, dated: 24.09.2014

Sd/-

Principal Secretary  
Higher Education Department

**Memo No: 447-Edn(T)/I(14)/10M-50/14**

**Date: 24.09.2014**

Copy forwarded to the:

1. Accountant General (A&E), West Bengal, Treasury Building, Kolkata- 700 001.
2. Principal Accountant General (Audit), W.B. Treasury Building, Kolkata-700 001.
3. Finance (Audit) Deptt., Govt. of West Bengal.
4. Finance (Budget) Deptt., Govt. of West Bengal.
5. P.S. to Hon'ble MIC, Higher Education Deptt.
6. Director of Technical Education, West Bengal - with a request to circulate among all the Govt. Engg. & Tech. Colleges under his Directorate.
7. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 073.
8. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1<sup>st</sup> floor, Sector-III, IB Block, Kolkata- 700 106.
9. Treasury Officer, Serampur Treasury, Dist. Hooghly.
10. Treasury Officer, Kalyani Treasury, Dist. Nadia.
11. Treasury Officer, Berhampur Treasury, Dist. Murshidabad.
12. Treasury Officer, Jalpaiguri Treasury-1, Dist. Jalpaiguri.
13. Higher Education Deptt. (Technical Branch).
14. Guard file.

OSD & Ex Officio Deputy Secretary  
Higher Education Department

*Compendium*

**Government of West Bengal  
Higher Education Department  
Technical Branch  
Blkash Bhavan, Salt Lake, Kolkata - 91**

No: 492-Edn(T)/5P-01/13

Dated: Kolkata, 19.11.2015

From : Dr. Amit Sanyal  
Special Secretary to the Govt. of West Bengal.

To : The Director of Technical Education, Govt. of W.B.

**Subject : Applicability of the Terms and Conditions towards re-designation and Career Advancement Scheme (CAS) for the Teachers of Govt. Engg. & Tech. Colleges in West Bengal.**

Consequent upon implementation of revised pay-structure under the AICTE pay revision scheme in terms of this department Memo No. 434-Edn(T) dated 26.07.2010, references were received in this Department seeking clarification as regards the re-designation of teachers subsequent to revision of their pay and also seeking guidelines in regards to applicability of Career Advancement Scheme (CAS) in the light of AICTE Regulations for the Teachers in Technical Institutions (Degree) Regulations, 2012.

2) Now, after careful consideration and keeping in view of the local conditions applicable in the State, the Governor has been pleased to decide that the Career Advancement Scheme (CAS) and other service conditions of teachers in Govt. Engg. & Tech. Colleges in West Bengal, as annexed in - I & II, will be followed by all Govt. Engg. & Tech. Colleges in West Bengal under the administrative control of this Department in regard to re-designation and Career Advancement Scheme of Teachers so that the revised pay structure as introduced in terms of G.O. No. 434-Edn(T) dated 26.07.2010 and the scheme of Career Advancement and other service conditions of the Teachers of Govt. Engg. & Colleges, as annexed, will be considered a composite one. Enclosed Annexure - I contains the guidelines for re-designation and scheme prescribing the CAS and other service conditions of teachers and Annexure - II contains the prescribed formats and scoring pattern for Academic Performance Index (API) based Performance based Appraisal System (PBAS) conditions as laid down in the scheme.

3) The above scheme will be applicable only in respect of the teachers a) who are confirmed in service and b) who become eligible for promotion under C.A.S. on or after 05.03.2010 of Govt. Engg. and Tech Colleges under the administrative control of this Department and will take effect from 8<sup>th</sup> Nov, 2012 i.e. the date of Notification of the AICTE Regulation in this regard with the concurrence of the Finance Dept. **Vide u.o. No. Group PI/2015-2016/0181 dated 17/07/2015.**

4) This order is in continuation of the earlier order in this Dept. Vide No. 434-Edn(T) Dated 26.07.2010 and G.O.No. 518 - Edn(T) / (T) - 10M-36 /09 dated 13.09.2010 issued in this regard as an where applicable.

End: Annexure-I & II.

By order of the Governor

Special Secretary,  
Higher Education Department, Govt. of West Bengal.

**“Annexure 1” to G.O. No. 492-Ednm/5P-01/13 Dated: Kolkata. 19.11.2015**

**GUIDELINES FOR REDESIGNATION AND SCHEME PRESCRIBING THE CAREER ADVANCEMENT AND OTHER SERVICE CONDITIONS OF TEACHERS OF GOVT. ENGG. & TECHNOLOGY COLLEGES IN WEST BENGAL**

1.0 This Scheme should be called Career Advancement Scheme and Other Service Conditions of Teachers in Government Engineering & Technological colleges in West Bengal (hereafter referred to as ‘scheme’).

**2.0 Coverage**

These would apply to the regular teachers of Government Engineering & Technological colleges in West Bengal.

**3.0** Re-designation of Lecturer (Selection Grade)/Assistant Professor to Associate Professor upto 04.03.2010 / Designation of Assistant Professor to Associate Professor through Career Advancement Scheme (CAS) on and from 05.03.2010

**3.1 a)** Lecturer (Selection Grade) / Assistant Professor who was in service on 01.01.2006 and had completed 3 (three) years of service as Lecturer (Selection Grade) / Assistant Professor shall be automatically re-designated as Associate Professor and placed in the Pay Band of Rs. 37400-67000/- with AGP of Rs. 9000/- with effect from 01.01.2006.

**b)** But Lecturer (Selection Grade) / Assistant Professor who was in service on or after 01.01.2006 (that is to say who might have been upgraded to the post of Lecturer (Selection Grade) / Assistant Professor on or after 01.01.2006 in terms of G.O. No. 631(2) - Edn (T) dt 21.11.2003) and had not completed 3 (three) years of service as Lecturer (Selection Grade) / Assistant Professor, shall be re-designated as Associate Professor and placed in the Pay Band of Rs. 37400-67000/- with AGP of Rs. 9000/- with effect from the date of their completion of 3 (three) years of service if they complete 3 (three) years of service as Lecturer (Selection Grade) / Assistant Professor on or before 04.03.2010. On and from 05.03.2010, such upliftment to higher grades of Associate Professor shall not be automatic and shall take place subject to qualifying conditions since the operation of the relevant AICTE Regulation dated 08.11.2012 has a retrospective effect covering the cases falling in the period from 05.03.2010 to 07.11.2012.

**3.2** From 05.03.2010 the Lecturer (Selection Grade) / Assistant Professor completing three years of teaching in the grade of Rs.8000(stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by these scheme, to move to Pay Band of Rs.37400-67000 with next higher grade of Rs.9000 (Stage 4) and to be designated as Associate Professor following an assessment by a duly constituted Selection Committee as suggested in this Career Advancement Scheme (CAS). The said Scheme will be effective on and from 08.11.2012. However, those joining the service after 05.03.2010 shall have to earn Ph.D in addition to the above mentioned requirements to reach to the stage 4.

**4.0 Qualifications and Other Service Conditions**

No person shall be appointed in a Govt Engineering College if he/she does not fulfill the minimum qualifications and other conditions as stipulated by the Government of West Bengal on the basis of AICTE guidelines.

## 5.0 Pay Scales

The revised pay scales (see table 5.1) have already been notified by the Department of Higher Education Vide G.O. No 434-Edn (T)/T-10M-36/09 dated 26<sup>th</sup> July 2010.

### 5.1 Table I: Revised Pay scales of Teachers

Post	Revised Pay Band	Academic Grade Pay
Assistant Professor(stage 1)	Rs 15,600-Rs 39,100	Rs 6000
Assistant Professor(stage 2)	Rs 15,600-Rs 39,100	Rs 7000
Assistant Professor(stage 3)	Rs 15,600-Rs 39,100	Rs 8000
Associate Professor(stage 4)	Rs 37,400-Rs 67,000	Rs 9000
Professor(stage 5)	Rs 37,400-Rs 67,000	Rs 10,000

## 6.0 Career Advancement for Teachers of Govt Engg. College (effective from 08.11.2012)

6.1 This Scheme will be effective in respect of the incumbents whose career advancement is due on and from 08/11/2012. In respect of all cases where the career advancement was due from **05.03.2010 to 07.11.2012 the scheme will also be effective from 08.11.2012**. In respect of all other cases where the career advancement was due from a date which is prior to 05.03.2010, the same & except as provided otherwise in para 3.1 will be guided by CO. No.230-Edn(T) dated 18.05.1999 read with G.O. No. 289(2)-Edn(T) dated 28.04.2003.

6.2 Entry level Asst. Prof. (Stage-1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid down in the Appendix I of the AICTE Regulation vide gazette notification F. No. 37-3/legal/AICTE/2012 dt.08.11.2012.

6.2.1 In order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these Regulations from 5<sup>th</sup> March, 2010 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out Accordingly, the PBAS based on the API scores of categories I and II as mentioned in the tables of Appendix I is to be implemented for one year, initially based on the existing systems in Colleges for one year only with the minimum annual scores as depicted in Table II for College teachers. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion in 2013, one year API scores for 2012-13 alone will be required for assessment In case of a teacher being considered for CAS promotion in 2014, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.

6.2.2 Assistant Professor, possessing Ph.D. Degree in the relevant discipline will be eligible, for moving to the next higher grade of Rs.7000/- (stage 2) after completion of four years of service as Assistant Professor (Stage 1).

6.2.3 Assistant Professor possessing M. Tech. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, shall be eligible for the next higher grade of Rs 7000/- (stage 2) after completion of five years of service as Assistant Professor (Stage 1).

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- 6.2.4 Assistant Professor who does not have Ph.D./M.Tech. or Master Degree in relevant professional courses, shall be eligible for the next higher grade of Rs.7000 (stage 2] only after completion of six years of service as Assistant Professor (Stage 1).
- 6.2.5 The upward movement from the entry level grade (stage 1) to the next higher grade of Rs.7000 (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS (Performance Based Appraisal System] conditions as laid down in this Scheme.
- 6.2.6 Assistant Professors who have completed five years of service in the second grade of Rs. 7000 (stage 2) shall be eligible, subject to meeting the API based PBAS requirements as laid down in this Scheme, to move up to next higher grade of Rs.8000 (stage 3).
- 6.2.7 Assistant Professor completing three years of teaching in the grade of Rs.8000 (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by these Scheme, to move to the Pay Band of Rs.37400-67000 with next higher grade of Rs.9000 (stage 4) and to be designated as Associate Professor, However , those joining the service after 05.03.2010 shall have also earned Ph. D in addition to above mentioned requirement to move to the stage 4. An assessment by a duly constituted Selection Committee as suggested in this Scheme is essential.
- 6.2.8 Associate Professor completing three years of service in stage 4 and possessing a Ph. D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade of Rs.10000 (stage 5) subject to following:
- satisfying the required credit points as per API based PBAS requirements as provided in Tables of Appendix-1; and
  - An assessment by a duly constituted selection committee as suggested in this scheme.

7.1. Formation of Screening/Selection Committee:

In case of intra-grade Career Progression of Asst Professors, a five Members Screening Committee has to be constituted in the following manner:

- The DTE.Govt. of West Bengal - Chairman
- The Principal/O-I-C of the College - Member Secretary,
- Two subjects experts in the concerned subject to be nominated by the H.E. Dept.
- An Officer of the H.E. Dept not below the rank of Dy. Secretary.

The Quorum for this committee shall be three members including one subject expert need to be present.

7.2 In the case of the Career Progression from the Grade of Asst. Prof, to that of Associate Professors and from Associate Professor to that of Professors, the Selection Committee will be constituted as per the following composition:

- The DTE, Govt. of W.B. - Chairman,
- The Principal/O-I-C of the concerned college - Member Secretary.



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- c) Three subject experts to be nominated by the H.E. Dept - Member.
- d) An Officer of the H.E. Dept not below the rank of Dy. Secretary.

The Quorum for the Meeting should be at least five Members out of which two must be from the three subject experts.

- i) All the selection procedures outlined above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.
- ii) CAS promotion, being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent the said post shall revert to its original cadre.
- iii) The incumbent teacher must be on the roll and active service of the Government Engineering & Technology Colleges on the date of consideration by the Selection Committee for Selection / CAS Promotion.
- vi) Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API Scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date of the promotion if they consider themselves eligible. In any event, the College concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.
- vii) In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.
- viii) If a candidate applies for promotion immediately on completion of the minimum eligibility period and is successful, the date of promotion will be made applicable from the date of completion of minimum period of eligibility.
- ix) If, however, the candidate finds that he / she fulfills the eligibility conditions at a later date and applies on that date and is successful, his / her promotion will be effected from the date of application.
- x) If the candidate does not succeed in the first assessment, but succeeds in the subsequent assessment, his / her promotion will be deemed to be from the later date of successful assessment

### **8.0 Service Agreement gffl Fixing of Seniority**

- i) The service of Govt. Engg & Tech. college teachers shall be regulated by the relevant provisions of W.B.S.R.
- ii) The self appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service agreement/record.

## 8.1 Other Service Conditions

### (a) Teaching Days

The Government Engineering & Technological Colleges must adopt at least 90 days / semester, working days out of which number of contact days for teaching/practical is 75 days and exam conduct and preparation days is 15.

Total no. of teaching days, practical and contact hours with a student in a given academic session are strictly in accordance with the following schedule:-

Programme	Total no. of teaching days = 90, out of which no. of contact days for teaching / practical = 75 and exam, conduct and preparation days = 15.	Contact hours per semester
Engineering / Pharmacy / Architecture / HMCT / Arts and Crafts	75	525

### (b) Workload

Work load of a teacher should not be less than forty hours a week of which teaching contact hours should be as follows:-

Principal/Head of Institution	:	4 hours/week
Professors	:	14 hours/week
Associate Professor	:	14 hours/week
Assistant Professor	:	16 hours/week

Note 1: Relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6.00 hours/ week may have to be allocated for Research activities of a teacher.

Note 2 : For the above stipulations, two tutorial hours or two laboratory hours will be counted as one teaching hour. The teaching contact hours of teachers selected/promoted under the Career Advancement Scheme shall remain the same as those of the substantive posts they are occupying.

The work plan of teachers shall ensure in the most productive manner, the utilization of stipulated 40 working hours per week with regard to the rules, jobs and targets assigned to them by the Department /Institution. Teachers shall be present in the institution during the working hours unless engaged in official work outside.

### (c) Accountability:

Promotion in service through Career Advancement Scheme (CAS) as envisaged in the AICTE Regulations, 2012, is a well-deserved as well as a coveted benefit for the teachers working in the Government Engineering and Technology colleges. No doubt, higher position or rank entails higher responsibility and accountability, and demands a stronger sense of commitment and dedication in the incumbents concerned.



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- (i) Attendance of the teachers in their work-place must be recorded in the appropriate register(s) regularly by noting their arrival and departure times and by mentioning the number of classes allotted and actually taken by them and also by noting the other administrative work, academic work, research work, co-curricular and extra-curricular work etc. done by them on the day in the interest of the institution. The format of recording these matters is already available In the Govt. Engg. & Tech. Colleges in the State and it should be strictly followed in all cases.
- (ii) At the end of every calendar year, each teacher will have to submit a Self-Assessment Report (SAR) in the prescribed format along with signed copies of all supporting documents to the Principal concerned, where the scores based on API (Academic Performance Indicators) would be calculated by the incumbent teacher himself/herself. These would be subsequently authenticated after necessary verification by the IQAC (Internal Quality Assurance Cell) of the Institution. Each such authenticated report (SAR) would be ultimately preserved in the Personal Files of the teachers maintained by the respective office of the College. Additionally, soft copy including all such reports arranged department wise and alphabetically for the year is to be duly preserved in the institution for ease of later reference and also for emailing to higher authorities as and when required.
- (iii) Though it may sound obvious, still it is emphasized that the active presence of teachers in their work-place (i.e. in the concerned academic institutions) for the full working hours is a basic and primary requirement; any frequent or repetitive failure to do so without legally acceptable reason and proper approval (written / verbal) from the competent authority in the institution would be considered as a serious negligence of duty and also as a bad precedent in society. Apart from carrying out their usual teaching and research assignments, spontaneous and dedicated participation of the teachers is strongly advised in all the jobs assigned to them by the institutional authority for ensuring the smooth running and the fulfillment of the objectives of setting up of the institutions. Institutional authority will keep a proper record (confidential or open) of all the acts of deliberate aberrations from this. Such records of acts of undesirable deviations or aberrations from what is normally expected will be taken seriously while deciding on the career progression of the teachers.
- (iv) No remunerative private tuition by a Government college teacher will be permitted and, apart from any other action to be taken by competent authority in this regard, this practice will be a disability for promotion through CAS.

### 9.0 On the Refresher Course attendance requirement

A teacher's career progression must not suffer simply due to the non availability or inadequate availability of the Refresher Course(s) in the country in his/her subject of specialization. No one should face trouble due to the inherent shortcomings in any rule. If /when a college teacher faces such a scarcity of Refresher Course, he/she may immediately inform the matter in writing through the head of the institution to the Director of Technical Education and seeks a solution after proposing a list of the alternative allied subjects.

**10.0 Superannuation Benefits:**

Superannuation benefits will be governed by existing rules applicable to Government Engineering and Technology Colleges and other orders as may be issued from time to time.

**11.0 Leave Rules:**

These will be governed by the existing rules of State Govt.

**12.0 Code of Professional Ethics:**

Government rules and orders will be applicable to teaching staff of Government Colleges as may be issued from time to time

**13.0 Anomalies**

Anomalies, if any, and any difficulty which may arise in implementing the provisions enumerated in these guidelines may be brought to the notice of the State Govt for necessary clarification and decision of the State Govt. in this regard will be final.

Deputy Secretary  
Higher Education Department, Govt. of West Bengal

Compendium

“Annexure II” to G.O. No. 492-Edn(T)/5P-01/13 Dated; Kolkata, 19.11.2015

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

.....Session/ Year.....

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

PART-A

GENERAL INFORMATION

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

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

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

Examination	Name of the University	Year of passing	Marks obtained (%)	Class/ Grade
BE/B.Tech				
M.Tech/M.E				
Other examination, if any				

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

15. Research Degree(s):

<b>Degree</b>	<b>Name of the University</b>	<b>Date of award</b>	<b>Title</b>
Ph.D/ D.Phil			
D.Sc./ D.Lit			
Other Exam., if any			

16. Details of Teaching/ Research/Academic Experience:

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

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

**Signature of the Candidate**

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

Signature of the Principal/O-I-C,

Date:

Seal

*Compendium*

**Part-B**

**Academic Performance Indicators (API)**

[Please see detailed instruction of the **PBAS-** proforma before filling out this section)

CATEGORY 1:

**TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

- (i) Lectures, seminars, tutorials, practical, contact hours (give semester-wise details, where necessary)

Sl.No.	Course/ Paper	level	Mode of Teaching*	Na .of Classes per week allotted	No. of Classes /practical conducted	%of Classes/Practicals taken as per documented record

\*Lecture (L), Seminar (S), tutorial (T) Practical (P), Contact Hours (C).

		API
a)	Classes taken (maximum 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	
b)	(i) Teaching load in excess of AICTE norms irms (Maxmimum scores 10)	

- (ii) Reading/ Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided
API score based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (Max. score: 20)				API Score

- (iii) Use of participatory and innovative teaching learning methodologies; updating of subject content, course Improvement etc. \_\_\_\_\_

Sl.No.	Short description	API Score
Total score (Max. score: 20)		

**(iv) Examination duties Assigned and Performed**

Sl. No.	Type of Examination duties	Duties Assigned	Extent to which carried out (%)	API Score
Total Score (Max25)				

**CATEGORY II**

**CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

Please mention your contribution to any of the following:

Sl. No.	Type of Activity	Average Hrs/Week	API score
	i) Extension, Co-curricular & field based activities		
	Total (Max:20)		
	ii) Contribution to Corporate life and management of the Institution	Yearly/ Semester wise responsibilities	API score
	Total (Max:15)		
	iii) Professional Development activities		
	Total (Max: 15)		
	Total score (i + ii+ iii) (Max:25)		

**CATEGORY-III**

**RESEARCH PUBLICATION AND ACADEMIC CONTRIBUTIONS**

**A) Published Papers In journals**

Sl No.	Title with page no.	Journal	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-author	Whether you are the main author	API score

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**B (i) Articles/ Chapters published in Books**

Sl. No.	Title with page no.	Book title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed.	No. of Coauthor	Whether you are the main author	API score

**B (ii) Full papers in Conference Proceedings**

Sl. No.	Title with page no.	Details of Conference Publication	ISSN/ ISBN No.	No. of Coauthor	Whether you are the main author	API score

**B (iii) Books published as single author or as editor**

Sl. No.	Title with page no.	Type of Book. & authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed.	No. of Coauthor	Whether you are the main author	API score

**C) Ongoing and Completed Research Projects and Consultancies**

**C. (i) & (ii) Ongoing Projects/ Consultancies**

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs.lakh)	API score

**C. (iii) & (iv) Completed Projects/ Consultancies**

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs.lakh)	Whether policy document. Patent as outcome	API score



**D) Research Guidance**

SI. No.	Number enrolled	Thesis submitted	Degree awarded	API score
M.E/M.Tech. /Master in appropriate field				
Ph.D or equivalent				

**E) (i) Training Courses, Teaching-Learning -Evaluation Technology Programmes, Faculty Development Programme (not less than one week duration)**

SI. No.      Programme                                  Duration                                  Organized by                                  API Score

**E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia**

SI. No.	Title of the paper presented	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College or University level	API score

**E) (iii) Invited lectures/ Chairman-ships at National or International conferences/seminar etc**

SI. No.      Title of the Lecture/  
Academic session                                  Title of  
Conference/  
Seminar                                  Organized by                                  Whether International/  
National                                  API score

<b>PART C : OTHER RELEVANT INFORMATION</b>	
Please give details if any other credential, significant contributions, awards, received, etc. not mentioned earlier.	
Sl. No.	Details (Mention Year, value, etc. where relevant)

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LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers, etc. wherever necessary)			
SI. No.		SL No.	
1		6	
2		7	
3		8	
4		9	
5		10	

### PART -D Summary of API scores

	Criteria	Last academic year	Total-API score for assessment period	Annual Average API score for Assessment period
I	Teaching, learning and Evaluation related Activities			
II	Co-curricular, Extension and Professional Development related Activities			
	Total (I+II)			
III	Research and Academic Contributions			

Signature of incumbent with  
Designation and date

Signature of the Principal/OIC  
with date and seal

#### Instruction for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on the AICTE Regulations 2010. It is to be filled out for the recently completed academic year.

The Proforma is to be filled as per these tables and self-assessment scores given. For each category, maximum scores that can be given or carried forward is indicated in the Table.

The self-assessment scores are further to be based on the indicators/activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories.

N.B: The self-assessment scores are subject to verification by the University/College, and by the Screening cum Verification Committee or Selection Committee as the case may be.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

<b>I Teaching and Evaluation Related Performance:</b>			
		Indicators/Activities	Maximum Scores
	(i)	(a) Lectures/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No scores should be assigned if a teacher has taken less than (say) 80% assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100% achievements.	50
		(b) If teacher has taken classes exceeding AICTE norm, then two point o be assigned for each extra hour of classes	10
	(ii)	Imparting of knowledge/instruction vis-a-vis with the prescribed material (Text book / Manual etc) and methodology of the curriculum (100% compliance = 20 points)	20
	(iii)	Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject Content, Course Improvement, etc.	
		Updating of courses, design of curriculum, (5-single course)	10
		Preparation of resource materials, fresh reading materials, Laboratory manuals, etc.	10
		Use of innovative teaching-learning methodologies, use of ICT; updated subject content and course improvement	10
		a. ICT Based Teaching material: 10 points/each	
		b. Interactive Courses : 5 points/each	
		c. Participatory Learning modules: 5 points/each	
		Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity: 5 points)	10
		Developing and imparting soft skills/communication skills/personality development courses/modules(Each activity: 5 points)	10
		Developing and imparting specialized teaching-learning programmes in physical education, library, innovative compositions and creations in music performing and visual arts and other traditional areas (Each activity : 5 points	10
		Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students.	10
		a. workshop/Training course : 10 points each	
		b. Popularization program: 5 points each	
		<b>Maximum Aggregate Limit</b>	<b>20</b>
	(iv)	<b>Examination Related Work</b>	
		College/University end semester/Annual Examination work as per duties allotted. (Invigilation - 10 points, evaluation of answer scripts - 5 points. Question paper setting - 5 points) (100% compliance = 20 points)	20
		College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance - 10 points)	10
		Examination work such as coordination or flying squad duties, etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance -10 points)	10
		<b>Maximum Aggregate Limit B(iv)</b>	<b>25</b>
<b>II</b>	<b>Co-curricular, Extension and Profession Related Activities and Participation in the Corporate Life of the Institution</b>		

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(i)	<b>Extension and Co-curricular Related Activities</b>		
	Institutional Co-curricular activities for students such as field studies/educational tours, industry-imparting training and placement activity (5 point each)		10
	Positions held/Leadership role played in organization linked with Extension work and National service Scheme (NSS), NCC or any other similar activity (each activity 10 points)		10
	Students and Staff Related Socio-Cultural and Sports Programmes campus publications (department level 2 points, institutional level 5 points).		10
	Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms, etc.(5 points each)		10
	<b>Maximum Aggregate Limit</b>		<b>20</b>
(ii)	<b>Contribution to corporate life and management of the institution</b>		
	Contribution to Corporate life In Universities/Colleges through meetings, popular lectures, subject related events, articles in College magazine and University volumes (2 point each)		10
	Institutional Governance responsibilities lime, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)		10
	Responsibility for or participation in committees for Students Welfare, Counseling and Discipline (5 each)		10
	Organization of Conference/Training International (10 points), national/regional (5 points)		10
	<b>Maximum Aggregate Limit</b>		<b>15</b>
[iii]	<b>Professional Development Related Activities</b>		
	Membership in profession related committees at state and national level.		10
	a.	At national level: 3 points each	
	b.	At state level: 2 points each	
	Participation in subject associations, conferences, seminars without paper presentation (Each activity: 2 point)		10
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity : 5 points)		10
	Membership/participation in Bodies/Committees on Education and National Development (S each)		10
	Publication of articles in newspapers, magazine or other publications (not covered in category 3): radio talks etc.(1 point each).		10
	<b>Maximum Aggregate limit</b>		<b>15</b>
<b>III</b>	<b>RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS</b>		
	This is to be filled as per the AICTE Regulations, 2010. Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per formula provided in the Table I		
	iii	Summary of API Scores	
	The Summary must take into account the maximum score limits for each set of indicators.		

**TABLE -I**

**PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF GOVT. ENGG. COLLEGE TEACHERS.**

**CATEGORY I**

**TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

Brief Explanation : Based on the teacher’s self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge ; (c) participation in examination and evaluation ; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening /selection committee. Universities will be required to detail the activities and in case institutional specificities require, adjust the weight ages, without changing the minimum total API scores required under this category.

Sl. No.	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.	50
2	Lectures or other teaching duties in excess of the AICTE norms	10
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20
5	Exam duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25
	Total Score	125
	Minimum A.P.I. Score Required	75

Note: Lectures and tutorials allocation to add up to the AICTE norm for particular category of teacher. Govt Engg. College may prescribe minimum cut-off (net of due leave), say 80 %, for SL. No. 1 below which no scores may be assigned in these subcategories.

**CATEGORY II**

**CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**Brief Explanation:** Based on the teacher’s self- assessment, category II A.P.I scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum AP.I required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a numbers of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is

### Compendium

broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

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

Sl. No	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20
2	Contribution to Corporate life and management of the department and Institution through participation in academic and administrative committee and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category -III below)	15
<b>Total Score</b>		50
Minimum API Score Required		15

### CATEGORY-III;

#### RESEARCH AND ACADEMIC CONTRIBUTIONS

**Brief Explanation:** Based on the teacher's self- assessment API scores are proposed for research and academic contribution. The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/ selection committee.

Sl. No	APIs	Faculties of Engineering	Maximum points for Engg. college teacher position
III(a)	<b>Research papers published in</b>	Refereed Journal*	15/publication*
		Non-refereed but recognized and Reputable journals and periodicals, media having ISBN/ISSN numbers	10/publication*
		Seminar /Conference proceedings as full papers etc. (Abstracts not be included)	International 10/ publicationNational15/ publication.
III(b)	<b>Research publications (Books, chapters in books, other than refereed journal articles)</b>	Text or Reference Books Published by International Publishers with an established peer review system.	50/ Sole author 10/ Chapter in edited book
		Subject Books by National level publishers/ State level and Central Govt. publications with ISBN/ISSN numbers	25/ sole author, and 5/ chapter in edited books

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

Sl. No	APIs	Faculties of Engineering	Maximum points for Engg. college teacher position
		Subject Books by other local publisher with ISBN/ISSN number	15/ sole author and 3/ chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	10/chapter
		Chapters contributed to edited knowledge based volumes published by International Publishers. Chapters contributed to edited knowledge based volumes published international publishers chapter in knowledge based volumes by Indian /National level publishers with ISBN/ISSN numbers and with numbers of national and international and directories.	5/ chapter
<b>III(c)</b>			
III(c) (i)	i) Sponsored Projects carried out/ongoing	a) Major projects amount mobilized with grants above Rs.301akhs	20/eachproject
		b) Major projects amount mobilized with grants above Rs.51akhs up to Rs.301akhs	15/ each project
		c) Minor projects (amount mobilized with grants above Rs.50, 000/- up to Rs.5.00 lakhs)	10/each project
III(c) (ii)	Consultancy projects carried out/ ongoing	Amount mobilized with minimum of Rs3.001akhs	10/every Rs.3.001akhs and Rs.1.00 lakh respectively
III(c) (iii)	Completed projects Quality Evaluation	Completed project Report (acceptance from funding agency)	20/each major project and 10/each minor project
III(c) (iv)	Project outcome/ Outputs	Major policy document of Govt. Bodies at central and State level. Patent/Technology/ transfer/Process product/process	30/each national level output or patent 50/ each for international Level
III(d)	<b>RESEARCH GUIDENCE</b>		
III(d) (i)	M. E/M.TECH	Degree awarded only	3/ each candidate
III(d)	Ph.D	Degree awarded	10/ each Candidate
		Thesis submitted	7/ each Candidate
III(e)	<b>TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS.</b>		
III(e) (i)	Attended Refresher not	less than two weeks duration	20 /each
	courses, Orientation Course, Methodology workshops/Training, teaching - Learning evaluation Technology programmes Soft Skills development programmes. Faculty Development programme (Max.30 points)	one week duration	10 /each



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Sl. No	APIs	Faculties of Engineering	Maximum points for Engg. college teacher position
III(e) (ii)	Paper in conferences/ Seminars/ Workshops etc.**	Participation and presentation of research paper (poster/oral) in a) International Conference b) National Conference c) Regional/State level d) Local-University/college level	a)15/each b)10/each c) 5 /each d) 3/ each
III(e) (iii)	Invited lectures or presentations for conferences/ symposia	a) International b) National	a)10/each b) 5/ each

\* Wherever relevant to any specific discipline the API score for paper in refereed journal would be augmented as follows: (i) indexed journals—by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

\*\*If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Notes: It is incumbent on the Coordination Committee proposed in these Regulations and the Govt. Engg. College to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B till such time, screening/selection committees will assess and verify the categorization and scores of publications.

2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/Mentor of the teacher would share equally total score, if the number of authors are more, then the first two authors would share equally 60% of the total points and the remaining authors would share equally 40% of the points.

**TABLE -II**  
**MINIMUM APIs AS PROVIDED IN APPENDIX-I**

**TO BE APPLIED FOR THE PROMOTION OF TEACHERS IN COLLEGES UNDER (UG & PG) CAREER ADVANCEMENT SCHEME (CAS) AND WEIGHTAGES FOR EXPERT ASSESSMENT**

	Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	Associate Professor to Professor promotion in colleges (Stage 5) as per assigned posts
I. Teaching-learning, Evaluation Related Activities (Category I)	75/Year	75/Year	75/Year	75/Year
II. Co-curricular, Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year
III. Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
IV. Research and Academic Contribution (Category III)	5/Year (20/assessment period)	10/Year (50/assessment Period)	15/Year (45/assessment period)	20/Year (60/assessment period)
Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V. Percentage distribution of weightage points in the Expert Assessment (total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	20% contribution to Research 60%. Assessment of domain knowledge and teaching practices, 20% interview performance	30% contribution to Research 50%. Assessment of domain knowledge and teaching practices, 20% interview performance

\*Teachers may score 10 points from either category I or category II to achieve the minimum score require under category I + II

Note: Stages 1,2,3,4,5 correspond to scales with AGP of Rs.6,000/-, 7,000/-, 8,000/-, 9,000/- and 10,000/- respectively.

**Explanatory note for Table II**

1. All Universities/Colleges will set up verifiable systems for the API related information required in these tables within THREE months of notification of these Regulations. They will have to be documented and collated annually by the Internal Quality Assessment cells (IQACs) of the Universities / Colleges for follow up by the Universities / College authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.
2. However, in order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these Regulations from 31-12-2010 in the CAS Promotion the API based PBAS will be progressively and prospectively rolled out.
3. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in Universities / Colleges, if any for one year only with the minimum average scores as depicted in Table II. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is eligible for CAS promotion in 2011. One year API scores for 2009-10 alone will be required for assessment. In case of a teacher becoming for CAS promotion in 2012, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
4. As shown in Table II, the aggregate minimum API score required can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II, also for the differing nature of contributions possible in different institutional settings.
5. For Category III (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together.
6. Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables I and II, by submitting an application and the required proforma. They can do so three months before the due date, if they consider themselves eligible. Candidates who do not consider themselves eligible, can also apply at a later date.
7. If however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Table II or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year
8.
  - a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.
  - b) If however, the candidate finds that she / he fulfills the eligibility conditions at a later date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application.
  - c) If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her/his promotion will be deemed to be from the later date.

**TABLE III**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN GOVERNMENT ENGINEERING AND TECHNOLOGY COLLEGES.**

SL.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M. Tech/M.E in Professional Courses or six years of service who are without Ph.D/M.Tech./Degree Professional Courses	i) Minimum API scores using PBAS scoring Proforma developed by the concerned Engg. College as per the norms Provided in Table II of Appendix I. ii) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration approved or conducted by AICTE/Central Govt./State Govt./TEQIP/CHILP/ISTE/NITTR/IIT/DTE/ SBTE/ University. Etc. iii) Screening cum Verification process for recommending promotion.
2.	Assistant Professor /equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms Provided in Table 11 of Appendix I. (ii) One course / programme from among the categories of refresher courses/ methodology workshop training, teaching, learning-evaluation, technology programmes, soft skill development programmes and Faculty Development Programme of 2/3weeks duration approved or conducted by AICTE/Central Govt /State Govt /TEQIP /CHILP/ISTE/NITTR/IIT/DTE/SBTE/ Univer sity etc. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor(Stage 4)	Assistant Professors with three years of completed service in Stage 3.	i) Minimum API scores using the PBAS scoring proforma developed by the concerned college as per the norms provided in Table II of Appendix I. ii) At least three publications in the entire period as Assistant Professor (twelve years).However, in the case of college teacher, an exemption of one publication will be given to M. Tech. holders and exemption of two publicatios will be given to Ph. D holders. iii) One Course/Programme from among the categories of methodology workshops/Training, Teaching-Learning-Evaluation Technology programmes soft skills development programmes and Faculty Development Programmes of minimum one , week duration approved of conducted by AICTE/Central/ State Govt. /TEQIP/CHILP / ISTE/NITTR/IIT/DTE/ SBTE/University etc. iv) A selection committee process as stipulated In these Regulation and in Table-II of Appendix-I.

## Compendium

SL.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
4.	Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4	<p>i) Minimum yearly/ cumulative API scores using the PBAS scoring proforma developed by the concerned College as Per the norms provided In Table-II of Appendix I. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>ii) A minimum of five publications since the period that the teacher is placed in Stage 3. iii) A selection committee process as stipulated in this Regulation and in Table-II of Appendix 1</p>

\*For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professor In Stage 2, the existing requirement of Ph. D or equivalent publications will continue to apply. In case, some teachers do not also meet this criteria, the selection committee may give due weightage to criteria mentioned in Appendix I, Categories 1 & II. For all others who enter stage 2 subsequent to this notification, the requirement of three publications, as defined in these Regulations, will be applicable.

Deputy Secretary  
Higher Education Department, Govt. of West Bengal

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

**No: 492-Edn(T)/5P-01/13**

**Dated: Kolkata, 19.11.2015**

Copy forwarded for information and necessary action to:-:

- 01) The Princiapal Accountant General (A & E), West Bengal.
- 02) Finance Department Gr. P (Pay) of this Govt.
- 03) Pay & Accounts Officer (1), 81/2/2, phears Lane, Kolkata -12.
- 04) Pay & Accounts Office (2), p-1, Hyde Lane, Kolkata - 73.
- 05) Director of Treasuries, Stephen House, 4, B.B.D. Bag (East), Kolkata-01.
- 06) Secretary, Public Service Commission, West Bengal.
- 07) P.S. to Hon'ble MIC, Higher Education Department, Govt. of West Bengal.
- 08) P.A. to Principal Secretary, Higher Education Department, Govt. of West Bengal.
- 09) Budget Branch of this Department, Kolkata.
- 10) Principal / Officer-in-charge, \_\_\_\_\_  
  
\_\_\_\_\_

11) Treasury Officer \_\_\_\_\_  
  
\_\_\_\_\_

12) Computer Cell of this Department.

13) Guard File.

Deputy Secretary  
Higher Education Department, Govt. of West Bengal

*Compendium*

**GOVERNMENT OF WEST BENGAL  
HIGHER EDUCATION DEPARTMENT  
(TECHNICAL BRANCH)  
BIKASH BHABAN, SALT LAKE  
KOLKATA-700091**

No. 526 -Edn (T)/ 10M- 02/13

Date: 10.12.2015

**ORDER**

The State Government, for sometime past, has been receiving appeals, from Government Approved Part Time Teachers (PTTs) in Government Engineering and Technology colleges of the State for enhancement of their remuneration. After careful consideration of all aspects of the matter and taking into account inflationary trends and the financial position of the State Government, the State Government has decided to enhance their remuneration while also enhancing their workload. Accordingly, in modification of the Govt. order no. 668-Edn (T)-4A 04/10(Part-I), dated. 29.12.2010 specifying the remuneration and workload from Government Approved Part Time Teachers (PTTs) in Government Engineering and Technology colleges (except Superannuated Teachers working as PTTs), the undersigned is directed by the order of the Governor to specify the following:

**For Government Approved Part Time Teachers (PTTs):**

- The remuneration of the Government Approved Part Time Teachers(PTTs) will be enhanced by 25% over their existing remuneration,
- The present provision of 5% increase of remuneration every 3(three) years will continue,
- The workload of Government Approved Part Time Teachers (PTTs) will be enhanced by 50% over their existing workload and will include works related to University and college examinations.

This will take effect from 01.01.2016.

This order issues with the concurrence of the Finance Department (Gr.P2), Government of West Bengal vide their U.O.0501/2015-2016, dated.10.12.2015.

By order of the Governor,

Sd/-

Special Secretary to the Govt. of West Bengal



*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

Government of West Bengal  
Deptt. of Higher Education, Science & Technology  
And Biotechnology  
Technical Branch  
Bikash Bhawan, Salt Lake, Kolkata - 700091

Meme No. 691-Edn(T)/2P-16/17

Dated, Kolkata the 17<sup>th</sup> November, 2017

**ORDER**

The State Government, for some time past, has been receiving representations from the Government-approved Contractual Whole Time Teachers (CWTTs) & Part Time Teachers (PTTs, excepting superannuated teachers serving as PTTs) engaged in Government Engineering & Technical Colleges for allowing them leave for pursuing further studies and acquiring higher Degrees.

After examining all the aspects of the matter, and considering the fact that acquiring higher Degrees by Government-approved CWTTs or PTTs will only improve the quality of teaching in the State's higher education institutions, the State Government has taken an affirmative view in the matters.

Accordingly, the Governor is pleased to order that the Government-approved CWTTs or PTTs shall be entitled to avail Study leave, to be granted by the Governing Body of the college and subject to approval of the State Government, for the purpose of pursuing further studies and acquiring higher Degrees for a maximum period of 12 months in one spell and for a period not exceeding 24 months in their entire service period, provided the concerned teacher has put in at least three years of service and is not due to retire within five years of his/her return from such leave,. There shall be a gap of at least three years between two periods of such leave.

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

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

Sd/-

Commissioner to the Government of West Bengal.

*Compendium*

No. 691/l(10)-Edn(T)/2P-16/17

Dated, Kolkata the 17<sup>th</sup> November, 2017.

Copy forwarded for information to and necessary action to:

1. The principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700001.
2. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012.
3. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-I, Hyde Lane, Kolkata-700073.
4. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, LB.Market, Salt Lake, Kolkata -700106.
5. The Director of Public Instruction, West Bengal.
6. The Jt. Secretary (A)/Jt. Secretary(CS)
7. The Director of Technical Education, W.B.
8. The Commissioner, Higher Education Department
9. The Private Secretary to the Minister-in-Charge, Department of Higher Education, Science & Technology and Bio-Technology, Salt Lake, Kolkata-700091.
10. PS to Additional Chief Secretary, Department of Higher Education, Science & Technology and Bio-Technology, Salt Lake, Kolkata-700091.

Commissioner to the  
Government of West Bengal.

**Government of West Bengal**  
**Department of Higher Education**  
**Science & Technology and Biotechnology**  
**Technical Branch**  
**Bikash Bhavan, Salt Lake City**  
**Kolkata-700 091**

No: 224 - Edn(T)/(T) 5P -01/13

Date: 16/03/2018

**ORDER**

**Sub: Clarification towards re designation and Career Advancement Scheme (CAS) for the Teachers of Govt. Engineering & Technology Colleges in West Bengal.**

In exercise of the power conferred under AICTE's Gazette Notification vide No. F. 37 - 3 / Legal / AICTE/ 2012 dated 08.11.2012 & F.27/RIFD/Pay Scale/01/2013-14 dated 4.1.2016 and in continuation of this Departments' earlier order No. 492-Edn(T) dated 19.11.2015, issued by this Department, the Governor is hereby pleased to direct to give the following clarifications for information and guidelines to all concerned:

SI No	Issues	Clarification
I.	(a) Procedure to verify the past service record for counting the service under CAS (b) Consideration for stepping up of pay of senior faculty at par with junior (who has been given benefit of the service, rendered In the private/Govt. Institution for the purpose of CAS) in Govt. Institutions, governed by CCS/FR & SR Rules. (c) Total period of past service rendered may be counted for the purpose of CAS to the faculty.	(a) Past service to be counted for CAS, subject to the endorsement of complete service record by the appropriate approving authority (i.e. University/concerned Deptt. of State Govt. (b) Stepping up shall be in accordance with FR & SR Rules of the State Govt., as admissible. (c) Based on the recommendation of Selection Committee, the Central/ State/UT Govt. may decide as per their norms/terms. <b>Note:</b> Accordingly, counting of past service for promotion under CAS will be considered as per AICTE Regulation 2012, issued on 8.11.2012 as well as AICTE's Notification vide No. F.27/RIFD/Pay Scale/01/2013-14 dated 4.1.2016 in the following manner: <b>COUNTING OF PAST SERVICES FOR PROMOTION UNDER CAS:</b> 1 Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific / professional organizations such as the CSIR, ICAR, DRDO, UGC, JCSSR, ICHR, ICMR, DBT, etc., should be counted for promotion under CAS of a teacher Assistant Professor, Associate Professor, Professor as provided that : (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the AICTE for Assistant Professor, Associate Professor and Professor as the case may be. (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer), Associate Professor (Reader) and Professor.

## Compendium

Sl No	Issues	Clarification
		<p>(c) The Assistant Professor, Associate Professor and Professor concerned should possess the same minimum qualifications as prescribed by the AICTE for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.</p> <p>(d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / concerned institutions, for such appointments. (e) The previous appointment was not as guest lecturer for any duration, or an ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that:</p> <p>(i) the period of service was of more than one year duration;</p> <p>(ii) the incumbent was appointed on the recommendation of duly constituted Selection Committee;</p> <p>(iii) the incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service; and</p> <p>(iv) Artificial break in service shall not be used to the prejudice of employee, appointed on permanent basis. The person appointed on permanent basis shall be given the benefit of entire service rendered by him with effect from the date of initial appointment (temporary/contract/ad- hoc) notwithstanding the artificial break/breaks in service.</p> <p>(f) Services rendered in Govt./Govt. sponsored or Aided Colleges only shall be counted for counting past service under this clause. Past Service Count for the purpose of CAS for teachers may be approved subject to fulfillment of all criteria as prescribed in AICTE Regulations, 2012 as mentioned in above, on case to case basis. After verification on all the documents a specific G.O. in favour of teacher concerned for CAS may be issued from H.E.S.T.B.T Deptt.</p>
II.	Considering to relax API Score (Degree) between 5 <sup>th</sup> March, 2010 and issue of AICTE Regulations, 2012 on 8 <sup>th</sup> Nov, 2012.	Relaxation in API score is applicable for the period of 03 years only (till date 7-11-15) from the issue of AICTE Regulations 2012 in official Gazette. Thereafter, API score shall be implemented.
III.	Consideration to count EOL period granted to accept invitation of teaching post, research cum teaching post or for the academic work of importance to be for the purpose of increment at par with UGC in AICTE approved Institutions.	Extra ordinary leave period granted to accept invitation of teaching post, research cum teaching post, fellowship, academic administrative post or any other work of similar nature/importance is to be counted for the purpose of notional increment and CAS.

This order is issued with the concurrence of the Finance Department vide U.O.No Group P1/2017-2018/0436 dated 22.02.2018.

Special Secretary



**Government of West Bengal**  
**Department of Higher Education, Science & Technology and Biotechnology**  
**Technical Branch, 6<sup>th</sup> Floor, Bikash Bhawan, Kolkata-700 091**  
**Phone Number: 033- 2321-2550, Extension No. 3063, www.wbhed.gov.in**

No.575 -Edn (T)/4A-29/I 6

Dated, Kolkata the 07/09/2018

**NOTIFICATION**

Whereas, vide G.O. No. 434-Edn(T)/10M-63/09, dated 26.07.2010, the pay scale of Principal in Technical Institutions has been fixed as Pay Band of Rs. 37,400 - 67,000/- with AGP of Rs. 10,000/- plus Special Allowance of Rs. 3,000/- per month. The said G.O. has been issued in terms of AICTE Regulation 2010.

AND

Whereas, vide G.O. No. 29-Edn (T), dated 10.02.2015 and 30-Edn (T), dated 10.02.2015 which have been issued in respect of Purulia Govt. Engineering College and Coochbehar Govt. Engineering College respectively (both are new Govt. Engineering College), the pay scale of Principal has been mentioned as Rs. 37,400 - 67,000/- with AGP of Rs. 10,000/- and Special Pay of Rs. 3,000/- with initial Pay Band of Rs. 43,000/- per month.

AND

Whereas, vide AICTE Regulations, 2016 bearing No. F-27/RIFD/Pay Scale/01/2013-14, dated 04.01.2016 (Para-20), the posts of Principal in Degree Level Technical Institutions shall be in the Pay Band of Rs. 37,400 - 67,000/- with AGP of Rs. 10,000/- plus Special Allowance of Rs. 5,000/- and shall be fixed at a stage not below Rs. 43,000/-. Earlier, the UGC also recommended in the year 2010, the minimum Band Pay of Rs. 43,000/- for the post of Principal of General Colleges. But, in terms of Order No. 175-Edn(A), dated 28.02.2013, the Principals of General Colleges have been allowed minimum Band Pay of Rs. 43,390/- in the Pay Band of Rs. 37,400 - 67,000/- with AGP of Rs. 10,000/-.

AND

Now, in partial modification of G.O. No. 434-Edn (T), dated 26.07.2010, 29-Edn (T), dated 10.02.2015 and 30-Edn (T), dated 10.02.2015, in view of the provisions of the AICTE Regulations 2016 and Provisions of Order No. 175-Edn (A), dated 28.02.2013, **the Principals of Degree Level Engineering Colleges shall be allowed the Pay Band of Rs. 37,400 - 67,000/-with AGP of Rs. 10,000/- plus Special Allowance (instead of Special Pay) of Rs. 5,000/- per month and shall be fixed at a stage not below Rs. 43,390/- with effect from 04.01.2016 (the date of issuance of the latest AICTE Regulation, 2016).**

This notification issues with the concurrence of Finance Department, Group-Pi vide U.O. No. Group-P1/2018-2019/0092, dated 21.06.2018.

By Order of the Governor

Assistant Secretary

*Compendium*

No. 575/1 (25)-Edn (T)/4A-29/16

Dated, Kolkata the 07/09/2018

Copy forwarded for information and necessary action to :-

1. The Pr. Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700001.
2. The Director of Treasuries & Accounts, W.B. 4, Lyons Range, Kolkata-700001.
3. The Director of Technical Education, W.B., 10<sup>th</sup> Floor, Bikash Bhawan, Kolkata-91.
4. The P.S. to the Hon'ble M.I.C. of this Department.
5. Sr. P.S. to the Addl. Chief Secretary of this Department.
6. Finance Department, Group-P1 with reference to U.O. No. Group-P1/2018-2019/0092, dated 21.06.2018.
7. The Principal, Kalyani Government Engineering College, Kalyani, Nadia, Pin- 741 235.
8. The Principal, Cooch Behar Govt. Engineering College, Vill- Harinchawra, P.O. Ghugumari, Cooch Behar -736170.
9. The Principal, Ramkrishna Mahato Govt. Engineering College (Formerly Purulia Govt. Engineering College), Village - Agharpur, P.O. Ramamoti, Block- Joypur, District -Purulia, Pin Code - 723103.
10. The Principal, Government College of Engineering & Ceramic Technology, 73, A. C. Banerjee Rd., Kolkata -700 010.
11. The Principal, Jalpaiguri Govt. Engg. College, Jalpaiguri, Pin- 735 102.
12. The Officer In-Charge, Government College of Engineering & Textile Technology, Berhampore, Dist. Murshidabad, Pin - 742 101.
13. The Officer-in-Charge, Government College of Engineering & Textile Technology, Serampore, Dist. Hooghly, Pin -712201.
14. The Officer-in-Charge, Government College of Engineering & Leather Technology, L.B-Block, Sector - III, Salt Lake, Kolkata -700 098.
15. The Treasury Officer, Kalyani Teasury, Kalyani, Nadia, West Bengal.
16. The Treasury Officer, Berhampore Treasury-I, Berhampore, Murshidabad, West Bengal.
17. The Treasury Officer, Jalpaiguri Treasury-I, Jalpaiguri, West Bengal.
18. The Treasury Officer, Cooch Behar Treasury-I, Cooch Behar, West Bengal.
19. The Treasury Officer, Jhalda Treasury, Purulia, West Bengal.
20. The Treasury Officer, Serampore Treasury-I, Serampore, Hooghly.
21. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, SUBHANNA, SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Salt Lake, Block-DF, Kolkata-64.
22. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-12.
23. The Budget Branch of this Department.
24. Computer Cell for uploading the modified notification.
25. Guard File.

Assistant Secretary



*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

Government of West Bengal

Education Department

C. S. Branch

No. 1955-Edn (CS)

Calcutta, the 23rd December, 1981.

To : The Director of Public Instruction, West Bengal.

Sub : The West Bengal Non-Government Colleges Employees and Day Students' Home Employees (Death-cum-Retirement Benefit) Scheme.

In furtherance of the Govt. Order No. 1229-Edn (CS) dated 3rd July, 1978 read with Govt. Order No. 131-Edn (CS) dated 27th January, 1981 the undersigned is directed, by order of the Governor, to say that the Governor is pleased to prescribe the West Bengal Non-Government College Employees and Day Students' Home Employees (Death-cum-Retirement Benefit) Scheme attached hereto.

2. The existing employees covered by the Scheme shall be required to opt within 90 days of circulation of the Scheme amongst the Non-Government Colleges or Day Students' Homes, as the case may be, for either of the two retirement benefits mentioned in para 4 of the Scheme. In case of employees who may be on leave on the date of circulation of this Order the limit of 90 days will count from the date of their return from the leave.

The employees who were covered by the Scheme but already ceased to be in employment except on the ground of dismissal may also opt for either of the two retirement benefits and their claim for retirement benefits should be settled according to the provisions of the Scheme subject to the condition that any amount drawn by them from their respective employers on account of retirement benefits as per rules or customs in force therein, shall be adjusted against the retirement benefits as may be admissible under the scheme. The new entrants shall be required to exercise option for either of the two retirement benefits within 180 days of their entry into service.

The option to be exercised by the employees shall be in the enclosed form.

3. In the case of an employee who died on or after 1.4.74 but before the issue of this Order the retirement benefits may be settled at either of the rates which will be favourable to him.
4. The college/Government contribution together with interest accrued thereon towards the Contributory Provident Fund account of the existing employees who will opt for the Pension (including family Pension-cum-Gratuity) should be refunded in full together with interest to Government. Such contributions with interest accrued thereon in respect of employees who have already died or ceased to be in employment except on the ground of dismissal on or after 1.4.74, if already drawn, shall also be refunded to Government. All such employees shall however be entitled to draw their own contribution to the Contributory Provident Fund with interest.

The amount of such contribution (together with interest accrued thereon) which is required to be refunded to Government shall be credited to the head "066-contributions and Recoveries towards Pension and Other Retirement Benefits-II-Other Receipts—Other items" in the State Budget.



*Compendium*

5. The charge on account of payment of Pension (including Family Pension-Cum-Gratuity) under the above mentioned scheme will be debited to the head “266 Pensions and other Retirement Benetits-X-Pensions to Employees of State Aided Educational Institutions-Pension to employees of College-Pensions” to which funds will be provided in due course.
6. The Accountant General, West Bengal, is being informed.
7. This order issues with the concurrence of the Finance Department vide their U.O. No. Group B/2764 dated 4.11.81.
8. Immediate steps should be taken for implementation of the aforesaid Scheme and for circulation of the same to all concerned.

Sd/- S. Ghosh  
Deputy Secretary.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

GOVERNMENT OF WEST BENGAL  
EDUCATION DEPARTMENT  
(C. S. BRANCH)  
BIKASH BHAVAN, SALT LAKE, CAL-91.

No: 475-Edn(CS)  
10M-39/91

Dated. Calcutta the 3rd August. 1993.

From : Shri Sureswar Mukhopadhyay

Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : Re-designation of (he posts of Assistant Librarian as Librarian of Non Govt. Colleges.

The undersigned is directed by order of the Governor to say that the Governor has been pleased to approve of the re-designation of the existing approved posts of Assistant Librarian as Librarian in Non-Govt. Colleges [subject to the following conditions :-

- (a) the incumbents of the existing approved posts of Assistant Librarian enjoying the pay scale of Rs. 2200-4000/- will come under the purview of this order;
- (b) the incumbents of the posts of Assistant Librarian who do not possess the requisite qualifications but enjoying the scale of pay of Rs. 2200-4000/- will come under the purview of this order;
- (c) the posts of Assistant Librarian now being hold by the incumbents who do not possess the prescribed qualifications & appointed on or after 1.1.73 will not be brought under the purview of this order;
- (d) the present Librarian/Assistant Librarian who are in charge of the Library shall continue to be so after re-designation of the post concerned if admissible interms of clause (a) & (b) above;
- (e) the seniority in service of an Assistant Librarian as Librarian of the College after re-designation, will be counted from the date of issue of this order,
- (f) the Librarian/Assistant Librarian who are in position on the date of issue of the order shall be enblock senior to the future entrants in the cadre.

This order issues with the concurrence of the Finance Department vide U.O. No. Group 'B'-. 15.4.93.

Sd/- S. Mukhopadhyay  
*Deputy Secretary*

*Compendium*

GOVERNMENT OF WEST BENGAL  
EDUCATION DEPARTMENT  
(C. S. BRANCH)  
BIKASH BHAVAN, SALT LAKE, CAL-91.

No. 831-Edn (s)  
IOM-24/92

Dated Calcutta the 31st October, 1995

From: Shri S.K.Das,

Deputy Secretary to the Govt.of West Bengal

To : The Director of Public Instruction, West Bengal.

Sub: Rationalisation of non-teaching staff pattern of non-Government colleges.

Sir,

I am directed by order of the Governor to say that consequent upon the establishment of a new series of colleges through out West Bengal, it has become essential or the part of this Department to rationalise the non-teaching staff pattern of nil the non-Government colleges and the matter was under consideration of this Department some time past.

After careful consideration of the matter, the Governor has not been pleased to prescribe the revised norms for creation of non-teaching posts in non-Government colleges throughout the state, as per Statement, enclosed herewith.

The norms may be brought to notice of all the Non-Government Colleges immediately.

This order issues with the concurrence of the Finance Department vide their U.O.No.Group D 1221 dated 27.9.95.

Yours faithfully,  
Sd/- S.K. Das  
Deputy Secretary

No 831/1(4) -Edn (OS)

Copy forwarded for information and necessary action to the :-

1. Assistant Director of Public Instructions(GC), West Bengal
2. Assistant Director of Public Instructions(UGC) , West Bengal
3. Assistant Director of Public Instructions (PPS) , West Bengal
4. Assistant Director of Public Instructions (Trg.) West Bengal

Dated, Calcutta,  
the 31st October, 1995.

Sd/- S.K. Das  
Deputy Secretary

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

()dt .31.10.95 of the

Category	Roll Strength	Roll Strength	Roll Strength	Roll Strength	Desiret
	2	3	4	5	6
	1-250	251-750	751-2000	above 2000	
1. Hood Clerk	1	1	1	1	
2. Accountant	1	1	1	1	
3. Cashier	1	1	1	1	
4. Clerk	1	2	3	4 + 1 for	B.Ed Sec -n
5. Typist	1	1	1	2	
6. S ten)-Typist	—	—	1	1	
7. Electrician Cum- Cateetaker	—	—	1	1	
8. Peon	2	2	3	4	
9. Guard	3	3	3+1 for Complex Bldg	3+1 for complex Bldg.	
10. Jamadar	1 (part-time)	1	2	2+1 for Complex	

**Laboratory Staff:**

For Chamistry Lab.

Laboratory	For each Lab.	Roll strength upto 100-1	2
Utcndnt	bas/d Science	Rol- strength 101 to 200-2	3
	subject at Pass	Roll Strength 201 and above -3	4
	& H.S.Level		

For each Science

Hons.subject -1(2 for Chemistry Honours).

[for Mathematics & Statistics Laboratory]

**Other Staff**

Mali 1 for college with garden at Govt's discretion.

13. Generater/Pump/Gas Plant 1 if the college has the equipment Operator- cum-Mechanic

14. Bus Driver- 1 Per bus in running condition.

15. Cleaner 1 Per bus in running condition

16. Tent Attendant -1 for college- with tent at Calcutta Maidan.

17. Lady Attendant -1 for co-educational college

18. Gymnasium Attendant-1 for college with Gymnasium 19 N.C.C.Clerk(Part-time) -1 for college with. N.C.C

*Compendium*

For Library

	Book Strength upto 5000	Book Strength 5001- 10000	Book S trength 10001-25000	Book Strangth above 25000
Librarian	—	—	1	1
Assistant Librarian	1	1	1	1
Liabery Clerk	—	1	1	1
Liabery Peon	1	1	1	2

**Government of West Bengal  
Higher Education Department  
Bikash Bhavan, Salt Lake. Kolkata-91**

No. 1077-Edn(CS)  
4E- 56/98

Dated : 23rd November, 1998

From : Shri R. K. Chakraborti,  
Deputy Secretary to the Govt. or West Bengal.

To : The Secretary,  
Nagar College Organising Committee,  
P.O. Nagar, P.S, Khargram,  
Dist. Murshidabad

Sub : Recruitment to the non-teaching posts created vide G.O. No. 775-Edn(CS) dated 18-08-98

Sir,

With reference to -your letter no. 65/NC/5(4) dt. 22-9-98, I am directed to furnish following information:

- 1) Recruitment should be made in accordance with the rules prescribed in G.O.No. 830-Edn(CS) dated 31-10-95 a copy of which is enclosed for ready reference, 100-point roster for reservation of posts for SC, ST and OBC candidates and also for exempted categories should also be followed strictly
- 2) The upper age limit on the date & entry into service is 35 years for all the posts with usual relaxation for SC, ST & OBC Candidates.
- 3) Minimum Educational Qualifications and scales of pay (to be revised shortly) for different posts are as listed below:

POST	MINIMUM QUALIFICATION	SCALE OF PAY (UNREVISED)
Accountant	B.Com	Rs. 1250-2510/-
Clerk Library Clerk	Madhyamik	Rs. 1040-1920/-
Typist	Madhyamik & typing speed of 30 words per minute	Rs. 1040-1920/-
Peon Guard	Ability of Reading & writing in Bengali/Nepali	Rs. 800-1265/-
Sweeper/Jamadar (Part-time)	No Specific Qualification	Consolidated pay of Rs. 125/- p.m.

Yours faithfully.

Deputy Secretary

## MEMORANDUM

In Finance Department resolution No. 11831-F, dated 27-11-95 the Government constituted a Pay Commission with terms of reference which included that the Commission would examine the structure of pay and conditions of service among others of the following: -

- I. Non-teaching employees of non-Govt. Colleges (Sponsored or Aided).
- II. Employees of the West Bengal College Service Commission (WBCSC)

After careful consideration of the recommendations of the Pay Commission, the Governor is pleased to direct that the non-teaching employees of non-Government College (sponsored and aided) who are not borne on the U.G. C. scale, employees of the Day Students Homes and the employees like Laboratory Instructor, under-qualified physical Instructor, under-qualified librarians, under-qualified demonstrators who are not under the purview of U. G. C. scale of pay and also the employees of the W. B. C. S. C. shall come under the revised pay scales prescribed for different posts /cadre/ employees corresponding to the pay scales of pay prescribed earlier for such posts / cadre/ employees as per orders issued on this subject.

The Governor is also pleased to direct that the date of the revised scales, the manner of fixation of pay in the revised scale and other conditions of service of employees shall be as set out in the following paragraphs :-

### 1. **Date of effect :**

- (i) The revised scale of pay shall be notionally effective from /at the 1st January, 1996, as recommended by the Pay Commission.
- (ii) The pay and allowances of an employee which may be admissible to him in consequence of revision of pay shall be paid with effect from 1st April, 1997 to 31st October, 1998 by crediting the same to his Provident Fund Account and from 01-11-98 shall be paid in cash.

### 2. **Definitions:**

In this order unless there is anything repugnant to the subject or context: -

- (a) "Annexure" means an Annexure to this order.
- (b) "Basic Pay" means the grade of pay now drawn excluding special pay, personal pay, dearness pay, administrative pay and other categories of pay, if any.
- (c) "Existing emoluments" means the aggregate of :-
  - (i) the basic pay in the existing scale including stagnation increment, if any;
  - (ii) special pay, if any. No special pay being retained in addition to pay in the revised scale;
  - (iii) clearness allowances appropriate to the basic pay including stagnation increment, if any, admissible at the All India Consumer Price Index (AICPI) average 1510 (1960=100) ;
  - (iv) the amount of the first instalment of the interim relief of Rs. 100 per month; and



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(v) the amount equivalent to the second instalment of the interim relief at the rate of 10% of basic including stagnation increments, if any, subject to a minimum of Rs. 100 per month.

(d) Existing scale means :-

(i) in relation to a post specified in column (2) of Part D of Annexure-I the scale of pay shown against that post in column (3) of Part-D of Annexure-I (in relation to an employee the scale of pay to which the employee was entitled on the 1st January, 1996, in terms of Government orders already issued and/or any other order/orders which might have been issued in this regard.

(e) "Employee" means a member of non-teaching employee of Non-Government College (Sponsored and Aided) and others as mentioned in para-2 of the memorandum.

(f) "Para" means paragraph of this order.

(g) "Revised scale" in relation to a post means the scale of pay shown against the post mentioned in column (2) of Part D of Annexure-I.

(h) "Revised scale" corresponding to an existing scale means the scale of pay shown against the existing scale in Part C of Annexure-I.

**3. Scale of pay of post :**

(i) The scale of pay of each post specified in column (2) of Part D of Annexure-I shall be specified in column 4 of Part D of Annexure-I .

(ii) No special pay shall be drawn in addition to pay in the revised scale.

**4. Drawal of pay in the revised scale :**

Save as otherwise provided in these rules an employee shall draw pay in the revised scale applicable to the post to which he is appointed.

Provided that an employee who was in service on 31st December 1995 may opt to come over the revised scale of pay from any date between the 1st January 1996 to 1st January. 1997.

**5. Option :**

(1) The option under the proviso to para-4 shall be exercised in writing within one hundred and eighty days of issuance of this Memorandum; Provided that :

(i) An employee who is under suspension on the date of issuance of this memo shall exercise the said option so as to reach the Head of Office within one hundred and eighty days of the date of his return to duty/reinstatement;

(ii) An employee who is on leave on the date of issuance of this Memo, shall exercise the said option in writing to the Head of Office within one hundred and eighty days of his return from such leave.

(2) The option once exercised shall be final.

**Note 1.** The aforesaid option shall not be admissible to any employee appointed to a post on or after 1st January 1996 for the first time in service. Such employees shall draw revised scale of pay of the post with effect from the date of his appointment.

**Note 2.** An employee who was in service on the 31st December, 1995 and to whom those rules apply does not exercise option under the proviso of para-4 within prescribed period, shall

## Compendium

be deemed to have elected to be governed by the revised scales of pay with effect from 1st January, 1996.

**Note 3.** An employee who died on and after the 1st January, 1996 and could not exercise option within the prescribed time limit shall be deemed to have exercised option for the revised scale from the 1st January, 1996 or from such subsequent date as is considered most beneficial to him.

**Note 4.** The Forms in which option shall be exercised have been enclosed as Part-A of Annexure II.

### 6. Fixation of initial pay in the revised scale of pay

- 1) The initial pay of an employee who elects to draw pay in the revised scale of pay from any date between 1st January 1996 to 1st January 1997, shall unless in any case the Governor by special orders otherwise directs, be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien or would have held a lien had his lien not been suspended and in respect of his pay in the officiating post held by him in the following manner namely :-
  - i) an amount representing 40 per cent of the basic pay in the existing scale including stagnation increment, if any, shall be added to the existing emoluments of the employee,
  - ii) After the existing emoluments have been so increased, the pay shall be fixed in the revised scale at the stage next above the amount thus computed.

**Explanation** -For the purpose of this clause, the term “existing emoluments” shall mean the existing emoluments as defined in para-2 (c)

Provided that -

- (a) if the minimum of the revised pay scale is more than the amount thus 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 in the revised scale shall be fixed at the maximum of that scale and the difference shall be treated as personal pay to be absorbed in stagnation increments earned in future.

Provided also that, subject to the other provisions contained elsewhere in this order, 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 of the employee to higher scale/post.

- 2) i) For the purpose of fixation of pay under sub para (1) every employee who held before 1st January, 1996 a post substantively and other post or posts on officiating basis, shall exercise separate option in the appropriate form set out in Part-A of Annexure-I for fixation of initial pay separately in the revised scale of pay of the substantive post and also in the revised scale of pay of the officiating post. When the number of the officiating post held by a employee is more than one, he shall exercise option for fixation of pay in the revised scale of pay of the last officiating post.
  - ii) If due to fixation of pay under sub para (1), the initial pay of an employee fixed in the revised scale of pay of the substantive post becomes either equal to, or higher than that in

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the revised scale of pay of the officiating post, his initial pay in the revised scale of pay of the officiating post shall be refixed at the stage next above the pay fixed in the revised scale of pay of the substantive post.

**Note 1.** The pay of an employee who is promoted/appointed to a higher post/scale on or after 1st January, 1996, shall be fixed under this order with reference to the lower post / scale and then his pay shall be fixed in the revised scale of the higher post/revised scale corresponding to existing higher scale, in the usual manner.

**7. Date of increment 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 under this order shall be granted after completion of one incremental period 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 first day of the month in which it becomes otherwise due.

**8. Stagnation Increment**

An employee whose pay has been fixed in the revised scale of pay and who reaches the maximum of the scale shall draw annual increment for stagnation beyond the maximum of the scale at the same rate at which it was last drawn, subject to a maximum of six increments.

**9. Special Pay**

There will be no special pay along with pay in the revised scale.

**10. Personal Scale of Pay**

Where an employee is drawing pay in the scale of pay different from one to which he would have been entitled in terms of scale of pay of the post held by him under orders of a competent court, he shall, on exercise of option for the revised scale of pay, continue to draw pay in the revised scale of pay corresponding to such existing scale of pay as personal to him until further orders.

**11. House Rent Allowance**

With effect from 1st January, 1996 the House Rent Allowance shall be paid 15% of the basic pay in the revised scale, drawn by an employee subject to a maximum of Rs. 2000 per month. The ceiling of house rent allowances drawn by husband and wife together shall be raised to Rs. 2000 per month. This allowance may be drawn, without reference to the rent paid by the employees without requiring them to produce rent receipt. They should however, be required to furnish a certificate to the effect that they are incurring some expenditure on rent/contributing towards rent. House Rent Allowance at the above rate shall also be paid to the employees living in their own houses subject to their furnishing a certificate that they are paying/contributing towards house or property tax or maintenance of the house.

**12. Rural Allowances, Medical Allowance, Hill Compensatory Allowance and Winter Allowance.**

The amount of these allowances remaining unchanged and shall be drawn with pay in the revised scale.

**13. Mode of drawal of arrear of pay**

An employee shall not be entitled to any arrears of Pay and allowances from the 1st January, 1996 to 31st March, 1997 as a result of notional fixation of his pay in the revised scale with effect from 1st January 1996 or any date subsequent thereto but prior to 1st April 1997. The arrears of pay and allowances to which an employee may be entitled in respect of the period from 1st April, 1997 to 31st October, 1998 shall be paid by crediting the same to his Provident Fund Account. The amount so credited shall not be taken into account for the purpose of temporary advance or withdrawn from the provident fund till 31st October, 2001. This restriction shall not, however, be applicable in the case of final withdrawal from the Provident Fund Account of the employee who will retire on or before 31st October, 2001.

**14. Miscellaneous Matters**

All other matters connected with the report of the Commission that has not been dealt with in the preceding paras are being considered separately and orders will be issued in due course. These order issues with the concurrence of the Finance Department vide their U.O. No. Group-P (Service) No. 2976 dt. 19.11.98.

By order of the Governor  
Sd/-H. Ghosh  
Principal Secretary to the  
Govt. of West Bengal and  
Secretary, Department of Higher Education.

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**ANNEXURE-I**

**Part A**

**Details of the existing scales of pay mentioned in column (3) of part-D of this Schedule.**

Sl. No.	Existing pay Scales (Rs.)	Span(Years)
1.	800-15-920-18-1118-21-1265	27
2.	830-15-890-18-980-21-1232-25-1357	27
3.	875-18-929-21-1160-25-1460	27
4.	920-21-1067-25-1242-30-1512-35-1617	27
5.	980-25-1230-30-1500-35-1675-40-1755	27
6.	1040-25-1215-30-1485-35-1590-40-1670-50-1920	27
7.	1140-30-1440-35-1580-40-1660-50-2160	27
8.	1200-35-1550-40-1630-50-2180-60-2360	27
9.	1260-35-1540-45-1630-55-2070-65-2460-75-2610	27
10.	1390-45-1615-55-2055-65-2445-75-2970	27
11.	1420-45-1555-55-1720-65-2305-75-3130	27
12.	1500-55-1665-65-2250-80-3210-100-3410	27
13.	1560-65-2210-80-3170-100-3570	27
14.	1640-65-2095-80-3135-100-3635	26
15.	1780-65-2040-80-3080-100-3780	25
16.	2200-80-3000-100-4000	21
17.	3000-100-3500-125-4750	16
18.	3700-125-4950-150-5700	16
19.	4500-150-6000	11

Sd/-

Dy. Secretary to the Govt. of West Bengal

**Annexure-I Part B**

**Details of the revised Scales of pay mentioned in Column (4) of part D of this Schedule**

Sl. No.	Revised Pay Scales (Rs.)	Span (Years)
1.	2600-55-2985-60-3525-65-4175	27
2.	2700-60-3120-65-3770-70-4400	27
3.	2850-65-3305-70-4005-75-4680	27
4.	3000-75-3450-80-4330-90-5230	28
5.	3150-80-3390-90-4380-100-5680	28
6.	3350-90-3800-100-4700-125-6325	28
7.	3600-100-4200-125-5700-150-7050	28
8.	3800-100-4100-125-4725-150-6375-175-7775	28
9.	4000-125-4250-150-5300-175-7050-200-8850	29
10.	4500-150-5250-175-7000-200-8800-225-9700	29
11.	4650-150-5100-175-6325-200-7925-225-10175	29

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Sl. No.	Revised Pay Scales (Rs.)	Span (Years)
12.	4800-175-5850-200-6650-225-8675-250-10925	29
13.	5000-175-5700-200-6500-225-8525-250-11275	29
14.	5500-200-6300-225-8325-250-11325	26
15.	6000-225-7800-250-9800-275-12000	25
16.	8000-275-13500	21
17.	10000-325-15325	18
18.	12000-375-18000	17
19.	14300-400-18300	11

Sd-

Dy. Secretary to the Govt, of West Bengal

**Part C**

**Correspondence between the existing scales and the revised scales**

Sl. No.	Existing pay Scales (Rs.) (1)	Revised Scales corresponding to the Existing Scales shown in Column (1) (2)
1.	800-15-920-18-1118-21-1265	2600-55-2985-60-3525-65-4175
2.	830-15-890-18-980-21-1232-25-1357	2700-60-3120-65-3770-70-4400
3.	875-18-929-21-1160-25-1460	2850-65-3305-70-4005-75-4680
4.	920-21-1067-25-1242-30-1512-35-1617	3000-75-3450-80-4330-90-5230
5.	980-25-1230-1500-35-1675-40-1755	3150-80-3390-90-4380-100-5680
6.	1040-25-1215-30-1485-35-1590-40-1670-50-1920	3350-90-3800-100-4700-125-6325
7.	1140-30-1440-35-1580-40-1660-50-2160	3600-100-4200-125-5700-150-7050
8.	1200-35-1550-40-1630-50-2180-60-2360	3800-100-4100-125-4725-150-6375-175-7775
9.	1260-35-1540-45-1630-55-2070-65-2460-75-2610	4000-125-4250-150-5300-175-7050-200-8850
10.	1390-45-1615-55-2055-65-2445-75-2970	4500-150-5250-175-7000-200-8800-225-9700
11.	1420-45-1555-55-1720-65-2305-75-3130	4650-150-5100-175-6325-200-7925-225-10175
12.	1500-55-1665-65-2250-80-3210-100-3410	4800-175-5850-200-6650-225-8675-250-10925
13.	1560-65-2210-80-3170-100-3570	5000-175-5700-200-6500-225-8525-250-11275
14.	1640-65-2095-80-3135-100-3635	5500-200-6300-225-8325-250-11325
15.	1780-65-2040-80-3080-100-3780	6000-225-7800-250-9800-275-12000
16.	2200-80-3000-100-4000	8000-275-13500
17.	3000-100-3500-125-4750	10000-325-15525
18.	3700-125-4950-150-5700	12000-375-18000
19.	4500-150-6000	14300-400-18300

Sd/-

Dy. Secretary to the Govt. of West Bengal

**Part-DI**

**Revised Scale of Pay for posts of Non-Teaching Staff of Non-Govt. College**

Sl. No.	Name of Post	Existing Scale (Rs.)	Revised Scale (Rs.)
1.	Peon/Guard/Lab. Attendant/ Lab. Bearer/Jamadar/Tent Attendant/ Lady Attendant/ Gymnasium Attendant/ Cleaner/Lib. Peon/ Farash/Sweeper/ Record Supplier	800-15-920-18-1118-21-1265	2600-55-2985-60-3525-65-4175
2.(a)	Electrician-cum-caretaker with two years experience/ Generator/Pump Gas Plant operator-cum-Mechanic/ Male compounder/ Specimen Collector	830-15-890-18-980-21-1232-25-1357	2700-60-3120-65-3770-70-4400
(b)	Driver	980-25-1230-30-1500-35-1675-40-1755	3150-80-3390-90-4380-100-5680
3.(a)	Clerk/Typist/Library Clerk/I.T.I. Passed as electrician or equivalent electrician-cum-caretaker/ Store Keeper/ Lab. Instructor (Undergraduate) /Instrument Keeper	1040-25-1215-30-1485-35-1590-40-1670-50-1920	3350-90-3800-100-4700-125-6325
(b)	Steno Typist	1040-25-1215-20-1485-35-1590-40-1670-50-1920 with Spl. Pay Rs. 40	3350-90-3800-100-4700-125-6325
4. (a)	Account/Cashier	1260-35-1540-45-1630-55-2070-65-2460-75-2610	Do
(b)	Head Clerk/Office Superintendent	1260-35-1540-45-1630-55-2070-65-2460-75-2610 with Spl. Pay Rs. 80	4000-125-4250-150-5300-175-7050-200-8850

Sd/-

Dy. Secretary to the Govt. of West Bengal.



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**Part-DII**

**Revised Scale of Pay for the Employees of West Bengal College Service Commission**

Sl. No.	Name of post	Existing Scale (Rs.)	Revised Scale (Rs.)
1.	Secretary	4500-150-6000-plus Spl. Pay Rs. 500	14300-400-18300
2.	Controller of Examinations	4500-150-6000	14300-400-18300
3.	Asstt. Secretary	2200-80-3000-100-4000 Spl. pay Rs. 200	8000-275-13500
4.	Section Officer	1500-55-1665-65-2250-80-3210-100-3410 with higher initial start at Rs. 2120	4800-175-5850-200-6650-225-8675-250-10925 with higher initial start Rs. 6450
5.	Head Assistant	1390-45-1615-55-2055-65-2445-75-2970 with higher initial start at Rs. 2055	4500-150-5250-175-7000-200-8800-225-9700 with higher initial start at Rs. 6300
6.	U.D. Assistant, Stenographer Gr.-C, Account, Cashier	1260-35-1540-45-1630-55-2070-65-2460-75-2610	4000-125-4250-150-5300-175-7050-200-8850
7.	L. D. Assistant	1040-25-1215-30-1485-35-1590-40-1670-50-1920	3350-90-3800-100-4700-125-6325
8.	Stenographer Gr.-B	1500-55-1665-65-2250-80-3210-100-3410	4800-175-5850-200-6650-225-8675-250-10925
9.	Typist Gr.I	1260-35-1540-45-1630-55-2070-65-2460-75-2610	4000-125-4250-150-5300-175-7050-200-8850
10.	Typist	1040-25-1215-30-1485-35-1590-40-1670-50-1920	3350-90-3800-100-4700-125-6325
11.	Record Supplier	875-18-929-21-1160-25-1460	2850-65-3305-70-4005-75-4680
12.	Duftry	830-15-890-18-980-21-1232-25-1357	2700-60-3120-65-3770-70-4400
13.	Driver	1040-25-1215-30-1485-35-1590-40-1670-50-1920	3350-90-3800-100-4700-125-6325
14.	Peon Grade.I	830-15-890-18-980-21-1232-25-1357	2700-60-3120-65-3770-70-4400
15.	Peon, Darwan, Night Guard, Sweeper	800-15-920-18-1118-21-1265	2600-55-2985-60-3525-4175

Sd/-

Dy. Secretary to the Govt. of West Bengal

**Part-D-III**

**Revised Scale of Pay for the Staff of Day Students Home**

<b>Sl. No.</b>	<b>Name of Post</b>	<b>Existing Scale (Rs.)</b>	<b>Revised Scale (Rs.)</b>
1.	Warden	1560-65-2210-80-3170-100-3570	5000-175-5700-200-6500-225-8525-250-11275
2.	Superintendent of Reading Room-cum Library/ Head Clerk	1260-35-1540-45-1630-55-2070-65-2460-75-2610	4000-125-4250-150-5300-175-7050-200-8850
3.	Reading Room Assistant/office Assistant/ Typist/ Canteen Supervisor	1040-25-1215-30-1485-35-1590-40-1670-50-1920	3350-90-3800-100-4700-125-6325
4.	Reading Room Attendant/ Office Peon/Farash/Canteen Attendant/Sweeper/ Darw an/ Night Watchman	800-15-920-18-1118-21-1265	2600-55-2985-60-3525-65-4175
5.	Mali/Cook	830-15-890-18-980-21-1232-25-1357	2700-60-3120-65-3770-70-4400

Sd/-

Dy. Secretary to the Govt. of West Bengal

Compendium

ANNEXURE-II

Part A

FORM OF OPTION

- (i) .....hereby elect for the revised scale of pay of Rs.....  
of my substantive / officiating / temporary post with effect from 1st January, 1996.
- (ii) I ..... hereby elect to continue in the existing scale of pay of Rs.....of  
my substantive/officiating/temporary post mentioned below till.....19.....  
.....and to come over to the revised scale of pay of Rs..... with effect from .....  
.....19.....

**Declaration** - I hereby undertake to refund to the Government any amount which may be drawn by me in excess of what is admissible to me on account of erroneous fixation of my pay in the revised scale of pay as soon as the fact of such excess drawal comes to my notice or is brought to my notice.

Station:

Signature:

Date :

Name:

Designation:

(Substantive / Officiating/ Temporary)

Institution :

Signature:

Head of Institution:

Note: (1) Separate option should be exercised in respect of the seal, if pay has to be fixed in more than one scale.

(2) The option once exercised is final. The employees should opt to come under the revised scale on any day between 1st January, 1996 and 1st January, 1997, after reading carefully the provisions of the WBS (ROPA) Rules, 1998. No change of option shall be allowed under any circumstances.

Dy. Secretary to the Govt. of West Bengal.

Part B

**Form of Fixation of Initial Pay in the Revised Scale under the West Bengal Services (Revision of Pay and Allowance) Rules, 1998**

1. Name of the Institution .....
2. Name and Designation of Employee.....
3. Date from which he/she elects to come under the Revised Scale Pay—
  - (a) in substantive post.....
  - (b) in officiating/temporary post.....
4. Existing Scale of Pay—
  - (a) in substantive post.....
  - (b) in officiating/temporary post.....

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5. Revised Scale of Pay—
  - (a) in substantive post.....
  - (b) in officiating/temporary post.....
6. Special Pay, if any, in the existing Scale of Pay—
  - (a) in substantive post.....
  - (b) in officiating/temporary post.....
7. Existing Emoluments as defined under rule

	<b>Substantive post</b>	<b>Officiating/temporary</b>	<b>Remarks</b>
(i) Basic Pay in the existing scale including stagnation increment, if any.			
(ii) Dearness Allowance appropriate to the Basic Pay admissible at index average 1510(1960=100)			
(iii) Special Pay			
(iv) Interim Relief			
(v) 40% of Basic Pay in the existing scale, including stagnation increments, if any			
Total:			

8. Pay fixed in the revised scale of pay (Vide rule.....)

	<b>Substantive post</b>	<b>Officiating/temporary</b>	<b>Remarks</b>
(i) Basic Pay			
(ii) Personal Pay			
Total			

9. Date of Effect.....
10. Date of next increment

.....  
 Signature of the Head of the Institution  
 .....Designation  
 By order of the Governor  
 Sd/-  
 Dy. Secretary to the  
 Government of West Bengal

*Compendium*

No. 117-Edn(CS)

Dated Calcutta, the 4th February, 1999.

5P-61/98

From : Shri H. Ghosh, IAS

Principal Secretary & Secretary to the  
Government of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub :** Revision of Pay Scales of Librarians and Physical Instructor/Instructress attached to Non-Govt. Colleges.

The undersigned is directed to say that the Government of India in their letter No. F. 1-22/97 -U.I, dated 27. 07.98 of the Department of Education in the Ministry of Human Resource Development read with their letter No. F. 1-22/97-U.I. dated 06.11.98 requested the State Government to consider interalia the question of implementing in the State the scheme of the revised pay scales for the Librarians and Physical Instructor/ Instructress with such modifications, if any, as may be considered necessary to suit the local conditions. The Government of India have offered to render financial assistance to the extent of 80% of the additional expenditure involved in giving effect to the revised scale of pay subject to the following conditions :-

- i) Central assistance on this account will be available for the period from January 1st, 1996 to March 31st, 2000. The State Government will meet the remaining 20% of the expenditure from their own resources during the above period.
  - ii) The State Government will take over the entire responsibility for maintaining the revised scales of pay with effect from 01.04.2000.
  - iii) Central assistance will be restricted to the revision of pay scales for the posts which were in existence on 01.01.96.
2. After careful consideration of the matter and in recognition of the importance of the Librarians and Physical Education Personnel in Non-Govt. Colleges, the Government have decided to introduce the scheme of revised pay scales in respect of Librarians and Physical Instructors/ Instructress of Non-Govt. Colleges as recommended by the Government of India.
3. The Government is, therefore, pleased to sanction the introduction of the following revised scale of pay for Librarians and Physical Instructors/Instructresses of the Non-Govt. Colleges of the State with effect from 01.01.96 subject to the conditions stipulated in Annexure-I.

<b>Designation</b>	<b>Existing Pay Scale</b>	<b>Revised Pay Scale</b>
Librarian	Rs. 2200-4000	Rs. 8000-275-13500
Librarian (Senior Scale)	Rs. 3000-5000	Rs. 10000-325-15200
Librarian (Selection Grade)	Rs. 3700-5700	Rs. 12000-420-18300
Physical Instructor/Instructress	Rs. 2200-4000	Rs. 8000-275-13500
Physical Instructor/Instructress (Senior Scale)	Rs. 3000-5000	Rs. 10000-325-15200
Physical Instructor/Instructress (Selection Grade)	Rs. 3700-5700	Rs. 12000-420-18300

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

4. The formula for fixation of pay of Librarians and Physical Instructor/Instructress in the revised scale of pay has been shown in Annexure-II.
5. The revised scale of pay are applicable only to the Librarians and Physical Instructor/Instructress of the Non-Govt. Colleges in the categories as mentioned in para-3 who were in such position on 01.01.96 or thereafter, having been appointed as such on a regular and whole time basis and who were on 01.01.96 or have been thereafter, drawing pay in the U.G.C. Scales, 1986 against sanctioned posts. The revised scales will not be admissible to the Librarians and Physical Instructor/Instructress of the Non-Govt. Colleges who on 01.01.96 or thereafter have been drawing pay in scales other than U.G.C. Scales of Pay.
6. Modalities of Payment of arrears would be notified in due course.
7. The necessary amendments in the relevant rules and orders etc. will be made by the State Government where called for.
8. The Government order issues with the concurrence of the Finance Department vide their U.O. No. Group 'P' (Service) 345 dated 01.02.99.
9. The Accountant General, West Bengal is being informed.

Sd/- H. Ghosh,  
Principal Secretary &  
Secretary to the Government of West Bengal.

**ANNEXURE-I**

**to Government Order No. 117-Edn(C.S.) Dated 04.02.99.  
Terms and conditions for introduction of the revised scales  
of pay under UGC Scales, 1996.**

1. The revised scales will be effective from January 1st, 1996.
2. Subject to the fixation formula prescribed in Annexure-II, the revised scale of pay are inclusive of the Basic Pay under U.G.C. Scales, 1986, the Dearness Allowance on that Pay, Interim Relief as are admissible to Librarians and Physical Instructors/Instructresses as on 01.01.96 and specific Govt. orders issued. Recruitment to the posts of Librarians in the Govt. Colleges shall be on the basis of merit as per recruitment rules framed by the State Government.
3. The minimum qualification required for appointment to the post of Librarian of Govt. Colleges would be those prescribed by the U.G.C. from time to time and approved by the State Government.
4. Only those candidates who, besides fulfilling the minimum academic qualifications prescribed for the Librarians of Govt. Colleges, have qualified in a comprehensive test to be specially conducted for this purpose will be eligible for appointment to these posts. The said comprehensive test will be held by U.G.C. or any other agency engaged for this purpose by the State Government.

**Career Advancement :**

5. (a) Minimum length of service for eligibility to move into the grade of Librarian (Senior Scale) and Physical Instructor/Instructress (Senior scale) would be four years for those with Ph.D. degree; five years for those with M. Phil. degree in the relevant subject as mentioned in the foregoing paragraph; and six years for others as Librarians and Physical Instructors/ Instructresses.  
(b) For eligibility to move into grade of Librarian (Selection Grade) and Physical Instructor/ Instructress (Selection Grade), the minimum length of service as Librarian (Senior scale) and as Physical Instructor/Instructress (Senior scale) shall be uniformly five years.  
(c) For every upward movement a selection process would be evolved for which order will be issued on the basis laid down by the U.G.C.
6. Other terms and conditions of service of Librarian and Physical Instructors/Instructresses shall be notified by the Government on the lines of this order following regulations issued by the U.G.C. in this behalf.
7. Anomalies, if any, in the implementation of the scheme may be brought to the notice of the Department of Higher Education for clarification.



**ANNEXURE-II**

**to Govt. order No. 117-Edn(C.S.) dated 04-02-99**

**Fixation Formula for introduction of the revised scales of pay under U.G.C. Scales, 1996**

1. **Definition :** In this formula, unless the context otherwise requires :-
  - a) Basic Pay means the Pay in a particular stage which a Librarian /Physical Instructor/ Instructress is entitled to under the UGC Scales, 1986.
  - b) Existing emoluments means :
    - i) Basic Pay as noted at (1) (a) above.
    - ii) Dearness allowance appropriate to the basic pay admissible at all India Consumer Price Index (AICPI) average 1510 (1960=100)
    - iii) An amount of first instalment of interim relief of Rs. 100 per month, and
    - iv) Amount equivalent to the second instalment of the interim relief at the rate of 10% of the basic pay subject to a minimum of Rs. 100 per month.
  - c) Qualifying service means continuous service rendered in a whole time post having a scale of pay as approved in both cases by the State Government State-aided Colleges in West Bengal.

2. **Pay in the revised Scales of Pay under U.G.C. Scales, 1996 shall be fixed in the following manner :**

- i) The initial Pay of a Librarian/Physical Instructor/Instructress shall be fixed on the 1st day of January, 1996;
- ii) An amount representing 40 percent of the basic pay in the UGC Scales, 1986 shall be added to the existing emoluments of the Librarian/Physical Instructor/Instructress.
- iii) After the existing emoluments have been so increased the pay shall thereafter be fixed in the revised scale at the stage next above the amount thus computes;

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.

Provided further that:

When in the fixation of pay, the pay of a Librarian/Physical Instructor/Instructress drawing pay at more than four consecutive stage in an existing scale gets bunched, that is to say, gets fixed in the revised scale at the same stage, the pay in the revised scale of such of these Librarians/Physical Instructors/Instructresses who are drawing pay beyond the first four consecutive stages in the existing scale shall be stepped to the stage where such bunching occurs as under, by the grant of increment (s) in the revised scale in the following manner, namely :

- a) for Librarians/Physical Instructors/Instructresses drawing pay from the 5th upto the 8th stage in the existing scale—by one increment.

## *Compendium*

- b) for Librarians/Physical Instructors/Instructresses drawing pay from the 9th upto the 12th stage in the existing scale, if there is bunching beyond the 8th stage,—by two increments;
- c) for Librarians/Physical Instructor/Instructress drawing pay from the 13th upto the 16th stage in the existing scale, if there is bunching beyond the 12th stage,—by three increments;

If by stepping up of the pay as above, the pay of a Librarian/ Physical Instructor/ Instructress gets fixed at a stage in the revised scale which is higher than the stage in the revised scale at which the Pay of a Librarian/Physical Instructor/Instructress who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of the former.

Provided also that :—

The fixation formula thus made shall ensure that every Librarian/Physical Instructor/Instructress will get at least one increment in the revised scale of pay for every three increments in the existing scale of Pay.

**Note 1 :** Where the existing emoluments as calculated in accordance with para 1(b) exceed the revised emoluments in the case of a Librarian/Physical Instructor/ Instructress the difference shall be allowed as personal pay to be absorbed in future increases in pay;

**Note 2 :** Where a Librarian/Physical Instructor /Instructress is in receipt of Personal Pay on the 1<sup>st</sup> January, 1996 which together with the existing emoluments as calculated in accordance with para 1(b) exceed the revised emoluments such excess shall be allowed to such a Librarian /Physical Instructor/Instructress as Personal Pay to be absorbed in further increases in pay;

**Note 3 :** When in the fixation of pay under para 2 the pay of a Librarian/Physical Instructor/ Instructress, who in the existing scale was drawing immediately before the 1<sup>st</sup> January, 1996 more pay than another Librarian/Physical Instructor/Instructress junior to him in the same scale gets fixed in the revised scale at a stage lower than that of such junior, his pay shall be stepped upto the same stage in the revised scale as that of the junior.

### **3. Date of next increment in the revised scale :**

The next increment in the revised scale which will be admissible to a Librarian/Physical Instructor / Instructress whose pay has been fixed under paragraph 2 earlier shall be granted on the date he would have drawn his increment, had he continued in the existing scale provided that in cases where the pay of a Librarian Physical Instructor / Instructress is stepped up in terms of second provision to para 2 the next increment shall be granted after completion of twelve months of qualifying service from the date of the stepping up of the date in the revised scale.

Provided further that the next increment of a Librarian / Physical Instructor / Instructress whose pay is fixed on the 1<sup>st</sup> day of January, 1996 at the same stages the one fixed for a Librarian/Physical Instructor / Instructress junior to him in the same scale and drawing pay at a lower stage than his in that scale, shall be granted on the same date as admissible to his junior if the date of increment of the junior happens to be earlier.

**Government of West Bengal**

**Higher Education Deptt.**

**C. S. Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 118-Edn(CS)

Dated, Calcutta, the 4th February, 1999.

5P-52/98

From : Shri Hirak Ghosh, IAS

Principal Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub :** The revision of pay scales of teachers of the State-aided Non-Govt. Colleges in West Bengal.

The undersigned is directed to say that the Government of India in their letter No. F. 1-22/97-UI dated 27-7-98 of the Department of Education in the Ministry of Human Resource Development read with their letter No. F. 1-22/97 U.I. dated 6-11-98 requested the State Government to consider, inter alia, the question of implementing in the State, the scheme of revised pay scales of the teachers of Non-Govt. Colleges with such modifications if any, as may be considered necessary to suit the local conditions. The Government of India offered to render financial assistance to the extent of 80% of the additional expenditure involved in giving effect to the revised scales of pay subject to the following conditions :-

- i) Central assistance on this account will be available for the period from 1-1-96 to 31-3-2000. The State Govt, will meet the remaining 20% of the expenditure from their own resources.
  - ii) The State Government will take over the entire responsibility for maintaining the revised scale of pay with effect from 1-4-2000.
  - iii) Central assistance will be restricted to the revision of pay scales of the posts which were in existence on 1st January, 1996.
2. After careful consideration of the matter, the Governor is pleased to introduce the Scheme of revised pay scales for the teachers of the Non-Govt. colleges as recommended by the Govt. of India subject to para 5, with effect from 1st January, 1996 as per details given below :-

	<b>Designation</b>	<b>Existing scale of pay</b>	<b>Revised scale of pay</b>
1.	Lecturer	Rs. 2200-75-2800-100-4000	Rs. 8000-275-13500
2.	Lecturer (Sr. Scale)	Rs. 3000-100-3500-125-5000	Rs. 10000-325-15200
3.	Lecturer (Selection Grade/ Reader)	Rs. 3700-125-4950-150-5700	Rs. 12000-420-18300
4.	Principal	Rs. 4500-150-5700-200-7300	Rs. 16400-450-20900-500-22400 (Minimum to be fixed at Rs. 17300) (All figures in Rupees)

**N.B.:-** A new scale of Rs. 12000-420-18300 (minimum to be fixed at Rs. 12840) will be introduced for Principals in certain colleges. Such colleges will be identified in due course.

### *Compendium*

3. Posts of Professor in the scale of Rs. 16400-450-20900-500-22400 will be created in U.G.C. recognised Autonomous colleges in the ratio of 1 : 4 : 12 for Professors, Readers and Lecturers. Other colleges of similar standard will be identified by U.G.C. as per norms developed by the Commission.
4. The introduction of the revised scales will be subject to terms and conditions stipulated in Annexure-I.
5. The fixation of pay in the revised scale of pay will be as indicated in Annexure-II.  
The revised scales of pay are applicable only to the teachers of the Non-Govt. Colleges in the categories of Lecturers and Readers who are in such positions on 1-1-96 or thereafter having been appointed as such on regular and wholetime basis against sanctioned posts.
6. The pay scales of college teachers which were introduced with effect from 1-1-73 in West Bengal in pursuance of the letter No. F-1-40/74-U.I. dt. 2-11-74 of the then Ministry of Education and Social Welfare, Govt. of India are referred to in this Govt. order as the U.G.C. Scale, 1973. Similar pay scales of the college teachers which were introduced with effect from 1-1-86 in West Bengal in pursuance of the letter No. F.I.-87/U.I. dated 22-7-88 read with their letter with even No. dated 17-6-87 and subsequent D.O. letter of even No. dated 7-9-87 of Ministry of Human Resource Development (Department of Education), Govt. of India are referred to in this Govt. order as the U.G.C. Scale, 1986. The revised scales of pay as are being introduced by this Govt. order, with effect from 1-1-96 are referred to as the U.G.C. Scale, 1996.
7. Modalities of payment of arrears would be notified in due course.
8. This order issues with the concurrence of the Finance Department vide their U.O. No. Group-P No. 347 dt. 1-2-99.
9. Any difficulty which may arise in implementing the provisions relating to the revision of pay scales as indicated in this order may be brought to the notice of the State Govt. for a decision.
10. The Accountant General, West Bengal is being informed.

Yours faithfully,

Sd/-

Principal Secretary  
to the Govt. of West Bengal.

**ANNEXURE-I**

**To Government Order No. 118-Edn(CS) dated 4-2-1999**

**Terms & Conditions for Introduction of the Revised Scales of Pay under  
U.G.C. Scales, 1996**

1. The revised scales will be effective from January 1st, 1996.
2. Subject to the fixation formula prescribed in Annexure-II, the revised scales of pay are inclusive of Basic Pay under UGC Scales, 1986, Dearness Allowance on that Pay and Interim Relief, if any, as are admissible to teachers under specific Government orders issued.
3. In order to attract and retain better talent in teaching professions :
  - a) Four and two advance increments will be admissible to those who hold Ph. D. and M. Phil. degree respectively at the time of recruitment as Lecturer. Candidates with D. Litt/D. Sc. should be given benefit on par with Ph. D. and M. Litt on par with M. Phil.
  - b) One increment will be admissible to those teachers with M. Phil. degree who acquire Ph. D. degree within two years of recruitment.
  - c) Two advance increments will be admissible to a Lecturer with Ph.D. degree when he moves into Selection Grade as Reader.
  - d) A teacher will be eligible for two advance increments as and when he acquires a Ph.D. degree in his service career.
4. CAREER ADVANCEMENT :
  - a) The minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph. D. degree, five years for those with M. Phil degree and six years for others as a Lecturer and for eligibility to move into the Grade of Lecturer (Selection Grade)/Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.
  - b) For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. These teachers without Ph.D. can go up to the level of Lecturer (Selection Grade).
  - c) A Reader with a minimum of eight years of service will be eligible for appointment as Professor in the scale of Rs. 16400-450-20900-500-22400.
  - d) For every upward movement a selection process would be evolved for which appropriate orders would be issued by the State Govt. on the basis of U.G.C. guidelines.
5. Other terms and conditions of service of teachers shall be notified by the State Government on the lines of this order following Regulations to be issued by the U.G.C. in this behalf.
6. Provisions incorporated in the Annexure are in partial modification to G.O. No. 1287-Edn(CS) dt. 21-9-88 to the extent to which the present provisions are different from the Annexures issued under G.O. referred to in this paragraph.

**ANNEXURE - II**

**To Government Order No. 118-Edn(CS) dated 4-2-1999**

**Fixation Formula for Introduction of the Revised Scales of Pay under U.G.C. Scales, 1996**

**Definition :** In this formula, unless the context otherwise requires :-

- a) Basic Pay means the Pay in a particular stage which a teacher is entitled to under the UGC Scales, 1986.
  - b) Existing emoluments means :
    - i) Basic Pay as noted at (1)(a) above,
    - ii) Dearness allowance appropriate to the basic pay admissible at All India Consumer Price Index (AICPI) average 1510 (1960=100);
    - iii) An amount of first instalment of interim relief of Rs. 100/- per month, and
    - iv) Amount equivalent to the said instalment of the interim relief at the rate of 10% of the basic pay subject to a minimum of Rs. 100/- per month.
  - c) Qualifying service means continuous service rendered in a whole time post having a Scale of Pay as approved in both cases by the State Government in any State-aided University in West Bengal.
2. The Pay in the Revised Scales of Pay under UGC Scales, 1996 shall be fixed in the following manner :
- i) The initial pay of a teacher shall be fixed on the 1st day of January, 1996;
  - ii) An amount representing 40 per cent of the basic pay in the UGC Scales, 1986 shall be added to the existing emoluments of the teacher;
  - iii) After the existing emoluments have been so increased the pay shall thereafter be fixed in the revised scale 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;

Provided further that :

When in fixation of pay, the pay of a teacher drawing pay at more than four consecutive stages in an existing scale gets bunched, that is to say, gets fixed in the revised scale at the same stage, the pay in the revised scale of such of these teachers who are drawing pay beyond the first four consecutive stages in the existing scale shall be stepped to the stage where such bunching occurs as under, by the grant of increment(s) in the revised scale in the following manner, namely :

- a) for teachers drawing pay from the 5th upto the 8th stage in the existing scale, by one increment;
- b) for teachers drawing pay from the 9th upto the 12th stage in the existing scale, if there is bunching beyond the 9th stage, by two increments;



*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- c) for teachers drawing pay from the 13th upto the 15th stage in the existing scale, if there is bunching beyond the 12th stage, by three increments;

if by stepping up of the pay as above, the pay of a teacher gets fixed at a stage in the revised scale which is higher than the stage in the revised scale at which the pay of a teacher who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of the former.

Provided also that:

The fixation thus made shall ensure that every teacher will get at least one increment in the revised scale of pay for every three increments in the existing scale of pay.

Note 1 : Where the existing emoluments as calculated in accordance with paragraph 1(b) exceed the revised emoluments in the case of a teacher the difference shall be allowed as personal pay to be absorbed in future increases in pay;

Note 2 : Where a teacher is in receipt of Personal Pay on the 1st January, 1996 which together with the existing emoluments as calculated in accordance with paragraph 1 (b) exceeds the revised emoluments such excess shall be allowed to such a teacher as Personal Pay to be absorbed in future increases in pay;

Note 3 : When in the fixation of pay under paragraph 2 the pay of a teacher, who in the existing scale was drawing immediately before the 1st January, 1996 more pay than another teacher junior to him in the same scale gets fixed in the revised scale at a stage lower than that of such junior, his pay shall be stepped upto the same stage in the revised scale as that of the junior.

3. Date of next increment in the revised scale :

The next increment in the revised scale which will be admissible to a teacher whose pay has been fixed under paragraph 2 earlier shall be granted on the date he would have drawn his increment, had he continued in the existing scale provided that in cases where the pay of a teacher is stepped up in terms of Note 3 to para 2 earlier of second proviso to paragraph 2 the next increment shall be granted after completion of twelve months of qualifying service from the date of the stepping up of the date in the revised scale.

Provided further that the next increment of a teacher whose pay is fixed on the 1st day of January, 1996 at the same stages the one fixed for a teacher junior to him in the same scale and drawing pay at a lower stage than his in that scale, shall be granted on the same date as admissible to his junior if the date of increment of the junior happens to be earlier.

4. Fixation of Pay of Lecturers (Selection Grade)/Readers

Subject to fixation rules as indicated earlier, fixation of pay of Lecturers (Selection Grade)/Readers in the scale of pay of Rs. 3700-125-4950-150-5700 under UGC Scales, 1986 who were selected strictly in accordance with the rules and regulations formed by the UGC with Statutes and Ordinances formed by the University and in accordance with any Government order issued in this behalf and who were in position as Lecturers (Selection Grade)/Readers as on 1-1-1996, will be made in a manner that they get their pay fixed at the minimum of Rs. 14940 in the revised scale of Rs. 12000-420-18300 as and when they complete five years in the grade.



*Compendium*  
**Government of West Bengal**  
**Higher Education Dept.**  
**C.S. Branch**  
**Bikash Bhaban, Salt Lake Calcutta - 700091**

No .390(2)-Edn(CS)

Dated Calcutta 5.4. 1999

From: Sri Hirak Ghosh I.A.S

Principal Secretary to the Govt. of West Bengal.

To: (i) The Director of Public Instruction, West Bengal

(ii) The Secretary to the College Service Commission West Bengal.

Sub: Scheme prescribing terms and conditions towards introduction of the U. G. C. Scales, 1996 for the teachers of the state-aided non-Govt. Colleges in West Bengal.

In continuation of the Dept order no 118-Edn (CS) dated 04.02.99 revising the pay scales of Principals and teachers of the State-aided Non-Govt. Colleges in West Bengal the undersigned is directed to say that in paragraph 5 of Annexure I to the said order it was stated that the other terms and conditions towards the introduction of the scales of pay of teachers shall be notified by the State Govt subsequently in accordance with the guidelines issued by the U.G.C. The U.G.C. has since issued a notification on the minimum qualifications for appointment of teachers in Colleges and other measures for maintenance of standards as a condition for the introduction of U. G. C. scales.

2. In the circumstances; the Governor has been pleased to decide that the scheme as contained in the Annexure, which has been framed on the basis of U. G. C. guidelines after taking into account local conditions, shall be followed by the State-aided non-Govt Colleges in West Bengal so that the-U,G. C. scales of pay 1996 as introduced in terms of G.O. no 118-Edn (CS) dt. 04.02.99 and the scheme as annexed to this G.O. are considered a composite one.
3. The order comes into force with immediate effect except in the case where the date of effect has been specifically stated to be otherwise in any individual paragraph of the scheme.

Encl: As stated

Principal secretary,

No. 390/1(5)- Edn(CS)

Copy forwarded for information and necessary action to

- 1) Finance Dept of this Government.
- 2) Accountant General, West Bengal
- 3) Budget Branch of this Dept.
- 4) \_\_\_\_\_
- 5) PA. to Principal Secretary

Joint secretary,

**14. Work Load**

The workload of the teacher in full employment should not be less than 40 hours a week for 30 working weeks (160 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the college

The direct teaching hours should be as follows

Lecturer/Lecturer (Sr. Scale)/Lecturer (S.G.)            16 hours/per week

Readers and Professors    14 hours/per week

However: a relaxation of two hours in the workload may be given to Professors who are actively involved in Research. Extension and Administration.

**15. Superannuation benefits**

(i) The benefit of service, upto a maximum of 3 years should be provided for the teachers who have acquired Ph. D degree at the time of entry, so that almost all the teachers get full retirement benefits which are available after 33 years of service subject to the overall age of superannuation:

(ii) Other conditions with respect to superannuation benefits may be given as per orders issued by the State Govt, from time to time.

**16. Leave Rules**

The existing system will continue until further orders.

*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**C.S. Branch**

Bikash Bhavan, Salt Lake, Calcutta -91

No. 453-Edn(CS)

Dated 29th April, 1999.

1P-23/94

From : Shri R. K. Chakraborti,  
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub :** Enhancement of the ceiling on Gratuity in the case of the Teachers who opted for Pension/  
Family Pension-cum-Gratuity Scheme of Non-Govt. Colleges.

The undersigned is directed to say that the question of enhancement of the ceiling on death/  
retiring Gratuity for the teachers who have opted for the Pension/Family Pension-cum-Gratuity  
Scheme has been under consideration of the Govt, for some time past.

After careful consideration, the Governor has been pleased to decide that the maximum  
amount of Death/Retiring Gratuity be raised to Rs. 2.50 lakhs with effect from 1-1-96 calculated  
on the basis of the revised scales of pay.

This order issues with the concurrence of the Finance Department U.O. No. Group J (Pension)  
282 dated 12-04-99.

This is in partial modification of G.O. No. 572-Edn(CS) dt. 5-10-93 in so far as it relates to  
the ceiling on Gratuity.

The Accountant General, West Bengal is being informed.

Sd/- R. K. Chakraborti,  
Deputy Secretary.

No. 453/1 (3)-Edn (CS) Dated 29th April, 1999.

Copy forwarded for information to :-

1. The Accountant General, West Bengal.
2. The Finance Department of this Govt.
3. P.A. to Principal Secretary of this Deptt.

Sd/-  
Deputy Secretary.

**Government of West Bengal  
Higher Education Department  
C.S. Branch**

Bikash Bhavan, Salt Lake, Calcutta -91

No. 454-Edn(CS)

Dated Calcutta, the 29th April, 1999.

From : Shri R. K. Chakraborti,  
Deputy Secretary,  
Govt, of West Bengal.

To : The Director of Public Instruction,  
West Bengal.

**Sub :** Grant of Maternity Leave to the Lady Teachers in Non-Govt. Colleges.

The undersigned is directed to say that the Lady teachers working in Non-Govt. Colleges are allowed to enjoy Maternity Leave for 90 days per session in terms of the relevant statutes of the University.

2. The Govt. has been considering to increase the limit of 90 days for some time past.
3. After due consideration, the Governor is pleased to direct that the existing limit of 90 days of Maternity Leave shall be enhanced to 120 days with immediate effect.
4. This order issues with the concurrence of the Finance Deptt. vide their U.O. No. Group-J (Pension) 282 dated 12-4-99.
5. The Accountant General, West Bengal is being informed.

Sd/- R. K. Chakraborty,  
Deputy Secretary.

No. 454/1(4) Edn (CS)

Copy forwarded for information and necessary action to :-

1. Accountant General, West Bengal.
2. The Finance Deptt. of this Govt.
3. The P. A. to Principal Secretary of this Deptt.
4. Guard File.

Calcutta,  
the 29th April, 1999.

Sd/-  
Deputy Secretary.

*Compendium*

**Government of West Bengal  
Higher Education Department  
C.S. Branch**

Bikash Bhavan, Salt Lake, Calcutta -91

No. 455-Edn(CS)

Dated Calcutta, the 29th April, 1999.

From : Shri R. K. Chakraborti,

Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub :** Enhancement of the maximum ceiling of Gratuity in the case of teachers-Covered under C.P.F. Scheme.

The undersigned is directed to refer to Memo. No. 453-Edn(CS) dt. 29.4.99 and say that the ceiling on Gratuity has been enhanced to Rs. 2.5 lakhs (Rupees two lakhs fifty thousand) only in case of the teachers who have opted for Pension/Family Pension-cum-Gratuity in Non-Govt. Colleges.

The question of enhancement of Gratuity for the Teachers covered under the C.P.F. Scheme was under active consideration of the Govt. for some time past.

Now, after due consideration, the Governor is pleased to direct that the ceiling on Gratuity for teachers who are covered under the C.P.F. Scheme be raised to Rs. 1 lakh (Rupees one Lakh) only i.e., 2/5th of Rs. 2.5 lakhs, the ceiling for the amount of Gratuity of the teachers who opt for Pension/ Family Pension-cum-Gratuity.

This will be effective from 1.1.96.

This order issues with the concurrence of the Finance Deptt. vide their U.O. No. Group J (Pension) 282 dt. 12.4.99.

The Accountant General, West Bengal is being informed.

Sd/-

R. K. Chakraborti,  
Deputy Secretary

to the Govt. of West Bengal.

No. 455/1 (4)-Edn (CS)

Dated, Calcutta, the 29th April, 1999.

Copy forwarded for information and necessary action to :-

1. The Accountant General, West Bengal.
2. The Finance Department of this Govt.
3. The PA. to Principal Secretary.
4. Guard file.

Sd/-

Deputy Secretary  
to the Govt. of West Bengal.

**Government of West Bengal**

**Higher Education Deptt.**

**C. S. Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 597-Edn(CS)

Dated, the 9th June, 1999.

10M-24/99

From : Shri R. K. Chakraborti,

Dy. Secretary to the Govt. of West Bengal.

To : The Director of Public Instructions, West Bengal.

**Sub :** Grant of House Rent Allowance to whole time Teachers/Librarians/ Physical Instructor/ Instructress of State-aided Non-Govt. Colleges in West Bengal.

In modification of G.O. No. 1261-Edn(CS) dt. 22.08.90 the Governor has been pleased to decide that w.e.f. 1.2.99 and until further orders whole-time teachers/librarians/physical instructor/instructress of State-aided Non-Govt. Colleges will draw House Rent Allowance at the rate of 15 per cent of the basic pay in the revised pay scale subject to a maximum of Rs. 2000 p.m. Where both the husband and the wife draw house rent allowance, the ceiling of House Rent Allowance to be drawn by the husband and the wife together shall not exceed Rs. 2000 p.m. This allowance may be drawn without reference to the quantum of rent paid, by all whole-time Teachers/Librarians/Physical Instructor/Instructress without requiring them to produce rent receipt. They should, however, be required to furnish a certificate to the effect that they are incurring some expenditure on rent/contributing towards rent. House rent allowance at the above rate shall also be paid to the employees living on their own houses, subject to their furnishing a certificate that they are paying/contributing towards houses or property tax on maintenance of the house.

Pending fixation of licence fees according to the system recommended by the Commission, the drawal of house rent allowance by wholetime teachers/Librarians/Physical Instructors/Instructress provided with accommodation owned/hired by the Government and recovery of licence fee from them shall be regulated as follows -

- (a) For those employees living in accommodation for which assessment of rent has been made and the occupier pay assessed rent as licence fee and draws admissible house rent allowance, the amount to be drawn as house rent allowance shall be limited to the actual assessed rent paid.
- (b) For those employees paying licence fee as percentage of pay and not drawing any house rent allowance, the recovery shall be frozen at the level at which it is made from the pay bill for the month of October, 1998 in the unrevised scale.

All other conditions regarding drawal of house rent allowance by above mentioned employees and recovery of licence fee from them shall, in so far as they are not inconsistent with these decisions, continue to hold.

*Compendium*

This order will not apply to those residing in accommodation provided or owned by the college authorities/university/Government.

This order issues with the concurrence of the Finance Deptt. vide their U.O. No. Group 'P' (Service) 1496 dt. 8.6.99.

The Accountant General, West Bengal and the Pay & Accounts Officer, Calcutta are being informed.

Sd./-  
Deputy Secretary.

No. 597/1(4)-Edn(CS)

Copy forwarded for information to the :-

- 1) Finance Deptt. of this Govt.
- 2) Accountant General, West Bengal.
- 3) Pay & Accounts Officer, Calcutta Pay & Accounts Office, 81/2/2, Phears Lane, Calcutta -700 012.
- 4) Budget Branch of this Deptt.

Calcutta,  
the 9th June, 1999.

Sd./-  
Deputy Secretary.



**Government of West Bengal  
Higher Education Department  
C.S. Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 603-Edn(CS) 5P-26/99

Dated : 10th June, 1999.

From : Shri R. K. Chakraborti,

Deputy Secretary to the Government of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub :** Revision of the rate of part-time allowance for teachers of Non-Government Colleges.

The undersigned is directed by order of the Governor to say that the Governor in partial modification of Govt. order No. 810-Edn(CS) dated 08-11-94 has been pleased to direct that the part-time teachers of Non-Govt. Colleges should henceforth be allowed to enjoy their remuneration at the rate of Rs. 2000 p.m. instead of Rs. 400 p.m. for taking six period of classes per week in the college with effect from 01-07-99.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group 'B' 1149 dated 10-06-99.

The Accountant General, West Bengal and the Pay and Accounts Officer, Calcutta Pay and Accounts Office, are being informed.

Sd/- R. K. Chakraborti,  
Deputy Secretary.

Dated : 10-06-1999.

No. 603/2(5) -Edn(CS).

Copy forwarded for information to the :-

1. Assistant Director of Public Instruction (NCC), West Bengal.
2. Deputy Director of Public Instruction (P&S), West Bengal.
3. Assistant Director of Public Instruction (P&S), West Bengal.
4. Assistant Director of Public Instruction (Trg.), West Bengal.
5. C. S. (Trg.) Branch of this Department.

Sd/- R. K. Chakraborti,  
Deputy Secretary.

*Compendium*  
**Government of West Bengal**  
**Higher Education Deptt.**  
**C. S. Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 677-Edn(CS)  
5P-26/99

Dated, Calcutta the 30th June, 1999.

From : Shri R. K. Chakraborty,

Dy. Secretary to the Govt. of West Bengal.

To : The Director of Public Instructions, West Bengal.

**Sub :** Grant of Medical Allowance/Winter Allowance/Hill Compensatory Allowance to the employees of Non-Govt. Colleges.

The undersigned is directed to say that the pay commission constituted by the Govt. has submitted its report on various allowances. After careful consideration of the recommendation of the commission, the Governor has been pleased to make the following order in respect of the Non-teaching employees of the Non-Govt. Colleges (sponsored and aided) who are not borne on the U.G.C. scales, Employees of the Day Students Home and the employees like Laboratory Instructor, Under Qualified Physical Instructor, Under Qualified Librarian and Under Qualified Demonstrators, who are not under the purview of the U.G.C. Scales of Pay and also the employees of the West Bengal College Service Commission.

1) **Medical Allowance**

All the whole time employees who are getting Medical Allowance at the rate of Rs. 30/- p.m. shall draw Medical Allowance at the rate of Rs. 100 p.m.

2) **Winter Allowance**

The employees (whole time) as stated above and posted in the Hill Sub-Division of Darjeeling Hill District, i.e., Darjeeling, Kurseong and Kalimpong sub-division shall draw Winter Allowance at the uniform rate of Rs. 1500 per annum.

3) **Hill Compensatory Allowance**

The said employee stated at 2 above shall draw Hill Compensatory Allowance at the rate of 15% of the revised basic pay per month subject to the maximum limit of Rs. 1000.

This order shall take effect from 1-4-99.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group-P (Service) 2173 dt. 30-6-99.

The Accountant General, West Bengal and others are being informed.

Sd/- R. K. Chakraborty,  
Deputy Secretary.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

No. 677/1/(6)-Edn(CS)

Copy forwarded for information and necessary action to :—

1. The Accountant General, West Bengal.
2. The Finance Deptt. of this Govt.
3. The Pay & Accounts Officer, Calcutta Pay & Accounts Office, 81/2/2, Phears Lane, Calcutta-700 012.
4. P.A. to Principal Secretary, Higher Education Deptt.
5. Guard file.

Calcutta,  
the 30th June, 1999.

Sd/-  
Deputy Secretary.

*Compendium*  
**Government of West Bengal**  
**Higher Education Deptt.**  
**C. S. Branch**  
Bikash Bhavan, Salt Lake, Calcutta-91

No. 676-Edn(CS)  
5P-26/99

Dated, Calcutta, the 30th June, 1999.

From : Shri R. K. Chakraborty,  
Dy. Secretary to the Govt. of West Bengal.

To : The Director of Public Instructions, West Bengal.

**Sub :** Grant of Medical Allowance to the whole time teachers of Non-Government Colleges.

The undersigned is directed by order of the Governor to say that the Governor has been pleased to enhance the rate of medical allowance from Rs. 30/- (Rupees thirty) per month to Rs. 100/- (Rupees one hundred) per month, admissible to the whole time teachers of Non-Government Colleges with effect from 1-4-99.

This order issued with the concurrence of the Finance Department vide their U.O. No. Group-P (Service) 2173 dt. 30-6-99.

The Accountant General, West Bengal and others are being informed.

Sd/- R. K. Chakraborty,  
Deputy Secretary.

No. 676/1(6)-Edn(CS)

Copy forwarded for information and necessary action to the :-

1. Accountant General, West Bengal.
2. Finance Department of this Govt.
3. Pay & Accounts Officer, Calcutta Pay & Accounts Office, 81/2/2, Phears Lane, Calcutta-700 012.
4. P. A. to Principal Secretary, Higher Education Deptt.
5. Guard file.

Calcutta,  
the 30th June, 1999.

Sd./-  
Deputy Secretary.

**Government of West Bengal**

**Higher Education Deptt.**

**C. S. Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 724-Edn(CS)

Dated, Calcutta, 9.7.99.

From : Shri Hirak Ghosh, IAS.

Principal Secretary to the Govt. of West Bengal.

To : The Director of Public Instructions, West Bengal.

**Sub :** Revision of Scale of Pay of the Teacher in Graded Scale in Non-Govt. Colleges.

The undersigned is directed to say that the Governor has been pleased to order that the scale of pay of the Teachers in graded scale of pay who are in receipt of the UGC scale of pay of Rs. 2200-75-2800-100-4000 in terms of G.O. No. 2208-Edn(CS) dt. 21.9.91 be revised to Rs. 8000-275-13500 w.e.f. 1.1.96.

The principles of fixation etc. will be guided by the provisions of G.O. No. 118-Edn(CS) dt. 4.2.99 and G.O. No. 390-Edn(CS) dt. 5.4.99.

This order issues with the concurrence of the Finance Deptt. vide their U.O. No. Group-P(Service) 2250 dt. 6.7.99.

The A.G., West Bengal and others concerned are being informed.

Sd./-

Principal Secretary  
to the Government of West Bengal.

*Compendium*  
**Government of West Bengal**  
**Higher Education Deptt.**  
**C. S. Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 854-Edn(CS)  
5P-63/98

Dated, Calcutta, the 9th August, 1999.

**CORRIGENDUM**

In this Department G.O. No. 724-Edn(CS), dt. 9.7.99 kindly delete the words “who are in receipt of the U.G.C. Scale of Pay of” in the 3rd line and “etc.” in the 6th line and also insert “without career advancement benefits” after “G.O. No. 390-Edn(CS) dt. 5.4.99.”

Sd/- R. K. Chakraborty,  
Deputy Secretary.

No. 854/1(3)-Edn(CS)

Copy forwarded for information and necessary action to

- 1) The Director of Public Instruction, West Bengal.
- 2) The Accountant General, West Bengal.
- 3) The Finance Deptt. of this Govt.

Calcutta,  
the 9th August, 1999.

Sd/- R. K. Chakraborty,  
Deputy Secretary.

No. 854/2(3)-Edn(CS)

Copy with a copy of the above endorsement forwarded for information and necessary action to:

- 1) The Asstt. Director of Public Instructions (PPS).
- 2) The Asstt. Director of Public Instruction (NGC).
- 3) The Asstt. Director of Public Instruction (UGC).

Calcutta,  
the 9th August, 1999.

Sd./-  
Deputy Secretary.

**Government of West Bengal**

**Higher Education Deptt.**

**C. S. Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 1215-Edn(CS)

Dated, Calcutta, the 10th September, 1999.

5P-68/99

From : Shri R. K. Chakraborty,

Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub :** Revision of pay scale of Demonstrators of Non-Govt. Colleges.

The undersigned is directed by order of the Governor to say that the Governor has been pleased to order that those Demonstrators in Non-Govt. Colleges who were enjoying the pay scale of Rs. 2200-4000 as a pay scale personal to them on 31-12-95 would be entitled to the revised pay scale of Rs. 8000-275-13500 with effect from 1-1-96 without change of their designation and duties.

2. This issued with the concurrence of the Finance Department vide their U.O. No. Group-B No. 897 dt. 7-5-99.

Sd./-

Deputy Secretary.

No. 1215/1(100)Edn(CS)

Copy forwarded for information and necessary action to :-

1. The Finance Deptt.
2. The Accountant General, West Bengal.
3. The Pay and Accounts Officer, Calcutta.
4. Principal Officer-in-Charge, \_\_\_\_\_  
\_\_\_\_\_ College.
5. The Treasury Officer, \_\_\_\_\_
6. The P.A. to Principal Secretary.

Calcutta,

the 10th September, 1999.

Sd./-

Deputy Secretary.



*Compendium*  
**Government of West Bengal**  
**Higher Education Deptt.**  
**C. S. Branch**  
Bikash Bhavan, Salt Lake, Calcutta-91

No. 741-Edn(CS)

Dated, Calcutta, the 4th October, 1999.

From : Shri R. K. Chakraborty,  
Dy. Secretary to the Govt. of West Bengal.

To : The Director of Public Instructions, West Bengal.

**Sub :** Grant of revised UGC Scale of pay to the whole-time teaching staff of the Institute of English, Calcutta.

1. The teachers of the Institute of English have been enjoying pay scales identical to those of college teachers. The question of revision of the pay scales of the teaching posts in the said Institute in accordance with the revised UGC scale of pay has been under consideration of the Government.
2. The undersigned is directed to say that, after careful consideration of the matter and in order to attract and retain the talent in the teaching posts of the Institute, the Governor is pleased to introduce the scheme of revised pay scales of the UGC for the teachers of the Institute of English, Calcutta, notionally with effect from the 1st January, 1996, actual payment should be made w.e.f. 01.07.99 as per details given below :

<b>Name of the existing post</b>	<b>Existing scale of pay</b>	<b>Revised scale of pay</b>
a) Lecturer (including Specialist Assistant Professor and Asstt. Professor	Rs. 2200-75-2800-100-4000	Rs. 8000-275-13500
b) Lecturer (Senior Scale)	Rs. 3000-100-3500-125-5000	Rs. 10000-325-15200
c) Lecturer (Selection Grade)	Rs. 3700-125-4950-150-5700	Rs. 12000-420-18300
d) Reader	Rs. 3700-125-4950-150-5700	Rs. 12000-420-18300

3. The revised scale is applicable only to the teaching staff of the Institute of English, who having been appointed as such on a regular and whole-time basis, were in position on 01.1.96 or thereafter and have been drawing pay in the UGC scale of Rs. 2200-75-2800-100-4000 against sanctioned posts.
4. The introduction of the revised scales will be subject to the terms and conditions of Service and Career Advancement stipulated in G.O. No. 390(2)-Edn(CS) dated 05.04.99.
5. Necessary amendments in the relevant rules and regulations etc., will be made, where called for.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

6. The Director of Public Instruction, West Bengal, is requested to take immediate steps for fixation of pay of the teachers of the Institute of English, Calcutta, as admissible.
7. This issues with the concurrence of the Finance Deptt. vide their U.O. No. 1220 Group P(Pay) Dt. 23.7.99.
8. The Accountant General, West Bengal and the Pay and Accounts Officer, Calcutta Pay & Accounts Office, are being informed.

Sd./-  
Deputy Secretary.

No. : 741/1(5)-Edn(CS)

Dated, Calcutta, the 4th October, 1999.

Copy forwarded for information and necessary action to :

1. The A. G. W.B.
2. Finance Deptt. of this Government.
3. The ADPI (Training).
4. The ADPI (PPS).
5. The Director, Institute of English, Calcutta.

Sd./-  
Deputy Secretary.

*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**C. S. Branch**

Bikash Bhavan, Bidhan Nagar, Calcutta-91

No. 1311-Edn(CS)

Dated, Calcutta, the 8th October, 1999.

1P-20/98

**MEMORANDUM**

**Sub :** Revision of pension/family pension of pre-01-01-96 pensioners/family pensioners etc., in respect of teaching staff of Non-Govt. Colleges.

The undersigned is directed by order of the Governor to say that the Governor has been pleased to order revision of pension/family pension with effect from 01-04-97 of all pre-01-01-96 pensioners/ family pensioners in the manner indicated in the succeeding paragraphs.

- 2.1 These orders apply to all pensioners/family pensioners of the following categories who were drawing pensions//family pensions on 01-01-96 under the respective Death-cum-Retirement Benefit Rules : Teaching staff of Non-Government Colleges.
- 2.2 These orders do not apply to the pensioners whose pension etc. is governed by separate rules/orders.
- 3.1 In these orders, the following terms are used in the sense explained herein below :
  - (a) "Existing Pensioner" or "Existing Family Pensioner" means a person who was drawing or was entitled to pension/family pension on 31-12-1995. For the purpose of updating family pension, it also covers the members of the family of the employees who retired prior to 01-01-96 and in whose cases family pension has not commenced as the pensioners are/were alive on 31-12-1995.
  - (b) "Existing Pension" means the basic pension inclusive of commuted portion, if any, due on 31-12-95.
  - (c) "Existing Family Pension" means the basic family pension due on 31-12-95.
  - (d) "Existing Relief" means the relief on pension/family pension due to pensioners/family pensioners @ 148%, 111% and 96% of basic pension as admissible.
- 4.1 The pension/family pension of the existing pensioners/family pensioners will be consolidated with effect from 01-04-97 by adding together.
  - i) Existing pension/family pension.
  - ii) Existing relief on pension/family pension.
  - iii) First Interin Relief.
  - iv) Second Interim Relief.
  - v) An amount equivalent to 40% of the existing pension/family pension.

The amount so arrived at will be regarded as the consolidated pension/family pension with effect from 01-04-97. The ceiling on the pension and the family pension has been increased

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

from Rs. 3,650/- and Rs. 1000/- to 50% and 30% respectively of the highest pay for teachers. Since the consolidated pension will be inclusive of the commuted portion of pension, if any, the commuted portion will be deducted from the said amount while making monthly disbursement.

- 4.2 Since the consolidated pension/family pension arrived at as per Paragraph 4.1 includes relief up to average index level 1510 (1960 = 100), relief will be admissible thereon only beyond average index 1510 (1960 = 100), in accordance with the revised scheme of relief for which orders are being issued separately.
5. Where the consolidated pension/family pension in terms of Paragraph 4.1 above works out to an amount less than Rs. 1300 the same shall be stepped up to Rs. 1300. This will be regarded as pension/family pension with effect from 01-04-97. In the case of pensioners who are in receipt of more than one pension, the overall ceiling of Rs. 1300 will apply to the total of all pensions taken together.
6. The pensioners/family pensioners who are re-employed/employed do not get relief on pension in terms of the existing rules/orders. In their cases, the relief which would have been admissible to them but for their re-employment/employment will be taken into account notionally for the consolidation of their pension in terms of Paragraph 4.1 above as if they were drawing the relief. Their pay on re-employment will be re-fixed with effect from 01-04-97 with reference to the consolidated pension becoming admissible to them during the period of re-employment/employment.
7. All Treasury Officers disbursing pension to the State Govt. pensioners are hereby authorised to pay pension/family pension etc. to the existing pensioners/family pensioners at the consolidated rates without any further authorisation from the Principal Accountant General (A&E), West Bengal. The Principal Accountant General (A&E), West Bengal will issue authority for this payment to public sector Banks in Calcutta. A Table indicating the existing pension/family pension and consolidated pension/family pensions enclosed at Annexure-I to this memo for ready reference. This Table may be used where the pensioner is in receipt of a single pension only. Where a pensioner is in receipt of more than one pension, consolidation may be done separately in terms of Paragraph 4.1 and as indicated in Para 5, the overall ceiling of Rs. 1300 may be applied to total pension from all sources taken together. A suitable entry regarding the revised consolidated pension shall be made by the Treasury Officer in both halves of the Pension Payment Order. An intimation regarding the disbursement of revised pension may be sent by the Treasury Officer to the Principal Accountant General (A&E), West Bengal, who issued the P.P.O. in the form given at Annexure-II to this memo to enable the latter to update the Pension Payment Order Register maintained by him. The public sector Banks in Calcutta will also send such intimation in the prescribed form to the Principal Accountant General (A&E), West Bengal. An acknowledgement shall be obtained by all pension disbursing officers from the Principal Accountant General (A&E), West Bengal in this respect.
8. The consolidated pension/family pension as worked out in accordance with the provisions of Para 4.1 above shall be treated as final "Basic Pension" with effect from 01-04-97 and shall qualify for grant for relief on pension sanctioned thereafter.

*Compendium*

9. Where the pension is increased due to consolidation, such increased pension will not be considered for further commutation.
10. This order issues with the concurrence of the Finance Department Pension Branch vide their U.O. No. F(Pen) 417 dated 22-09-99.
11. The Accountant General, West Bengal and concerned others, are being informed.

Sd/- H. Ghosh,  
Principal Secretary to  
Govt. of West Bengal.

No. 1311/1(14)-Edn(CS)

Copy forwarded for information to the :-

1. Finance (Pension) Department of this Government, Hemanta Bhavan, 12, B.B.D. Bag (Top floor), Calcutta.
2. Director of Public Instruction, West Bengal.
3. Accountant General, West Bengal.
4. Pay and Accounts Officer, Calcutta Pay and Accounts Office, 81/2/2, Phears Lane, Calcutta 700 012.
5. \_\_\_\_\_

Dated, Calcutta  
the 8th October, 1999.

Sd./-  
Deputy Secretary.

No. 1311/2(9)-Edn(CS)

Copy forwarded for information to the :-

1. Assistant Director of Public Instruction (PPS), West Bengal.
2. Assistant Director of Public Instruction (NGC), West Bengal.
3. Assistant Director of Public Instruction (UGC), West Bengal.
4. Assistant Director of Public Instruction (Trg.), West Bengal.
5. C.S. (Trg.) Branch of this Department.
6. Budget Branch of this Department.
7. P.A. to Principal Secretary of this Department.
8. P.S. to Minister-in-charge, Higher Education Department.
9. Guard file.

Dated, Calcutta,  
the 8th October, 1999.

Sd./-  
Deputy Secretary.

**Government of West Bengal**  
**Higher Education Department**  
**C. S. Branch**  
Bikash Bhavan, Bidhan Nagar, Calcutta-91

No. 1312-Edn(CS)  
1P-20/98

Dated, Calcutta, the 8th October, 1999.

**MEMORANDUM**

**Sub :** Revision of pension/family pension of pre 01-01-96 pensioners/family pensioners etc. in respect of Non-teaching staff of Non-Government Colleges and staff of West Bengal College Service Commission and the Laboratory Instructors etc. of Non-Government Colleges.

The undersigned is directed by order of the Governor to say that the Governor has been pleased to order revision of pension/family pension with effect from 01-04-97 of all pre 01-01-96 pensioners/ family pensioners in the manner indicated in the succeeding paragraphs.

2.1 These orders apply to all pensioners/family pensioners of the following categories who were drawing pensions/family pensions on 01-01-96 under the respective Death-cum-Retirement Benefit Rules.

- (1) Non-teaching employees of Non-Government Colleges (Sponsored and aided).
- (2) Non-teaching employees of Day Students' Home.
- (3) The employees of the West Bengal College Service Commission.
- (4) Laboratory Instructor under qualified Physical Instructor/Librarian/Demonstrator.

2.2 These orders do not apply to the pensioners whose pension etc. is governed by separate rules/orders.

3.1 In these orders, the following terms are used in the sense explained herein below :-

- (a) "Existing Pensioner" or "Existing Family Pensioner" means a person who was drawing or was entitled to pension/family pension on 31-12-1995. For the purpose of updating family pension it also covers the members of family of the employees who retired prior to 01-01-96 and in whose cases family pension has not commenced as the pensioners are/were alive on 31-12-95.
- (b) "Existing Pension" means the basic pension inclusive of commuted portion, if any, due on 31-12-95.
- (c) "Existing Family Pension" means the basic family pension due on 31-12-95.
- (d) "Existing Relief" means the relief on pension/family pension due to pensioners/ family pensioners @ 148%, 111% and 96% of basic pension as admissible.

## *Compendium*

- 4.1 The pension/family pension of the existing pensioners/family pensioners will be consolidated with effect from 01-04-97 by adding together.
- i) Existing pension/family pension.
  - ii) Existing relief on pension/family pension.
  - iii) First Interim Relief.
  - iv) Second Interim Relief.
  - v) An amount equivalent to 40% of the existing pension/family pension.

The amount so arrived at will be regarded as the consolidated pension/family pension with effect from 01-04-97. The ceiling on the pension and the family pension has been increased from Rs. 3650 and Rs. 1000 to 50% and 30% respectively of the highest pay applicable for the posts mentioned above. Since the consolidated pension will be inclusive of the commuted portion of pension, if any, the commuted portion will be deducted from the said amount while making monthly disbursements.

- 4.2 Since the consolidated pension/family pension arrived at as per Paragraph 4.1 includes relief up to average index level 1510 (1960 = 100), relief will be admissible thereon only beyond index average 1510 (1960 = 100) in accordance with the revised scheme of relief for which orders are being issued separately.
5. Where the consolidated pension/family pension in terms of Paragraph 4.1 above works out to an amount less than Rs. 1300 the same shall be stepped up to Rs. 1300. This will be regarded as pension/family pension with effect from 01-04-97. In the case of pensioners who are in receipt of more than one pension the overall ceiling of Rs.1300 will apply to the total of all pensions taken together.
6. The pensioners/family pensioners who are re-employed/employed do not get relief on pension in terms of the existing rules/orders. In their cases, the notional relief which would have been admissible to them but for their re-employment/employment will be taken into account notionally for the consolidation of their pension in terms of Paragraph 4.1 above as if they were drawing the relief. Their pay on re-employment will be re-fixed with effect from 01-04-97 with reference to the consolidated pension becoming admissible to them during the period of re-employment/employment.
7. All Treasury Officers disbursing pension to the State Government pensioners are hereby authorised to pay pension/family pension etc. to the existing pensioners/family pensioners at the consolidated rates without any further authorisation from the Principal Accountant General (A&E), West Bengal. The Principal Accountant General (A&E), West Bengal will issue authority for this payment to public sector Banks in Calcutta. A Table indicating the existing pension/family pension and consolidated pension/family pension enclosed at Annexure-I to this memo for ready reference. This Table may be used where the pensioners is in receipt of a single pension only. Where a pensioner is in receipt of more than one pension, consolidation may be done separately in terms of Paragraph 4.1 and as indicated in Para 5, the overall ceiling of Rs. 1300 may be applied to total pension from all sources taken together. A suitable entry regarding the revised consolidated pension shall be made by the Treasury Officer in both halves of Pension Payment Order. An intimation regarding



*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

the disbursement of revised pension may be sent by the Treasury Officer to the Principal Accountant General (A&E), West Bengal, who issued the PRO in the form given at Annexure-II to this memo to enable the latter to update the Pension Payment Order Register maintained by him. The public sector Banks in Calcutta will also send such intimation in the prescribed form to the Principal Accountant General (A&E), West Bengal. An acknowledgement shall be obtained by all pension disbursing officers from the Principal Accountant General (A&E), West Bengal in this respect.

8. The consolidated pension/family pension as worked out in accordance with the provisions of Para 4.1 above shall be treated as final "Basic Pension" with effect from 01-04-97 and shall qualify for grant of relief on pension sanctioned thereafter.
9. Where the pension is increased due to consolidation, such increased pension will not be considered for further commutation.
10. This order issues with the concurrence of the Finance Department Pension Branch vide their U.O. No. F(Pen) 417 dated 22-09-99.
11. The Accountant General, West Bengal and concerned others, are being informed.

Sd./- H. Ghosh,  
Principal Secretary to the  
Government of West Bengal.

*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**C. S. Branch**

Bikash Bhavan, Bidhan Nagar, Calcutta-91

No. 1313-Edn(CS)  
1P-20/98

Dated, Calcutta, the 8th October, 1999.

**MEMORANDUM**

**Sub :** Revision of pension/family pension of pre-01-01-96 pensioners/family pensioners etc. in respect of Librarian and Physical Instructor/Instructress of Non-Govt. Colleges.

The undersigned is directed by order of the Governor to say that the Governor has been pleased to order revision of pension/family pension with effect from 01-04-97 of all pre-01-01-96 pensioner/ family pensioners in the manner indicated in the succeeding paragraphs.

2.1 These orders apply to all pensioners/family pensioners of the following categories who are drawing pensions/family pensions on 01-01-96 under the respective Death-cum-Resirement Benefit Rules :

- (1) Librarians of Non-Government Colleges.
- (2) Physical Instructor/Instructress of Non-Government Colleges.

2.2 These orders do not apply to the pensioners whose pension etc. is governed by separate rules/orders.

3.1 In these orders, the following terms are used in the sense explained herein below :-

- (a) "Existing Pensioner" or "Existing Family Pensioner" means a person who was drawing or was entitled to pension/family pension on 31-12-1995. For the purpose of updating family pension, it also covers the members of family of the employees who retired prior to 01-01-96 and in whose cases family pension has not commenced as the pensioners are/were alive on 31-12-95.
- (b) "Existing Pension" means the basic pension inclusive of commuted portion, if any, due on 31-12-95.
- (c) "Existing Family Pension" means the basic family pension due on 31-12-95.
- (d) "Existing Relief" means the relief on pension/family pension due to pensioners/ family pensioners @ 148%, 111% and 96% of basic pension as admissible.

4.1 The pension/family pension of the existing pensioners/family pensioners will be consolidated with effect from 01-04-97 by adding together

- i) Existing pension/family pension.
- ii) Existing relief on pension/family pension.
- iii) First Interim Relief.
- iv) Second Interim Relief.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

v) An amount equivalent to 40% of the existing pension/family pension.

The amount so arrived at will be regarded as the consolidated pension/family pension with effect from 01-04-97. The ceiling on the pension and the family pension has been increased from Rs. 3650 and Rs. 1000 to 50% and 30% respectively of the highest pay applicable for the posts mentioned above. Since the consolidated pension will be inclusive of the commuted portion of pension, if any, the commuted portion will be deducted from the said amount while making monthly disbursements.

- 4.2 Since the consolidated pension/family pension arrived at as per Paragraph 4.1 includes relief up to average index level 1510 (1960 = 100), relief will be admissible thereon only beyond index average 1510 (1960 = 100) in accordance with the revised scheme of relief for which orders are being issued separately.
5. Where the consolidated pension/family pension in terms of Paragraph 4.1 above works out to an amount less than Rs. 1300 the same shall be stepped up to Rs. 1300. This will be regarded as pension/family pension with effect from 01-04-97. In the case of pensioners who are in receipt of more than one pension the overall ceiling of Rs. 1300 will apply to the total of all pensions taken together.
6. The pensioners/family pensioners who are re-employed/employed do not get relief on pension in terms of the existing rules/orders. In their cases, the notional relief which would have been admissible to them but for their re-employment/employment will be taken into account notionally for the consolidation of their pension in terms of Paragraph 4.1 above as if they were drawing the relief. Their pay on re-employment will be re-fixed with effect from 01-04-97 with reference to the consolidated pension becoming admissible to them during the period of re-employment/employment.
7. All Treasury Officers disbursing pension to the State Government pensioners are hereby authorised to pay pension/family pension etc. to the existing pensioners/family pensioners at the consolidated rates without any further authorisation from the Principal Accountant General (A&E), West Bengal. The Principal Accountant General (A&E), West Bengal will issue authority for this payment to public sector Banks in Calcutta. A Table indicating the existing pension/family pension and consolidated pension/family pension enclosed at Annexure-I to this memo for ready reference. This Table may be used where the pensioners is in receipt of a single pension only. Where a pensioner is in receipt of more than one pension, consolidation may be done separately in terms of Paragraph 4.1 and as indicated in Para 5, the overall ceiling of Rs. 1300 may be applied to total pension from all sources taken together. A suitable entry regarding the revised consolidated pension shall be made by the Treasury Officer in both halves of Pension Payment Order. An intimation regarding the disbursement of revised pension may be sent by the Treasury Officer to the Principal Accountant General (A&E), West Bengal, who issued the PRO in the form given at Annexure-II to this memo to enable the latter to update the Pension Payment Order Register maintained by him. The public sector Banks in Calcutta will also send such intimation in the prescribed form to the Principal Accountant General (A&E), West Bengal. An acknowledgement shall be obtained by all pension disbursing officers from the Principal Accountant General (A&E), West Bengal in this respect.

*Compendium*

8. The consolidated pension/family pension as worked out in accordance with the provisions of Para 4.1 above shall be treated as final “Basic Pension” with effect from 01-04-97 and shall qualify for grant of relief on pension sanctioned thereafter.
9. Where the pension is increased due to consolidation, such increased pension will not be considered for further commutation.
10. This order issues with the concurrence of the Finance Department Pension Branch vide their U.O. No. F(Pen) 417 dated 22-09-99.
11. The Accountant General, West Bengal and concerned others, are being informed.

Sd.- H. Ghosh,  
Principal Secretary to the  
Government of West Bengal.

**Government of West Bengal**

**Higher Education Deptt.**

**C. S. Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 1318-Edn(CS)

Dated, Calcutta, the 12th October, 1999

5P-39/99

**CORRIGENDUM**

In this Department Government order No. 741-Edn(CS) dated 4.10.99 kindly delete the words “(Non-existing) after Lecturer (Senior scale) at Sl. (b) and after Reader at Sl. (d)” of the statement under Para 2 thereof.

Sd/- R. K. Chakraborty  
Deputy Secretary.

No. 1318/1(5) Edn(CS)

Copy forwarded for information and necessary action to :-

- 1) The Director of Public Instruction, West Bengal.
- 2) The Accountant General, West Bengal.
- 3) The Assistant Director of Public Instruction (Training).
- 4) The Assistant Director of Public Instruction (PPS), West Bengal.
- 5) The Director, Institute of English, Calcutta.

Calcutta,  
the 12th October, 1999.

Sd./-  
Deputy Secretary.

*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**C. S. Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 1446-Edn(CS)

Dated, the 3rd December, 1999.

1P-8/99

**MEMORANDUM**

**Sub :** Grant of relief on Pension to the Pensioners/Family Pensioners of teaching staff of Non-Govt. Colleges.

The undersigned is directed to state that consequent upon the revision of pensionary benefits of teaching staff of Non-Govt. Colleges the Governor has been pleased to decide that relief to the Pensioners/Family Pensioners of teaching staff of Non-Govt. Colleges shall be paid according to the revised formula as follows :-

<b>Date</b>	<b>Rate of relief per month</b>
1. From 1.4.97 to 31.7.97	Nil
2. From 1.8.97 to 30.11.97	4% of Pension/Family Pension
3. From 1.12.97 to 31.3.98	8% of Pension/Family Pension
4. From 1.4.98 to 31.10.98	13% of Pension/Family Pension
5. From 1.11.98 to 31.7.99	22% of Pension/Family Pension
6. From 1.8.99 onwards	32% of Pension/Family Pension

For the purpose of this order -

- (i) Pension/Exgratia Pension/Family Pension/Ad-hoc Family Pension in respect of the members of the teaching staff of Non-Govt. Colleges who retired or died prior to 1.1.96 means the consolidated Pension or Family Pension, as the case may be, effective from 1.4.97.
- (ii) In the case of pensioners who retire or will retire from service on or after 1.1.96 or where family pension is sanctioned for the first time on and after 1.1.96, Pension/Family Pension means the basic pension/basic family pension as the case may be.
- (iii) The payment of relief involving a fraction of a rupee shall be rounded off to the next higher rupee.
- (iv) Other provisions governing the grant of relief to pensioners not mentioned in this order, such as regulation of relief during employment/re-employment, regulation of relief where more than one pension is drawn etc., will remain unchanged.
- (v) The payments on account of relief on pension and two instalments of interim relief made to pensioners/family pensioners in terms of respective orders will be adjusted against the relief payable to them under the revised pattern in terms of this order w.e.f. 1.4.97. If the entire amount cannot be adjusted from the arrears of relief payable under this order, the balance amount will be adjusted against the future payment of relief in terms of this order.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

(vi) The pension disbursing authority would calculate the quantum of relief on Pension/Family Pension payable to each individual case.

The Treasury/Sub-Treasury Officer in the State will give effect to this order without the authority of the Principal Accountant General (A&E), West Bengal.

Sd./-

Deputy Secretary.

No. 1446/1(3)-Edn(CS)

Copy forwarded for information to the :-

- 1) Accountant General, West Bengal.
- 2) Finance Deptt. of this Government.
- 3) Director of Treasuries, West Bengal.

Calcutta,  
the 3rd December, 1999.

Sd./-

Deputy Secretary.



*Compendium*

**Government of West Bengal  
Higher Education Department  
C. S. Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 1452-Edn(CS)

Dated, Calcutta, the 7th December, 1999.

1P-9/99

**MEMORANDUM**

**Sub :** Revision of pensionary benefit of post-01-01-96 pensioners/family pensioners.

The undersigned is directed by the order of the Governor to say that the Governor has been pleased to order the revision of pension/family pension of all pensioners/family pensioners of the following categories retired on and from 01-01-96 :-

- 1) Teachers of Non-Government Colleges.
- 2) Physical Instructor/Instructress of Non-Government Colleges. in the manner indicated in the succeeding paragraphs.
1. Pension shall continue to be calculated @ 50% of the last drawn pay with proportionate reduction for less than 33 years of qualifying service at present.
2. The existing minimum amount of pension/family pension of Rs. 400 p.m. shall be raised to Rs. 1300 p.m.
3. The existing maximum amount of monthly pension of Rs. 3650 p.m. shall be raised to Rs. 11200 p.m.
4. Family pension shall be calculated @ 30% of the pay drawn last. The maximum ceiling of the family pension of Rs. 1000 shall be raised to Rs. 6720 p.m. at the normal rate. However, the existing provision for calculating the pension at the enhanced rate for a specific period will continue.
5. While calculating the amount of death/retiring gratuity, dearness allowance drawn immediately before death/retirement shall be taken into account. However, the ceiling of death/retiring gratuity as raised to Rs. 2.50 lakhs in this Department Order No. 453-Edn(CS) dated 29.04.99 shall remain unchanged.
6. The maximum amount of pension that can be commuted shall be raised to 40% of the amount of the pension. Other provisions relating to commutation of pension will, however, continue.
7. Those who have already retired after 1.1.96 are entitled to have their pensionary benefits revised on the basis of this order; but those who retired during the period from 1.1.96 to 31.3.97 shall not get any arrear representing the difference between revised pension and the pension on the basis of pre-revised pay for the period upto 31.3.97.

The pension sanctioning authority will revise the pension and the Principal Accountant-General (A&E), West Bengal will issue authority for payment of revised pensionary benefits.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

8. The pensioners who have already commuted a portion of their pension not exceeding 1/3rd of the pension without medical examination are also entitled to commute if they so desire, the difference between 40% of the revised pension and the amount of pension already commuted without medical examination, provided they did not mention a specific amount in the application for commutation of pension submitted previously. They are required to submit an application in plain paper for further commutation of pension as stated above to the pension sanctioning authority. It will issue an order for the payment of commuted value of pension as stated above on the basis of the application of the pensioners. The commutation in such cases shall become absolute on the date from which the pension has been revised. In the cases where the pensioner has mentioned a specific amount in the application for commutation of pension submitted previously, he/she will have to apply afresh in the prescribed form and in his/her case the commutation of pension will become absolute from the date of the application as per the existing rules.
9. The relevant rules in the Death-cum-Retirement Benefit Rules of the respective category of employees shall be deemed to have been amended to the extent indicated in this order. Formal amendment to the said rules will be made in due course.
10. This issues with the concurrence of the Finance Department vide their U.O. No. F (Pen) 786 dated 30.11.99.

Sd/- H. Ghosh  
Principal Secretary to the  
Government of West Bengal.

No. 1452/1(6)-Edn(CS)

Dated, Calcutta, the 7th December, 1999.

Copy forwarded for information and necessary action to the :-

- 1) Accountant General (A&E), West Bengal.
- 2) Accountant General, West Bengal.
- 3) Pension Branch of Finance Department of this Government at Hemanta Bhaban, 12, B.B.D. Bag, Calcutta-1 with 10 spare copies.
- 4) Director of Public Instruction, West Bengal.
- 5) Director of Treasuries, West Bengal.
- 6) PA. to the Principal Secretary of this Department.

Sd./-  
Deputy Secretary.

*Compendium*

**Government of West Bengal  
Higher Education Department  
C. S. Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 1453-Edn(CS)

Dated, Calcutta, the 7th December, 1999.

1P-9/99

**MEMORANDUM**

Sub : Revision of pensionary benefit of post-01-01-96 pensioners/family pensioners.

The undersigned is directed by the order of the Governor to say that the Governor has been pleased to order the revision of pension/family pension of all pensioners/family pensioners of the following categories retired on and from 01.01.96.:-

Non-teaching staff including the employees of the Day Students Home, under qualified Physical Instructor/Instructress, under qualified Librarian, under qualified Demonstrator of Non-Government Colleges in the manner indicated in the succeeding paragraphs.

1. Pension shall continue to be calculated @ 50% of the last drawn pay with proportionate reduction for less than 33 years of qualifying service at present.
2. The amount of the maximum and the minimum pension will be as per the rates admissible in the case of State Government employees.
3. Family pension shall be calculated @ 30% of the pay drawn last. The maximum ceiling of the family pension shall be raised to Rs. 3278 p.m. at normal rate. However, the existing provision for calculating the pension at enhanced rate for a specific period will continue.
4. Maximum amount of the Death/Retiring Gratuity shall be raised to Rs. 2.5 lakhs. While calculating the amount of Death/Retiring Gratuity, Dearness Allowance payable immediately before the death/retirement shall be taken into account in addition to last drawn pay.
5. The maximum amount of pension that can be commuted shall be raised to 40% of the amount of the pension. Other provisions relating to commutation of pension will, however, continue.
6. The employees who retired during the period from 01-01 -96 to 31.03.97 are also entitled to have their pensionary benefits revised notionally on the basis of revised pay fixed notionally for the period prior to 01-04-97. They shall not get any arrears representing the difference between revised pension and existing pension for the period upto 31-03-97. They shall continue to draw the existing amount of pension which was fixed without taking into account the benefit of notional fixation of pay upto 31-03-97. They shall get actual payment of revised pensionary benefit i.e., pension, death/retiring gratuity and family pension arrived at on the basis of emoluments allowed notionally as a special case. In their cases pensionary benefit shall be calculated on the basis of notional pay and also on the basis of certificate of notional emolument

(in lieu of pay certificate) to be issued by the pension sanctioning authority on the date of Retirement/Death based on initial notional pay, as a special case and in relaxation of normal rules. The Principal Accountant General, West Bengal, will issue orders of payment of revised

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

pensionary benefits with effect from 01-04-97 onwards on the basis of certificate of notional emoluments as stated above without insisting on issuing of pay certificate. The pension sanctioning authority will prepare pension papers in those cases as usual on the basis of notional emoluments and submit the same to the appropriate authority for issuing order for payment of pensionary benefits at revised rate as stated in this order. In case of the employee who are in receipt of pension, the pension sanctioning authority in their cases will send previous pension papers along with Service Book, certificate of notional emoluments, revised calculation sheet showing the calculation of revised pensionary benefit and application if submitted for further commutation of pension as mentioned in Para 7. The Principal Accountant General, West Bengal, will authorise payment of pensionary benefit at revised rate accordingly to the pension disbursing officer concerned. The amount of gratuity, if any, paid earlier in respect of employees of this category according to the rules prevailing at the material time will be adjusted against the revised gratuity calculated on the basis of notional emoluments authorised by Principal Accountant General, West Bengal, on the basis of this order in the cases of pensioners who are otherwise eligible to have their pay fixed notionally, and who died on any date before or after being eligible to get actual payment of revised pension and gratuity in respect of them shall also be determined as stated above.

7. The pensioners who have already commuted a portion of their pension not exceeding 1/3rd of the pension without medical examination are also entitled to commute if they so desire, the difference between 40% of the revised pension and the amount of pension already commuted without medical examination, provided they did not mention a specific amount in the application for commutation of pension submitted previously. They are required to submit an application in plain paper for further commutation of pension as stated above to the pension sanctioning authority. It will issue an order for the payment of commuted value of pension as stated above on the basis of the application of the pensioners. The commutation in such cases shall become absolute on the date from which the pension has been revised. In the cases where the pensioner has mentioned a specific amount in the application for commutation of pension submitted previously, he/she will have to apply afresh in the prescribed form and in his/her case the commutation of pension will become absolute from the date of the application as per the existing rules.
8. The relevant rules in the Death-cum-Retirement Benefit Rules of the respective category of employees shall be deemed to have been amended to the extent indicated in this order. Formal amendment to the said rules will be made in due course.
9. This issues with the concurrence of the Finance Department vide their U.O. No. F(Pen) 786 dated 30.11.99.

Sd/-H. Ghosh  
Principal Secretary to the  
Government of West Bengal.

*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**C. S. Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 1454-Edn(CS)

Dated, Calcutta, the 7th December, 1999.

1P-9/99

**MEMORANDUM**

**Sub :** Revision of pensionary benefit of post-01-01-96 pensioners/family pensioners.

The undersigned is directed by the order of the Governor to say that the Governor has been pleased to order the revision of pension/family pension of all pensioners/family pensioners of the following categories retired on and from 01-01-96.:-

- i) Librarians/Assistant Librarians of Non-Government Colleges. In the manner indicated in the succeeding paragraphs.
1. Pension shall continue to be calculated @ 50% of the last drawn pay with proportionate reduction for less than 33 years of qualifying service at present.
  2. The existing minimum amount of pension/family pension of Rs. 400 p.m. shall be raised to Rs. 1300 p.m.
  3. The existing maximum amount of monthly pension of Rs. 3650 p.m. shall be raised to Rs. 11200 p.m.
  4. Family pension shall be calculated @ 30% of the pay drawn last. The maximum ceiling of the family pension of Rs. 1000 shall be raised to Rs. 6720 p.m. at the normal rate. However, the existing provision for calculating the pension at the enhanced rate for a specific period will continue.
  5. The maximum amount of the Death/Retiring Gratuity shall be raised to Rs. 2.5 lakhs. While calculating the amount of Death/Retiring Gratuity, Dearness Allowance payable immediately before the death/retirement shall be taken into account in addition to last drawn pay.
  6. The maximum amount of pension that can be commuted shall be raised to 40% of the amount of the pension. Other provisions relating to commutation of pension will, however, continue.
  7. Those who have already retired after 1.1.96 are entitled to have their pensionary benefits revised on the basis of this order; but those who retired during the period from 1.1.96 to 31.3.97 shall not get any arrear representing the difference between revised pension and the pensions on the basis of pre-revised pay for the period upto 31.3.97.  
The pension sanctioning authority will revise the pension and the Principal Accountant General (A&E), West Bengal will issue authority for payment of revised pensionary benefits.
  8. The pensioners who have already commuted a portion of their pension not exceeding 1/3rd of the pension without medical examination are also entitled to commute if they so desire, the difference between 40% of the revised pension and the amount of pension already commuted without medical examination, provided they did not mention a specific amount in the application for commutation of pension submitted previously. They are required to submit

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

an application in plain paper for further commutation of pension submitted previously. They are required to submit an application in plain paper for further commutation of pension as stated above to the pension sanctioning authority. It will issue an order for the payment of commuted value of pension as stated above on the basis of the application of the pensioners. The commutation in such cases shall become absolute on the date from which the pension has been revised. In the cases where the pensioner has mentioned a specific amount in the application for commutation of pension submitted previously he/she will have to apply afresh in the prescribed form and in his/her case the commutation of pension will become absolute from the date of the application as per the existing rules.

9. The relevant rules in the Death-cum-Retirement Benefit Rules of the respective category of the employees shall be deemed to have been amended to the extent indicated in this order. formal amendment to the said rules will be made in due course.
10. This issues with the concurrence of the Finance Department vide their U.O. No. F (pen) 786 dated 30.11.99.

Sd/- H. Ghosh  
Principal Secretary to the  
Government of West Bengal.

No. 1454/1(6)-Edn(CS)

Dated, Calcutta, the 7th December, 1999.

Copy forwarded for information and necessary action to the :-

- 1) Accountant General (A&E), West Bengal;
- 2) Accountant General, West Bengal;
- 3) Pension Branch of Finance Department of this Government at Hemanta Bhavan, 12, B.B.D. Bag, Calcutta-1 with 10 spare copies;
- 4) Director of Public Instruction, West Bengal;
- 5) Director of Treasuries, West Bengal;
- 6) P.A. to the Principal Secretary of this Department.

Sd/-  
Deputy Secretary.

*Compendium*

**Government of West Bengal  
Higher Education Department  
C. S. Branch**

Bikash Bhavan, Bidhan Nagar, Calcutta-91

No. 1499-Edn(CS)

Dated, Calcutta, the 17th December, 1999

**MEMORANDUM**

In continuation of this department memo No. 1093-Edn(CS) dated 30.11.98, the undersigned is directed by the order of the Governor to say that Annexure-I, part D-IV to this letter showing revised pay-scale of graduate laboratory instructor/under-qualified physical instructor/under-qualified demonstrator will be included as a part of the memo under reference.

The undersigned is also directed to say that these categories of employees will be entitled to exercise option within a period of 6 months from the date of the order.

This cancels this department G.O. number 1295-Edn(CS) dated 04.10.99 and G.O. No. 1326-Edn(CS) dt. 13.10.99.

Sd/- R. K. Chakraborty  
Deputy Secretary.

No. 1499/1(4)-Edn(CS)

Copy with copy of annexure forwarded for information and necessary action to the :-

1. Finance Department of this Government.
2. Accountant General, West Bengal.
3. Director of Public Instruction, West Bengal.
4. PA. to the Principal Secretary of this Department.

Dated, Calcutta,  
the 17th December, 1999.

Sd./-  
Deputy Secretary.



**ANNEXURE-1**

**Part D - IV**

**Other Employees of Non-Govt. Colleges**

<b>Name of Post</b>	<b>Existing Scale</b>	<b>Revised Scale</b>
Graduate Laboratory Instructor/	Rs. 1390-45-1615-55-2055-65-	Rs. 4500-150-5250-175-
Under-qualified Physical Instructor/	2445-75 -2970	7000-200-8800-225 9700
Under-qualified Demonstrator.		

Sd./-

Deputy Secretary.

*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**C.S. Branch**

Bikash Bhavan, Salt Lake, Calcutta -91

No. 1537-Edn(CS)

Dated Calcutta, the 30th December, 1999.

5P-26/99

From : Shri R. K. Chakraborty,

Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub :** Grant of Medical Allowance to the Librarians/Assistant Librarians/Physical Instructor/  
Instructress of Non-Govt. Colleges.

The undersigned is directed by the order of the Governor to say that the Governor is pleased to decide that Medical Allowance @ Rs. 100 per month in lieu of the existing rate of Rs. 30 per month shall be admissible to the Librarian/Assistant Librarian/Physical Instructor/ Instructress of Non-Govt. Colleges with effect from 1.4.99.

This order issues with the concurrence of the Finance Department vide their U. O. No. 'P' (Service) 2466 dated 21.12.99.

The Accountant General, West Bengal is being informed.

Sd/-

R. K. Chakraborty,  
Deputy Secretary.

No. 1537/1(4) Edn (CS)

Copy forwarded for information and necessary action to the :-

- 1) Accountant General, West Bengal.
- 2) Finance Department of this Government.
- 3) Guard file.
- 4) P.A. to Principal Secretary, Higher Education Department.

Calcutta,  
the 30th December, 1999.

Sd/-

Deputy Secretary.

**Government of West Bengal**  
**Higher Education Department**  
**C.S. Branch**

Bikash Bhavan, Salt Lake, Calcutta -91

No. 1538-Edn(CS)  
5P-26/99

Dated Calcutta, the 30th December, 1999.

From : Shri R. K. Chakraborty,

Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub :** Grant of Winter Allowance/Hill Compensatory Allowance to the whole time teachers/  
Librarians/Assistant Librarians and Physical Instructor/Instructress of Non-Govt. Colleges.

The undersigned is directed by the order of the Governor to say that the Governor has been pleased to decide that :-

**A) Winter Allowance :**

The whole time teachers, Librarians/Assistant Librarians/Physical Instructor/Instructress posted in the Hill sub-Divisions of Darjeeling District, i.e., Darjeeling, Kurseong, Kalimpong sub-Divisions, shall draw Winter Allowance at a uniform rate of Rs. 1500 per annum.

**B) Hill Compensatory Allowance :**

The employees mentioned in the above paragraph shall draw Hill Compensatory Allowance at the rate of 15% of the revised basic pay per month subject to a maximum limit of Rs. 1000.

This order shall take effect from 1.4.99.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group P (Services) 2466 dated 21.12.99.

The Accountant General, West Bengal is being informed.

Sd/- R. K. Chakraborty,  
Deputy Secretary.

No. 1538/1(7) Edn (CS)

Copy forwarded for information and necessary action to the :-

- 1) Accountant General, West Bengal.
- 2) Finance Department of this Government.
- 3) Treasury Officer, Darjeeling.
- 4) Treasury Officer, Kurseong.
- 5) Treasury Officer, Kalimpong.
- 6) Guard file.
- 7) P.A. to Principal Secretary, Higher Education Department.

Calcutta,  
the 30th December, 1999.

Sd/-  
Deputy Secretary.

*Compendium*

**Government of West Bengal**

**Higher Education Deptt.**

**C. S. Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 23-Edn(CS)

Dated, Calcutta, the 5.1.2000.

10M-24/99

From : Shri D. K. Roy

Joint Secretary to the Govt. of West Bengal.

To : The Director of Public Instructions, West Bengal.

**Sub :** Grant of House Rent Allowance to whole time Teachers/Librarians/Physical Instructor/Instructress of State-Aided Non-Govt. Colleges in West Bengal.

In partial modification of G.O. No. 597 Edn(CS) dated 9.6.99 on the subject mentioned above the Governor has been pleased to decide that the House Rent Allowance will be allowed w.e.f. 1.4.97 instead of 1.2.99 subject to the condition that the amount admissible in this regard upto 31.01.99 will be treated as arrear. Other conditions will remain the same.

This order is issued with the concurrence of the Finance Department vide their U.O. No. Group-P (Service) 2389 dated 27.10.99.

Sd/- D. K. Roy

Joint Secretary.

No. 23/l(5)-Edn(CS)

Copy forwarded for information to the :-

- 1) Finance Department of this Govt.
- 2) A. G. West Bengal.
- 3) Pay and Accounts Officer, Calcutta Pay and Accounts Office, 81/2/2, Phears Lane, Calcutta - 700 012.
- 4) Budget Branch of this Govt.
- 5) P. A. to Principal Secretary of this Deptt.

Calcutta,  
the 5th January, 2000.

Sd./-  
Joint Secretary.

**Government of West Bengal**  
**Higher Education Department**  
**C.S. Branch**  
Bikash Bhavan, Salt Lake, Calcutta -91

No. 227-Edn(CS)

Dated Calcutta, the 16th Feb., 2000.

5P-52/98

From : Shri D. K. Roy,  
Joint Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub :** Composition of the Screening Committee for recommending Career Advancement of teachers in Non-Govt. Colleges.

The undersigned is directed to say that under this Department G.O. No. 390(2)-Edn(CS) dt. 05-04-99 the scheme prescribing terms and conditions towards introduction of the UGC Scales, 1996 for the teachers of Non-Govt. Colleges in West Bengal has been introduced.

The undersigned is directed by the order of the Governor to say that the Governor has been pleased to order that the Screening Committee for the purpose of Career Advancement of teachers will be constituted by the Governing Body of the College as follows :-

- 1) The President of the Governing Body of the College or Administrator.
- 2) One member of the Governing Body of the College.
- 3) A subject expert to be nominated by the Vice-Chancellor of the affiliating University.
- 4) A nominee of the D.P.I., West Bengal.
- 5) The Principal/Teacher-in-Charge of the Concerned College.

For any meeting of the Committee, the President of the G.B. or Principal/Teacher-in-Charge, University's nominee and the D.P.I.'s nominee must be present.

The Principal/Teacher-in-Charge of the college shall prepare the proposals in respect of the concerned teacher(s) and place the same before the Committee for consideration.

The meeting of the Committee will be convened by the Principal/Teacher-in-Charge of the college as and when necessary. In the case of Career Advancement of Teacher-in-Charge, the meeting of the Committee will be convened by the President of the Governing Body and in such meeting the concerned Teacher-in-Charge will not act as a member.

Detailed guidelines as to the procedure to be followed by the Committee for Screening will follow.

Sd/- D. K. Roy,  
Joint Secretary.

Dated 16-02-2000.

No. 227/1 (4)-Edn (CS)

Copy forwarded for information to the :-

- 1-2. Appointment /University Branch of this Department.
3. P.A. to Principal Secretary of this Department.
4. P.S. to Minister-in-Charge of this Department.

Sd/-  
Joint Secretary.

*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**C.S. Branch**

No. 227-Edn(CS)  
5P-52/98

Dated, Calcutta, the 16th Feb. 2000.

From : Shri D. K. Roy,

Joint Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : Composition of the Screening Committee for recommending Career Advancement of teachers in Non-Govt. Colleges.

The undersigned is directed to say that under this Department G.O. No. 390(2)-Edn(CS) dt. 05-04-99 the scheme prescribing terms and conditions towards introduction of the UGC scales, 1996 for the teachers of Non-Govt. Colleges in West Bengal has been introduced.

The undersigned is directed by the order of the Governor to say that the Governor has been pleased to order that the Screening Committee for the purpose of Career Advancement of teachers will be constituted by the Governing Body of the College as follows :-

- 1) The President of the Governing Body of the College or Administrator.
- 2) One member of the Governing Body of the College.
- 3) A subject expert to be nominated by the Vice-Chancellor of the affiliating University.
- 4) A nominee of the D.P.I., West Bengal.
- 5) The Principal/Teacher-in-Charge of the concerned college.

For any meeting of the Committee, the President of the G.B. or Principal/Teacher-in-Charge, University's nominee and the D.P.I.'s nominee must be present.

The Principal/Teacher-in-Charge of the college shall prepare the proposals in respect of the concerned teacher(s) and place the same before the Committee for consideration.

The meeting of the Committee will be convened by the Principal/Teacher-in-Charge of the college as and when necessary. In the case of Career Advancement of Teacher-in-Charge, the meeting of the Committee will be convened by the President of the Governing Body and in such meeting the concerned Teacher-in-Charge will not act as a member.

Detailed guidelines as to the procedure to be followed by the Committee for Screening will follow.

Sd/- D.K. Roy  
Joint Secretary.

**Government of West Bengal**  
**Higher Education Department**  
**C. S. Branch**

Bikash Bhavan, Salt Lake, Calcutta - 91

No. 563-Edn(CS)  
5P-7/2000

Dated, Calcutta, the 18th April, 2000.

From : Shri R. K. Chakraborti,

Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub :** Revision of pay scale of Teachers, Librarians and Physical Instructor/Instructress of Non-Govt. Colleges.

The undersigned is directed to say that under this Department Government Order No. 117-Edn(CS) dated 4.2.99 and 118-Edn(CS) dated 4.2.99 the pay scales of Teachers, Librarians, Physical Instructor/ Instructress of Non-Govt. Colleges were revised with effect from 1.1.96. It was stated therein that the modalities of paying arrears would be notified in due course.

The Governor has been pleased to order that the pay of these Teachers, Librarians and Physical Instructor/Instructress of Non-Govt. Colleges who retired during the period 1.1.96 to 4.2.99 may be notionally fixed on the date preceding the date of their retirement as per the revised scale of pay introduced in the afore-said Government Orders and they may be allowed their pension and other retirement benefits on the basis of the pay fixed notionally in the afore said manner.

This issues with the concurrence of the Finance Department vide their U.O.496 Gr. 'P' (Service) dated 18.4.2000.

Sd/-  
Deputy Secretary.



*Compendium*

**Government of West Bengal  
Higher Education Department  
C.S. Branch**

Bikash Bhavan, Bidhannagar, Calcutta-91

No. 629-Edn(CS)  
5P-52/98

Dated, Calcutta, the 12th May, 2000.

From : Shri D. K. Roy,

Joint Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

In continuation of the Para 3(d) of Annexure-I of G.O. No. 118-Edn(CS) dated 4.2.1999 regarding the terms and conditions for the introduction of revised U.G.C. scales of pay, the undersigned is directed to state that the U.G.C. has since clarified as followed :-

“The benefit of two advance increments in lieu of Ph.D. Degree is available to teachers who have acquired/will acquire Ph.D. on or after 1.1.96. However, the increments would be admissible from the date of award of Ph.D. Degree”.

Sd/-

Joint Secretary.

**Government of West Bengal**

**Higher Education Deptt.**

**C. S. Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 922-Edn(CS)

Dated, Calcutta, the 14th July, 2000.

5P-52/98

From : Shri H. Ghosh, IAS

Principal Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub :** Revision of scales of pay of the Teachers, Physical Instructors and Librarians of the State-aided non Government Colleges in West Bengal payment of arrears due to.

The undersigned is directed to refer to the Government order No. 118-Edn(CS) dated 04-02-99 in respect of the teachers of the State-aided non-Government Colleges in West Bengal. No 117-Edn(CS) dated 04-02-99 in respect of the Physical Instructors and Librarians of the State-aided non-Government colleges in West Bengal and to state that it was indicated therein that the modalities of payment of arrears would be notified in due course. Certain orders relating to other benefits like career advancement, advance increments for holding Ph.D. degree etc. were issued subsequently from time to time on the basis of the recommendations of the Govt, of India or the U.G. C. The Governor is now pleased to decide that the payment of the arrears on the basis of the revised scales of pay in accordance with the aforesaid orders in respect of those teachers and the librarians and physical instructors as the case may be, who were on position in 01-01-96 or appointed on 01-01-96 or thereafter, will be made in six monthly instalments beginning with effect from 01-07-2000 subject to the stipulation that the claim of the colleges in this respect is received in the office of the Director of Public Instruction, West Bengal, in due time.

2. This order issues with the concurrence of the Finance Department vide their u.o.No. Group 'P' Service 1521 dated 13-06-2000.
3. All concerned are being informed.

Principal Secretary.

Dated, Calcutta  
the 14th July, 2000.

*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**C.S. Branch**  
Bikash Bhavan, Calcutta-700 091

No. 1054-Edn(CS)

Dated : 24.08.2000.

From : R. K. Chakraborti

Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, Bikash Bhavan.

**Sub :** Enhancement of the ceiling on Gratuity in the case of Teachers of non Government Colleges/ non teaching staff/Librarians who retired or died during the period from 1.12.95 to 31.12.95 (before introduction of revised U.G.C. scale w.e.f.1.1.96)

The undersigned is directed to say that the ceiling of maximum amount of gratuity to Rs. 2.5 lakhs was extended to the employees of Non Govt. Colleges after revision of pay scales w.e.f. 1.1.1996. But question of enhancement of gratuity to Rs. 2.5 lakhs to those employees who retired/ died during the period from 1.12.95 to 31.12.95 was under active consideration of the Government.

After careful consideration, the Governor has been pleased to decide that the maximum amount of Death/Retiring gratuity payable to those employees of Non Govt. Colleges who retired/ died during the period from 1.12.95 to 31.12.95 be raised to 2.0 lakhs.

This order issues with the concurrence of the Finance Department vide their U.O. No. F (Pen) 262 dated 13.07.2000.

The A. G. W. B. & Others are being informed.

R. K. Chakraborti  
Deputy Secretary.

No. 1054/1(4) -Edn(CS) Dated. 24.08.2000

Copy forwarded for information to :-

1. A.G.W.B.
2. Finance Department of this Government.
3. P.A. to Principal Secretary, Department of Higher Education.
4. Director of Treasuries, Stephen House, Calcutta-700 001

With the request to intimate this to all treasuries under his control.

Sd/-  
Deputy Secretary.

**Government of West Bengal  
Higher Education Deptt.  
C.S. Branch  
Bikash Bhavan, Salt Lake City Kolkata - 91**

No. 974-Edn. (CS)/  
10M-62/2001

Dated : kolkata, the 27th August, 2001.

From: Shri R.K. chakraborty  
Joint Secretary to the Govt. of west Bengal.

To : The Secretary  
West Bengal College Service Commission  
6, Bhabani Dutta Lane (4th Floor)  
Kolkata - 700073.

Sub : Rationalization of teaching posts in Non-Govt. colleges in the State.

Sir,

The question of rationalization of teaching posts in different non-Govt. Colleges in the State has been under consideration of the Govt. for some time past.

After careful consideration of the matter, I am directed by order of the Governor' say that if a vacancy articles In the 5th and onward posts C Lecturer in the Arts subjects and in the Commerce team at the Hons. Level and if vacancy arises in the 8th and onward posts of Lecturer in the Science Subjects at the Hons, level in a Non-Govt. College in the State, such posts will come under the purview of Clause 3 of the West Bengal Universities (control of Expenditure) Act, 12 6.()

As such the above mentioned posts she id not be filled up without the prior approval of the Government.

Yours faithfully,  
*Sd/- R.K.Chakrarvorty*  
Joint Secretary

No. 366 - (PSC)

Dated : Kolkata, the 3rd September, 2001

Copy forwarded for informal, and necessary action to the in Principal/Teacher-in-Charge,

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\_\_\_\_\_

By. Director of Fubless-. Instruction.  
Planing & Statics, West Bengal

*Compendium*

**Government of West Bengal.  
Higher Education Department  
C.S. Branch  
Bikash Bhavan, Salt Lake, Kolkata, - 91**

No. 355 - Edn(CS)  
10M-62/2001

Dated, Kolkata, the 2nd June, 2006

From : Shri J.N.Bhattacharya,  
Deputy Secretary to the Govt. 01 West bengal

To : This Secretary,  
West Bengal College: Service Commission,  
6, Bhabani Dutta Lane, 4th floor,  
Kolkata - 700073.

Sub: Rationalisation of teaching posts in non-Govt. Colleges in the State.

Sir,

In partial modification of this Department's G.O.No.974--Edn(CS) dated 27.08.2001, I am directed by order of the Governor to say that the Governor has been pleased to say if any vacancy arises in the 6th and onward posts of Lecturer in the Department of Bengali, English, Mathematics, Geography and Commerce at the Honours level in the non-Govt. Colleges in the State, such posts will come under the purview of Clause 3 of the West Bengal Universities (Control 01 Expenditure) Act, 1976.

As such the above mentioned posts should not be filled up without the prior approval of the Govt.

Yours faithfully,  
Deputy Secretary

No. 335/1(8)-Edn(CS)

Dated, Kolkata, the 2nd June, 2006

Copy forwarded for information and necessary action to :-

1. The Director of Public Instruction, West Bengal with reference to his notes dated 25.05.06 contained in the Education Dte's File No.ED-101/2006. He is requested kindly to circulate it to the non-Govt. Colleges for information and necessary action.
2. The Joint Director of Public Instruction(UGC), West Bengal;
3. The Joint Director of Public Instruction(NGC), West Bengal;
4. The Joint Director of Public Instruction(PPS), West Bengal;
5. The Computer Cell of this Department ;
6. The P.S. to the MIC, Higher Education Department;
7. P.A- to Principal Secretary, Higher Education Deptt.;
8. The Guard File.

Deputy Secretary

**Government of West Bengal  
Higher Education Department  
C.S. Branch**

**Bikash Bhavan, 5th floor, Salt Lake, Kolkata-700091**

No. 401A-Edn(CS)/10M-15/07

Dated : 25.4.2007

**NOTIFICATION**

The Governor is pleased to introduce from the academic year 2006-07 a new scholarship scheme to be known as 'West Bengal Government Merit-cum-Means Scholarship Scheme', for providing financial assistance to the poor but meritorious students of West Bengal, who are pursuing higher studies at various post-Madhyamik levels. Students who are domiciled in West Bengal and are studying in one of the State Government owned or State Government aided institutions after passing out from the State Board/Council of Secondary/Higher Secondary Education or a State-aided University in West Bengal, will be eligible for consideration for grant of scholarship under this scheme provided: (i) their total family income from all sources is not more than Rs.50.000/- (Rupees fifty thousand) per annum, and (ii) they fulfill such minimum prescribed academic eligibility criteria as would be notified through newspaper advertisements from time to time.

2. The rate of scholarship will vary from Rs.500/- to Rs.1500 per,-month depending on the stage and course of study.
3. Higher Education Department will be the nodal Department for administration of the scheme.
4. There shall be a Steering Committee under the chairmanship of the Minister-in-Charge of Higher Education, Government of West Bengal, to oversee and monitor the implementation of the scholarship scheme
5. The details of the scholarship scheme, in particular the. practical operational steps for administering the scheme, are elaborated in the guidelines annexed with this Notification

This Notification issues with the concurrence of the Finance Department vide their U.O. No. 660 Gr. P (Service) dated 19.2 2007.

[Annexure : Guidelines for  
the scholarship scheme]

(Asok M. Chakrabarti)  
Additional Chief Secretary  
to the Government of West Bengal.  
Department of Higher Education

No. 401A/1(20)-Edn(CS)/10M-15/07

Dated : 25.4 2007

Copy forwarded for information and further circulation among all the concerned offices and institutions under their jurisdiction to:

- i) Additional Chief Secretary, Health & Family Welfare Deptt.
- ii) Principal Secretary. Finance Deptt.

*Compendium*

- iii) Principal Secretary, Chief Minister's Secretariat
- iv) Principal Secretary School Education Deptt.
- v) Secretary, Technical Education and Training Deptt.
- vi) Accountant General (A & E), West Bengal,
- vii) P.S. to MIC. Finance Deptt.
- viii) P.S. to MIC. Higher Education Deptt.
- ix) P.S. to MIC. School Education Deptt.
- x) P.S. to MIC. Health & Family Welfare Deptt.
- xi) PA. to Addl. Chief Secretary, Higher Education Deptt
- xii) Director of Public Instruction, West Bengal
- xiii) Director of School Education, West Bengal
- xiv) Director of Technical Education, West Bengal
- xv) Director of Medical Education, West Bengal
- xvi) Director of Technical Education & Training. West Bengal
- xvii) Director of Treasuries and Accounts, West Bengal
- xviii) Deputy Director of Public Instruction (Scholarship & Stipend). West Bengal
- xix) Treasury Officer, Bidhannagar
- xx) Guard file (CS. Branch)

(J. N. Bhattacharya)

O.S.D.& Ex-office joint Secretary  
to the Government of West Bengal.  
Department of Higher Education



## GUIDELINES FOR THE WEST BENGAL GOVERNMENT MERIT-CUM- MEANS SCHOLARSHIP SCHEME

### 1. OBJECTIVE

With a view to assisting the meritorious students belonging to economically backward families in the State of West Bengal, to pursue higher studies, the Government of West Bengal introduces this scheme of giving scholarships at different levels of higher studies, at educational institutions based in West Bengal.

### 2. SCOPE

These scholarships will be sanctioned to deserving students at the H.S.-level / U.G.- level (Arts, Commerce, Science, Medicine. Engineering including Polytechnic and other Professional courses) / PG-level (Arts, Commerce, Science and a few other Professional courses excluding Engineering and Medicine), on merit - cum - means criteria. There will be special provisions for rendering assistances to the girl students, first generation learners, students belonging to extremely poor families and students coming from backward areas The entire financial liabilities for implementing this scheme will be borne by the Government of West Bengal.

Students, who are domiciled in West Bengal and are studying in one of the State Government institutions or State Government-aided institutions after passing out from the state board/ council of secondary education or a state-aided university in West Bengal, will be eligible for consideration for grant of scholarships under this scheme. The students will be required to apply in response to the advertisement/s to be published in this regard by the Govt. of West Bengal, within the stipulated last date for submission of applications, except in extraordinary circumstances, vide paragraph 8(a) in these guidelines.

Candidates opting for these scholarships and found eligible, will not be allowed to enjoy any other governmental (central/state) scholarship or stipend for the same course/stage of study However one time grants or assistances received from any source, or free or partly-free studentship allowed by the host institutions will not debar the students from availing of the benefits of this scheme

### 3. ALLOCATION AND RATE OF SCHOLARSHIP

The basic allocation and rates will be as under:

S. No.	Level	No.of Awardees	Rate-(per month)
1.	HS	1500	Rs. 500/-
2.	U.G.(Arts + Commerce)	700(550 + 150)	Rs. 750/-
3.	U.G.(Science + other Professional Courses excluding Engg. / Medicine)	350 (325+26)	Rs. 900/-
4a.	UG/Diploma (Polytechnic)	40	Rs. 750/-
4b.	UG (Engg)	75	Rs. 1400/-
5.	UG Medicine (MBBS. BDS. BHMS. etc )	100	Rs 1500/-
6.	PG (Arts+Commerce)	500(400 + 100)	Rs. 1200/-
7.	PG (Science + Other Prof. Courses excluding Engg/ Medicine)	250 (225 + 25)	Rs.1400/-

## Compendium

The total number of scholarships at HS and U.G. levels, available to students belonging to a particular district will be determined on the basis of the relative population of the said district with reference to the State population, as published in 20C1 Census data [ e.g. if the district and state populations are x and y respectively and Z is the number of scholarships available at a particular level of higher studies,  $(x/y).Z$ , rounded off to the nearest digit, will be the number of scholarships at that particular level, which will be kept reserved for students belonging to the said district]. In case the quota fixed for a particular district is not completely exhausted after consideration of all eligible applications received from the district, the Steering Committee mentioned at item - 6 in these guidelines will be authorized to divert the unutilized part of the district quota to some other district's. In the first year of implementation of this scheme a special fund provision of Rs 45 lakh will be made for disbursement of scholarships at the above-noted rates for women candidates.

### 4. MEANS JUDGING CRITERIA

The total family Income ceiling for the prospective scholars will be Rs. 50 thousand per annum. While applying, all students will be required to enclose an Affidavit written on a Non-judicial Stamp Paper valued Rs.10/- or more, and sworn by his/her parent / guardian before a Notary Public or a first-class magistrate, declaring their total family income from all sources (giving the detailed break-up) during the preceding financial year (i.e. from the 1st of April of the previous year to the 31<sup>st</sup> of March of the year of applying for the scholarship). If, for any reason which appears "unavoidable" in the assessment of the government, the application is made by a scholar between January and March of a year, the Income Affidavit for the financial year ending on the 31<sup>st</sup> of March of the previous year will be accepted.

Definition of income and additional documents to be required:

(i) For salaried guardians/parents, the basic pay together with DA and HRA will be considered for salary income calculation, and copy of the formal pay-slip or salary certificate from the employer will be required to be attached. Income from other non-salary source/s. if any, must be specified in the Income Affidavit referred to above and copies of the relevant supporting documents are to be attached

(ii) For non-salaried category of guardians/parents involved mainly in business, a copy of the income certificate issued by a State Government official of the rank of Joint B.D.O. or above, should be submitted. The guardians/parents may seek necessary cooperation from their local government representatives for procurement of such certificate.

(iii) For non-salaried category of guardians, whose main income is from agriculture or for those who have no regular income source, income certificate issued by a State Government official of the rank of Joint B.D.O. or above, will be required. The guardians/parents may seek necessary cooperation from their local government representatives for procurement of such certificate

Any deliberate falsification in the Income Affidavit and/or in other enclosed documents discovered at any stage will be considered as a grievous offence and may invite serious disciplinary actions leading to (i) compulsory and immediate refund of the amount of scholarship already enjoyed by the scholar, (ii) complete forfeiture of his/her right to apply for any governmental scholarship in future and may also attract penal provisions of other relevant laws for the time being in force.

## **5. MERIT JUDGING CRITERIA**

Candidates whose family income falls at or below the ceiling of Rupees fifty thousand (Rs.50,000/-only) per annum will be judged according to their academic merit in the under noted manner. [The minimum basic academic criterion in case of renewal of the scholarships will be that each applicant has to clear the promotional examination's at the first attempt, in order to get promoted to the next higher class. In exceptional circumstances, however, a certificate from the competent authority of the institution substantiating the candidate's promotion to the next higher class will be acceptable.]

### ***For HS - level***

The minimum qualifying marks for being considered for award of scholarships will be 75% in aggregate, in Madhyamik Pariksha, and the total marks obtained in the Madhyamik Pariksha excluding pass marks in the additional subject, if any, will be the sole criterion for consideration. Candidates from outside the West Bengal Board of Secondary Education will not be eligible to apply for this scholarship.

### ***For UG level***

The minimum qualifying marks for being considered for award of scholarships will be 75% in aggregate, in the HS Examination conducted by the W.B. Council of H.S. Education, excluding the pass marks in the fourth subject, if any. For the UG (Arts), UG (Commerce), UG (Science) and UG (other professional courses), separate merit lists will be prepared. In case of short-fall in the number of suitable applications in any particular category within a specific level (of study) in a year, the unfilled quota will be shifted for that particular year to other equivalent category/ies having the same rates of scholarship, as per the discretion of the Steering Committee.

### ***For PG-level (General Education and other professional courses excluding Engineering Medicine)***

Candidates should be Honours graduates securing at least 55% marks in the Honours subject. The marks obtained in Honours subject will be the only deciding criterion academically for award of the PG-level scholarships.

## **6. NOTIFICATION, APPLICATION AND SANCTION PROCEDURES**

There will be a Steering Committee under the chairmanship of M.I.C. (Minister-in-Charge). Higher Education Department. Government of West Bengal, for the over-all administration of the scholarship scheme and for identification of the exceptionally deserving cases as referred to in paragraph 8(a) of these guidelines. The following officials will be members in the Steering Committee.

1. Additional Chief Secretary /Principal Secretary, H. & F.W. Department
2. Additional Chief Secretary/Principal Secretary. HE. Department
3. Principal Secretary, S.E. Department
4. Secretary, T.E. Department
5. Special Secretary, Finance Department
6. Director of Public Instructions
7. Director of School Education
8. Director of Technical Education.

## Compendium

9. Director of Medical Education  
 10. Special Secretary, H.E. Department — Convener

(The Steering Committee will be authorized to incorporate any change in these guidelines, if and when necessary, which will be followed up by formal governmental notification-in-amendment.)

Every year applications on plain paper (either handwritten in block capital letters or typed / word processed) in prescribed format, will be sought for from eligible candidates for various levels, through insertions in leading dailies.

Candidates for different categories will submit their' applications to different offices as noted below (clearly superscribing on the envelope APPLICATION FOR W.B GOVERNMENT MERIT-CUM-MEANS SCHOLARSHIP FOR STUDYING \_\_\_\_\_ DEGREE- COURSE).

Application receiving offices	Category of applicants
i) Directorate of School Education. Training and Examination Cell. Bikash Bhavan, 7n Floor. Salt Lake, Kolkata-700 091.	Madhyamik passed (and H.S.-enrolled) for the H S.level scholarships.
ii) Directorate of Public Instruction (i.e. Education Directorate). Scholarship & Stipend Section Bikash Bhavan. 9th Floor, North Wing Salt Lake, Kolkata-700091	a) H.S -passed and currently enrolled in UG- Honours (Arts/Science/Commerce cojrses)/UG(Professional courses excluding Engineering/Medicine) b) Graduation-passed (with Honours) and currently enrolled in PG Courses (Arts / Commerce / Science / Other professional ones excluding Engg. / Medicine)
iii) Directorate of Technical Education, Bikash Bhavan, 10th Floor, East Wing, Salt Lake. Kolkata-700091	H.S.-passed and currently enrolled in UG (Engg.) Courses such as BE/BTech etc.
iv) Directorate of Technical Education & Training, Bikash Bhavan, 10th Floor, Salt Lake. Kolkata-700091.	M.P./H.S.-passed and currently enrolled in Polytechnic Diploma (Engg) Courses
v) Directorate of Medical Education, Swasthya Bhavan, Salt Lake, Sector-V, Kolkata-700091	H.S.-passed and currently enrolled in UG (Medicine) Courses, such as MBBS. BHMS. BDS etc.

Upon receiving the applications these respective offices will process them strictly In accordance with the stipulated guidelines.

Gradation Lists or Merit Lists will be prepared by the above offices mentioning therein the name and address of the eligible scholars, the period and amount of scholarship to be sanctioned to them, their residential address and contact phone number, if any. and the course they are currently pursuing and for which the scholarship is sought, complete postal address and phone number of their institution.

The merit lists so prepared should be submitted promptly, to the Steering Committee set up for the purpose of administration of this scheme in the Higher Education Department of the State

### *Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

Government. After completing the formalities for scholarship sanctioning, the scholarship amounts preferably for every three months, will be dispatched to the concerned head of the institutions by registered post through A/c- payee Dank draft (or A/c payee cheque) made payable in the name of the individual student/s, along with a covering letter giving the details of the draft or cheque, with a tear-off portion to act as a format of disbursement certificate (D.C.). The scholarship drafts/cheques will be handed over by the head of the institution to the student/s concerned, after taking due acknowledgement from them. After disbursing the draft/cheque to the student, the head of the institution will send the duly filled-in disbursement certificate and, if possible, a copy of the student's acknowledgement as well, to the concerned Directorate by courier / registered post / fax, and retain a self-certified copy of the tear-off portion (D.C.) in the institution for subsequent audit. Advance sanctioning of scholarship will be permitted up to the end of the financial year in which the sanctioning is actually made.

The particulars of sanction of scholarships will be posted on the West Bengal Govt, web-site/s as soon as possible after the dispatch of the scholarship money, so that the scholars could readily know about the status of their individual cases from the internet. After receiving the full amount of scholarship for a year, it will be the responsibility of the scholar to formally acknowledge the receipt of the same to the concerned Directorate, and to submit documentary proof of promotion to next higher class; these will allow the concerned Directorates to proceed for sanctioning of the renewal of scholarship for the following year.

Each concerned Directorate will have a nodal officer who will liaise with the Higher Education Department (Steering Committee) and the institutions concerned.

All efforts have to be made in order to ensure disbursement of scholarships in a timely and efficient manner. Centrally a bank account with cheque facility will be opened in the name of the Additional Chief Secretary / Principal Secretary (Higher Education Department); the Finance Department will first deposit the sanctioned amount into this account under intimation to the Higher Education Department; on receiving such intimation (allotment) and after getting the requisite merit lists from different Directorates, the Additional Chief Secretary / Principal Secretary (Higher Education) will sub-allot the amount to these Directorates in the form of cheques from the said central account. Each Directorate will be required to open separate bank accounts wherein the corresponding sub-allotment cheques will be deposited. On their turn the Directorates will issue cheques in the name/s of local scholars and will get Aye-payee bank drafts made in the name/s of concerned out-station scholars from their respective operating banks, before dispatching these cheque/s or draft/s to the concerned institutions in the manner already outlined. (In the students' interest, payment through bank drafts will be more desirable than through cheques)

A financial year-wise calendar of broad activities is suggested below which should be adhered to by all concerned.

Activities	Dates/Deadlinss
i) Governmental advertisement/s to be published (seeking applications from students for the scholarship)	Around the time of the declaration of the WB JEE results
ii) Application receiving, deadline	30 September



## Compendium

iii) Completion of Merit List Preparation by different Directorates and submission of the same to the Steering Committee.	30 November
iv) Scholarship sanctioning and Disbursement -1st instalment	By 31st December (There after disbursement of scholarships will be attempted to be made on a quarterly basis, if the procedural requirements are duly fulfilled by the scholars)

The Steering Committee will ensure that the release (ie. sanction) of the renewal instalments of scholarship is done within 45 days of receiving of all the requisite documents (like the Disbursement Certificate and/or Acknowledgement slip in respect of the earlier instalment/s sent, proof of promotion to the next higher class, etc.). For renewal in case of normal circumstances, a scholar has to get promotion to the next higher class by passing in the first attempt at promotional test's. Under exceptional circumstances, however, certificate from competent authority of the Institution substantiating the promotion of the scholar to the next higher class may be accepted.

### **7. DURATION OF THE SCHOLARSHIP & HOLDING IN ABEYANCE OF AN AWARD.**

The scholarship will be given for all 12 months in & year during the study period.

The scholarship cannot be kept in abeyance for any scholar for more than one year at a stretch during a single stage/course of study. There must be highly valid reasons for resumption of scholarship after a break, e.g. accidental injury leading to long bed-res., prolonged illness, natural calamity, etc and the request for resumption of scholarship should be substantiated by the scholars by genuine supporting documents.

### **8. SPECIAL PROVISIONS**

- (a) The Steering Committee will be authorised to relax the merit criteria as elaborated in item 5 in these guidelines in exceptionally deserving cases. In case/s of unforeseen complexities, the decision of the Steering Committee will be final and binding.
- (b) Rs. 45 lakh will be spent on disbursement of scholarships to girl students in the first year of implementation of this scholarship scheme. The girl students to be awarded scholarships under the special provisions will get assistances at same rates as stipulated for general candidates at paragraph 3 and the qualifying criteria will also be similar.

**Government of West Bengal**  
**Department of Higher Education**  
**Bskash Bhavan(6th floor), Salt Lake**  
**Kolkata -91**

**No. 261(10)-SS(HE)**  
**(CS)10M-15/07**

**Dated the 8th June, 2007**

From : The Special Secretary to (the Govt. of West Bengal

- To: 1. The Addl. Chief Secretary, Health & Family Welfare Deptt.-Member  
2. Addl. Chief Secretary, H.E. Deptt. Member  
3. Principal Secretary, S.E. Deptt. .-Member  
4. Secretary, Technical Education & Training Deptt. .-Member  
5. Special Secretary, Finance Deptt. .-Member  
6. Director of Public Instructions.-Member  
7. Director of School Education.-Member  
8. Director of Technical Education.-Member  
9. Director of Medical Education.-Member  
10. Director of Technical Education & Training

Sub : West Bengal Govt. Merit-Cum- Means Scholarship Scheme

Ref : Steering Committee Constituted under Higher Education Department Notification No.401 A-Edn(CS)/10M-15/07 dt 25.4.07.

Sir.

I am directed to inform you that the first meeting of the Steering Committee constituted under the notification referred above will be held under the Chairmanship *oi* HON'BLE MIC, Higher Education Department on 18.6.07 at 4.30.pm. in this office chamber at Bikash Bhavan, (5th floor).

Agenda tor discussion will be as follows:-

- i) Sanction of Merit Lists prepared  $\phi$  the Directorates sanction and () of Scholarship under the ()2006-07.  
ii) Miscellaneous

You are request () to attend the metting

Yours faithfully

()

Special Secretary



*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**C.S. Branch**  
**Bikash Bhavan, Salt Lake, Kolkata-91**

No. 829-Edn(C.S.)/5S-11/03

Dated, Kolkata, the 21st September, 2007.

From : Shri M. Chakraborti,

O.S.D & Ex-officio Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal, Bikash Bhavan, Salt Lake,

Sub : Accumulation and encashment of earned leave in respect of Librarians/Asstt. Librarians/  
Deputy Librarians of non-Govt. Colleges.

The undersigned is directed by order of the Governor to say that the Governor has been pleased to decide that the ceiling on accumulation of earned leave be fixed at 240 days and to allow the benefit of payment of cash equivalent of leave salary for the period of the earned leave for a maximum of 240 days for Librarians/Asstt. Librarians/ Deputy Librarians of non-Govt. Colleges in the State.

This will be effective from 30.9.2004.

This order issues with the concurrence of Finance Deptt. vide their U.O. No. 1478 Group~P (Service) dt. 10.8.2007.

Sd/- M. Chakraborti,  
O.S.D. & Ex-officio Deputy Secretary.

NO. 829/1(6)-Edn(CS)

Kolkata, the 21st September, 2007.

Copy forwarded for information and necessary action to the

1. Accountant General (A&E), West Bengal.
2. Finance Deptt. of this Govt.
3. Pay & Accounts Officer, Kolkata Pay & Accounts Office, 01/2/2, Phears Lane, Kolkata-12.
4. Joint Director of Public instruction (Pen), West Bengal.
5. Computer Cell of this Deptt.

O.S.L. Ex-officio Deputy Secretary.

**Government of West Bengal  
Higher Education Department  
C. S. Branch Bikash Bhaban,  
Salt Lake, Kolkata-91**

No. 915-Edn (C.S)/5P-77/99

Dated Kolkata, the 19th Nov., 2007.

From : Shri J.N. Bhattacharya,  
Officer On Special Duty & Ex-Officio  
Joint Secretary to the Government of West Bengal.

To : The Director of Public instruction, West Bengal,  
Bikash Bhaban, Salt Lake, Kolkata-91.

Sub : Recruitment rules for the post of Head Clerk/Accountant/ Cashier in non-Government Colleges in the State.

In cancellation of this department is order No.222-Edn (C.S.), dated 22.2.2001, the undersigned is directed by order of the Governor to say that after careful consideration, the Governor has been pleased to prescribe the following rules for recruitment to the post of Head Clerk/Accountant/ Cashier in non-Government Colleges in the State

- i) Whenever a vacancy arises in the post of Head Clerk, the post is to be filled up by promotion of an employee of the status of Upper division Clerk such as Accountant, Cashier etc.
- ii) Whenever a vacancy arises in the post of Accountant/Cashier, the post is to be filled up by promotion of an employee belonging to the category of Lower division Clerk, such as Clerk, Typist, etc.

In either case, attendance, experience, efficiency, seniority and character roll shall have to be taken into consideration.

But if no suitable candidate is available by way of promotion, the post of Accountant/Cashier say be filled up by direct recruitment for which the minimum educational qualification should be graduate of any stream.

This will have immediate effect

This issues with the concurrence of Finance department under U.O. No.2167 Group 'P' (Pay), dated 15.10.2007.

Sd/- J.N. Bhattacharya,  
O.S.D. & Ex-officio Jt. Secretary.

*Compendium*

No. 1352(450)-C

Dated kolkata, the 06 th December, 2007.

Copy forwarded to the Principal./ Teacher-in- Charge,

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for information and necessary action.

for Director/of Public instruction  
West Bengal.

**Government of West Bengal  
Higher Education Department  
C.S. Branch  
Bikash Bhavan, Salt Lake Kolkata-91**

No.924-Edn (C.S.)/10M-10/03

Dated, Kolkata, the -26th Nov. 2007.

From : Shri J.N.Bhattacharya,

Officer on Special Duty & Ex-Officio

Joint Secretary to the Government of West Bengal,

To : The Director of Public Instruction, .West Bengal, Bikash Bhavan, Salt Lake, Kolkata-91.

Sub : Recruitment the posts of Group 'C' category in Non-Government Colleges in the State.

The question of considering duly qualified regular employees in Non-Government Colleges in the State for appointment in higher posts has been engaging the attention of the Government for some time past.

The undersigned is directed to say that in partial modification of this Department's G. o.No. 830-Edn (C. S. ) dated 31/10/1995, the Governor has been pleased to decide that. duly qualified candidates working for at least 5 years as regular employees in Group 'D' category in a Non-Government College in the State may be considered for appointment to the posts of Group 'C' category of that college alongwith the candidates sponsored by the Employment Exchanges provided such candidates fulfil the conditions of eligibility for recruitment to the said posts. The Governor has further been pleased to decide that there shall be no age bar for such consideration.

This order will have immediate effect.

This, issues with the concurrence of finance Department and Labour Department vide their U.O. Nos. 3588 Group 'P' (Service) dated 20/09/2007 and 215-Emp dated 15/11/2007 respectively.

পশ্চিমবঙ্গ কলেজ শিক্ষাকর্মী উইনিয়নের  
আন্দোলনের ফলে অনেকগুলি দাবীর সমাধান  
হয়েছে। কিছু সরকারী নির্দেশনামা বেরিয়েছে। এ  
বিষয় দ্রুত ব্যবস্থা নেওয়ার জন্যে কলেজ উইনিট  
গুলিকে অনুরোধ করা হচ্ছে। প্রয়োজনে নেতৃত্বের  
সাথে যোগাযোগ করতে হবে

officer in Special Duty &  
Ex- officio Joint Secretary

*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**C.S. Branch**  
**Bikash Bhavan Salt lake Kolkata-91**

No. 585-Edn (CS)/10M 20/03

Kolkata the 9th Sept. 2008

From : Sri M. Chakraborti

OSD & Ex-officio Deputy Secretary to the Govt. of West Bengal

To : The Director of Public Transaction West Bengal

Sub : Recruitment policy regarding appointment in non-teaching posts in non Govt. Colleges.

In cancellation of the Departments No.830-Edn(CS) Dt. 31.10.95, the undersigned is; directed by order of the Governor to say that henceforth the following procedure shall be: followed for direct recruitment as the non-teaching post in non -Govt. Colleges until further orders.

The concerned appointing authorised shall in addition to obtaining names from employment Exchanges give wide publicity the vacancies in the newspapers having wide circulation-and also display the vacancies on the office notice boards in -such a manner as to ensure reasonable opportunity of response from the eligible Candidates for due consideration of their candidature in the recruitment process.

This order is issued in accordance with the provision as laid down in Labour department memorandum no. 101-Emp dated -2 5.07.2008

OSD & Ex-officio Dy. Secretary.

No.585/1(7) -Edn(CS).

Copy forwarded for information with the request. to amend the statutes where necessary to the :

1. University branch of this Department:
2. Registrar, University of Calcutta : Kolkata-73
3. Registrar, University of Burdwan, Rajarhat, Pin-713104
4. Registrar, University of Kalyani, Nadia, Pin-741235
5. Registrar, University of North Bengal Darjeeling, Pin-734430
6. Registrar, Gourbanga University, () College, Malda
7. Registrar/- West Bengal State University (Barasat) North 24-Pgs, Pin-743201.

Kolkata,

the 9th Sept. 2008.

OSD & Ex-officio Dy. Secretary

**Government of West Bengal  
Higher Education Department  
CS. Branch**

**Bikash Bhavan, Salt Lake, Kolkata -91**

No: 677-Edn(CS) 5P-61/98

Dated, Kolkata, the 4th December, 2008

From : Shri M. Chakraborty,

Officer on Special Duty & Ex- Officio

Deputy Secretary to the Government of West Bengal.

To : The Director of Public Instruction, West Bengal Bikash Bhavan, Salt Lake.

*Sub Career Advance Scheme for Librarians and Physical Instructor/ Instructress in non-Govt. Colleges in the State.*

The undersigned is directed by order of the Governor to say that the governor has been pleased to prescribe the following revised career advancement scheme as formulated by University Grants Commission vide No. F. 3-1/94(PS)-7 dated 19.10.06 for Librarians and Physical Instructor/ Instructress in Non-Govt. College in the State :

1. Career advancement Scheme for Librarians :

a) Every Librarian who is in the scale of Pay of Rs. 8000-275-13500 will be eligible for placement in a senior scale of pay of Rs. 10000-325-15200 if he/ she has :

i) Completed 6 years of service as Librarian after regular appointment.

ii) Participated in two refresher courses /summer Institutes, each of not less than four weeks duration or engaged in other appropriate continuing education programme of comparable quality, as may be specified by the UGC; and consistently satisfactory performance appraisal reports.

b) Every Librarian who has been placed in the senior scale will also be eligible for placement in the selection Grade scale of pay of Rs. 12000-420-18300 if he she has :

1. Completed 5 years of service in senior scale provided that the requirement of 5 years will be relaxed if his/her total service is not less than 11 years;

2. obtained a ph. D. degree or has an equivalent published work;

3. made significant contribution to the development of library service in the college as evident from self assessment reports of referees, professional improvement in the library services etc. as the case may be;

4. Participated in two refresher courses / summer institutes, each of not less than four weeks duration or engaged in other appropriate continuing education programme of comparable quality as may be specified by the UGC after placement in the senior scale; and

5. consistently satisfactory performance appraisal reports.

(C) Librarian (Selection Grade) with 5 years as on 01.01.1996 shall be eligible for placement at the minimum of Rs. 14940/- as done in the case of Readers.

## *Compendium*

### **2. Career Advancement Scheme for physical Instructor/ Instructress.**

(a) Every Physical Instructor / Instructress who is in the Scale of pay of Rs. 8000-275-13500 will be eligible for placement in the senior scale of pay of Rs. 10000-325-15200 if he/she has:

1. Completed 6 years of service as Physical Instructor/ Instructress after regular appointment;
2. Passed the physical fitness test;
3. consistently good appraisal reports;
4. should have attended at least one orientation and one refresher courses of not less than four weeks duration each with proper and well- defined evaluation procedure.
5. Passed the physical fitness text;
6. consistently good appraisal reports.

(C) Physical Instructor /Instructress (selection Grade) with 5 years as on 01.01.1996 shall be eligible for placement at the minimum of Rs. 14940/- as done in the case of Readers.

3. The career advancement scheme as mentioned in this order will be effective for the present, from 27.07.1998.
4. This order is issued with the concurrence of Finance Department vide their U.O. No. 1790 Group-P (pay) dated 22.08.2008.
5. All concerned are being informed accordingly.

Officer on Special Duty & Ex-officio  
Deputy Secretary



**GOVERNMENT OF WEST BENGAL**

**HIGHER EDUCATION**

**C.S, BRANCH**

**Bikash Bhavan Salt Lake, Kolkata - 700 091.**

No. 68-Edn (C.S)  
10M-25/08

Dated, Kolkata, the 15th January, 2009.

From : Shri M. Chakraborty, Officer on-Special duty &

Ex-officio Deputy Secretary to the Government of West Bengal.

To : The Director of Public Instruction, West Bengal, Bikash Bhavan, Salt Lake, Kolkata.

Sub : Staff pattern of Library attached to non-Govt. College in the State.

Ref. : His notes dtd. 03.11.2008 recorded in this Department's file No. 10M-25/08

In partial modification of this Department's -G. O. No. 831-Edn(C.S.) dtd. 31.10. '995, the undersigned is directed by order of the Governor to say that the Governor has been pleased to recast the staff pattern, of library attached to non-Govt. colleges in the State in the following manner;

Sl. No.	Name of the Post	Book strength upto 5000	Book strength 5001 10000	Book strength 10000 25000	Book strength above 25000
1.	Librarian	1	1	2	2
2.	Library Clerk	-	1	1	1
3.	Library Peon	1	1	1	2

2. In case of assistant Librarians in non-Govt. Colleges, who will not fulfil the terms and conditions as per G.O. No. 475-Edn(C.S.) dtd.03.08.1993 on the basis of which they may be redesignated as Librarian, their posts will stand as inadmissible and be kept as personal to them till they vacate their posts by way of any reason whatsoever.
3. Existing vacant approved posts of Assistant Librarian, if any in the colleges, will be redesignated as Librarian simultaneously.
4. This modification may be brought to notice of all non-Govt. Colleges in the State at the earliest.

Officer-on-Special Duty & Ex-officio  
*Deputy Secretary*

*Compendium*

**Government of West Bengal  
Higher Education Department  
C. S. Branch**

**Bikash Bhavan, Bidhannagar, Kolkata -91**

No. 144-Edn (CS)/ 5P-52/98

Dated, Kolkata the 27th day of February, 2009

**MEMORANDUM**

***Sub : Revisions of the scales of pay of the Principals, Teachers Lib rarians, Assistant Lib rarians, Physical Instructor/ Instructress of State aid d non-Govt. colleges in West Bengal.***

I am directed to refer to the letter No. 1-32/2006-U.II/U-1.(i), dated 31.12.2008 of the Department of the Higher Education in the Ministry of Human Resource Development, Govt, of India on the Scheme of revision of pay of teachers and equivalent cadres in Universities and Colleges in conformity with the revision of pay scales of Central Govt. Employees on the recommendation of Sixth Central Pay Commission followed by the UGC notification/guidelines as issued from time to time The Governor, after careful consideration of the matter, is pleased to introduce the revised pay structure of the Principals, Teachers, Librarians, Assistant Librarians, Physical Instructor/ Instructress of State aided non-Govt. colleges; of West Bengal appointed in their respective posts with corresponding Pay Band and Academic Grade Pay (AGP) with effect from 01.01.2006.

The revised pay structure is applicable only to the Principals, Teachers, Librarians, Assistant Librarians, Physical Instructor/Instructress of State aided non-Govt colleges in West Bengal who have been in such positions on 01.01 -006 or thereafter having been appointed as such on regular and whole time basis against sanctioned posts.

Norms of pay fixation along with admissible allowances, modalities of payment of arrear and related matters towards the implementation of the scheme o revision of pay are being notified separately.

This issues with the concurrence of the Finance Department vide their U.O.No. 698 Group-P (Service), dated 27.02.09.

Any difficulty which may arise in implementing the provisions relating to the revision of pay scales as indicated in this order may be brought to the notice of the State Government for a decision.

The Accountant General, West Bengal is being informed.

Sd/- S.C.Tewary,  
Principal Secretary to the  
Govt. of West Bengal.

**Government of West Bengal  
Higher Education Department**

**C. S. Branch**

**Bikash Bhavan, Bidhannagar, Kolkata -91**

No: 145-Edn(CS)/5P-42/98

Dated, Kolkata, the 27th day of February, 2009

**MEMORANDUM**

In Finance Department Resolution No. 6020-F, dated, the 28th August, 2008 the Government constituted a Pay Commission with terms of reference which included the Commission would examine the structure of pay and conditions of service among others of the following: -

- I. Non-teaching employees of Non-Government Colleges (Sponsored or Aided).
- II. Employees of the West Bengal College Service Commission.

After careful consideration of the recommendations of the Pay Commission, the Governor is pleased to direct that the non-teaching employees of Non- Government Colleges (Sponsored and aided) who are not borne on the U.G.C. pay structure and the employees of the Day Student's Homes, employees like Laboratory Instructors, under qualified Physical Instructors, under-qualified Librarians and under-qualified Demonstrators who are not under the purview of U.G.C. pay structure and also the employees of the West Bengal College Service Commission shall come under the revised pay scales prescribed for different posts/cadre/employees corresponding to the pay scales of pay prescribed earlier for such posts/ cadre/employees as per orders issued on this subject.

I am directed to inform that the Governor is pleased to decide that the provisions as contained in the West Bengal Services (Revision of Pay & Allowances) Rules, 2009 published by the Finance Department of this Government in their Notification No. 1690-F, dated 23.02.2009 will apply mutatis mutandis towards revision of scale of pay of the employees as mentioned above.

A copy of the form of option and initial pay fixation statement in respect of the State Government employees are enclosed as specimens. These may be used after necessary modification.

This order issues with the concurrence of Finance Department, vide their U.O. No. 698 Group-P (Service), dated 27.02.09.

Sd/- S.C.Tewary  
Principal Secretary to the  
Govt, of West Bengal.

*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**C.S. Branch**  
**Bikash Bhavan, Salt Lake, Kolkata-91**

No. 253-Edn(C.S.)  
5P-6I/98

Dated, Kolkata, the 7th April, 2009

The following paragraph be included as i(b) (vi) in this Deptt's G.O. No. 677-Edn(C.S.) dt. 29.10.2008

1 (b)

(vi) Those Librarians in the sr. Scale who do not have Ph. D. degree or equivalent published work, but fulfil the other criteria, mentioned in para 1(b)(i) to 1(b)v of the GO. No, 677-Edn(C,S.) dt 29.10.08 will be placed in the grade of Rs. 12,000-420-18,300/- subject to the recommendation of the Committee. They will be designated as Librarian in the Selection Grade.

By order of the Governor

Sd/- M. Chakraborty

*O.S.D. & Ex-officio Deputy Secretary.*

No. 253/1(8)-Edn(C.S.)

Kolkata, the 7th April, 2009.

Copy forwarded for information and necessary action to the :-

1. Director of Public Instruction. West Bengal.
2. Joint Director of Public Instruction (UGC), West Bengal.
3. Joint Director of Public instruction (NGC), West Bengal.
4. Joint Director of Public Instruction (PPS), West Bengal
5. Joint Director of Public Instruction (Trg), West Bengal.
6. Joint Director of Public Instruction (Phy, Edn), West Bengal.
7. Computer Cell of this Deptt.
8. Guard File.

*O.S.D. & Ex-Officio Deputy Secretary.*

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

Government of West Bengal  
Higher Education Department  
C.S. Branch

Bikash Bhavan, Bidhannagar, Kolkata -91

No.: 268-Edn(CS)/5F-2/03

Dated, Kolkata, the 9th April, 2009

**Memorandum**

In terms of para 2 of this Deptt.'s memo No. 384-Edn (CS) dt. 20.04.2004, the arrears of Pay and allowances admissible to the non-teaching employees of Non- Government Colleges (Sponsored and aided) who are not borne on the UGC Scales, the employees of the Day Students' Homes and the employees like Laboratory Instructors, under qualified Physical Instructors under qualified Librarians and under qualified demonstrators who are not under the purview of UGC Scales and also the employees of the West Bengal College Service Commission, for the period from the 01.04.1997 to the 31.10.1998 as a result of fixation of their pay in the revised scales as per this Deptt.'s Memo No. 1093-Edn (CS) dt. 30.11.1998 were paid by crediting the same to the respective Provident Fund Accounts of the Employees subject to the condition that arrears so credited would not be taken into account for the purpose of temporary advance or withdrawal from the Provident Fund till 31st October, 2004.

2. Now, the undersigned is directed to refer to the para 13 of this Deptt.'s Memo No. 1093-Edn (CS) dt. 30.11.1998 as amended vide this Deptt.'s Memo No., 384-Edn (CS) dt. 20.04.2004 and to say that the arrears of pay and allowances arisen due to revision as per ROPA 1998 credited in Provident Fund Accounts in respect of the employees mentioned in para 1 of this Memorandum may be taken into account for the purpose of sanctioning admissible advances as per GPF rules w.e.f. 01.11.2008.
3. The undersigned is further directed to say that the arrears of Pay and allowances due to revision in respect of the employees and afore mentioned having no GPF Account may be paid in 3 or 5 years instalments as the case may be.
4. This order issues as per the authority given by Finance Deptt. laid down in Memo No. 7992-F, dt. 23.10.2008.

Officer on Special Duty & Ex-Officio  
Deputy Secretary to the  
Government of West Bengal

*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**C.S. Branch**

**Bikash Bhavan, Bidhannagar, Kolkata -91**

No: 277-Edn(CS)/5P-42/98 (Pt.)

Dated, Kolkata, the 21st day of April, 2009

**Memorandum**

In continuation of this Department's earlier Memorandum No. 145-Edn(CS)dated, Kolkata, the 27th day of February, 2009, the undersigned has to say that Finance Department Resolution No. 6020-F, dated, the 28th August, 2008, the Govt, constituted a Pay Commission with terms of reference which included that the Commission would examine the structure of Pay and conditions of Service among others of the following:-

- (I) Non-teaching employees of State aided Non-Govt. Colleges including erstwhile Sponsored Colleges and Day Students' Homes employees.
- (II) Employees of the West Bengal College Service Commission.

After careful consideration of the recommendations of the Pay Commission, the Governor is pleased to direct that the non-teaching employees of the State aided Non-Govt. Colleges including erstwhile Sponsored Colleges and Day Students' Homes employees like Laboratory Instructors/Instructress, under-qualified Physical Instructors/Instructress, under-qualified Librarians and under-qualified Demonstrators who are not under the purview of U.G.C. scales of Pay/Pay Bands and also the employees of the West Bengal College Service Commission shall come under the revised pay structures prescribed for different posts/cadres/employees corresponding to the scales of Pay prescribed earlier for such posts/cadres/employees as per orders issued on this subject.

The undersigned has to further inform that the Governor is pleased to decide that the provisions as contained in the West Bengal Services (Revision of Pay and Allowances) Rules, 2009 published by the Finance Department of this Government in its Notification No. 1690-F, dated the 23rd February, 2009 shall apply mutatis mutandis towards revision of scales of Pay (Pay Bands) of the employees mentioned above.

The Governor is also pleased to direct that the date of effect of the Revised Scales (Pay Bands), the manner of fixation of Pay in the revised scales of Pay (Pay Bands) and other conditions of service of employees shall be as set out in the following paragraphs:-

- 1) DATE OF EFFECT:
  - (i) The revised Pay Structure (Pay Band and corresponding Grade Pay) shall be notionally effective from the 1st day of January, 2006 as recommended by the Pay Commission.
  - (ii) The Pay and Allowances of an employee which may be admissible to him/her in consequence of revision of pay shall be actually paid with effect from 1st day of April, 2008.
- 2) MODE OF DRAWAL OF ARREARS OF PAY:

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- (i) The arrears Pay to which an employee may be entitled in respect of the period from 1st April, 2008 to 31st March, 2009 shall be paid in three consecutive equal yearly installments in cash from the year 2009-2010.
- (ii) An employee, who retired on any date between 1st January, 2006 and 31st March, 2008, shall not be entitled to any arrears of Pay for the period up to 31st March, 2008.
- (iii) An employee who retired between the periods from 31st March, 2008 and 1st April, 2009, but before the issuance of this memorandum, shall receive arrears of Pay for the period from 1st April, 2008 to the date of his/ her retirement in cash.

3) SPECIAL PAY:

There shall be no Special Pay along with Pay in the revised Pay Structure.

4) DEFINITIONS:

In this Memorandum, unless there is anything repugnant to the subject or context -

- (a) "Annexure" means an Annexure to this order.
- (b) "Existing Basic Pay" means the pay drawn in the prescribed existing scale of pay, including stagnation increment(s), if any, but does not include any other type of pay.
- (c) "Existing Scale" means, - in relation to an employee the existing scale applicable to the post held by the employee or, as the case may be, the personal scale applicable to him/her on account of his/her advancement to a higher scale under specific or general orders of the Government as on the 1st January, 2006, whether in a substantive or officiating or temporary capacity.
- (d) "Existing Emoluments" means the aggregate of-
  - (i) Existing Basic Pay,
  - (ii) Dearness Pay appropriate to the Basic Pay, and
  - (iii) Dearness Allowance appropriate to the Basic Pay plus Dearness Pay at index average 536 (1982= 100).
- (e) "Existing Scale" means -
  - (i) in relation to any post, the scale of Pay shown in Column 3 against the post shown in column 2 of ANNEXURE IV PART B.
  - (ii) in relation to an employee the scale of Pay to which the employee was entitled on the 1st day of January, 2006 in terms of Govt. Order(s) already issued and/ or any other order/orders which might have been issued in this regard.
- (f) "Employee" means a member of non-teaching employee of State aided Non- Govt, college including erstwhile Sponsored Colleges and others as mentioned in first para of preamble of this Memorandum .
- (g) "Para" means a paragraph of this Memorandum.
- (h) "Pay in the Pay Band" means Pay drawn in the running Pay Bands specified in column 4 of ANNEXURE IV PART B.
  - (i) "Grade Pay" means a fixed amount corresponding to the pre-revised Pay scale/Posts as shown in column 5 of ANNEXURE IV PART B.



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- (j) "Revised Pay Structure" in relation to a post specified in ANNEXURE IV PART B means the Pay in Pay Band and Grade Pay specified against column 4 and column 5 of that part respectively, unless a different revised Pay in the Pay Band along with Grade Pay is notified separately for that post.
- (k) "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.
- (l) "Revised Emoluments" means the pay in the Pay Band plus Grade Pay of the employees in the revised pay structure and includes allowances, if any, admissible to him/her.

### 5) SCALE OF PAY OF POST:

From the 1st day of January, 2006, the Pay Band and Grade Pay of every post in the institutions and organizations as mentioned in ANNEXURE I for nonteaching posts of the State aided Non-Govt. Colleges including erstwhile Sponsored colleges and other as mentioned in preamble para two of this Memorandum shall be applicable as specified in ANNEXURE IV PART B.

### 6) DRAWAL OF PAY IN REVISED PAY STRUCTURE:

Save as otherwise provided in this order, every employee shall draw pay in the revised pay structure applicable to the post to which he/she is appointed;

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

Provided further that in case where an employee has been placed in the higher pay scale between the period from 1st January, 2006 and the date of notification of this Memorandum on account of up-gradation of pay scales etc. such employee may elect to switch over to the revised pay structure from the date of such up-gradation as the case may be.

Explanation I.- The option to retain the existing scale as mentioned in PART A of ANNEXURE IV shall be admissible only in respect of one existing scale.

Explanation II.- The aforesaid option shall not be admissible to any employee appointed to a post on or after the 1st day of January, 2006, whether for the first time or by subsequent appointment by fresh selection and he/she shall be allowed pay only in the revised pay structure.

### 7) EXERCISE OF OPTION:

The option under serial number 6: "drawal of pay in revised pay structure" shall be exercised in writing in the form as prescribed in ANNEXURE II within 90 days from the date of issuance of this Memorandum provided that:

- (i) An employee who was in service on 31st December, 2005 and who did not retire on the afternoon of that day may at his/her discretion, retain his/her existing scale of pay (as is applicable to him/her on the 1st day of January, 2006) up to such subsequent date as is considered most beneficial to him/ her.
- (ii) The option shall be submitted by the employee to the Head of his/her College/ Institution/ Office.
- (iii) The option once exercised shall be final.

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Note 1. An employee, who on the date of issuance of this memorandum is on leave or on deputation or otherwise, shall exercise the said option in writing so as to reach the Head of the College/ Institution/ Office within 90 days from the date of his/her return from such leave or deputation.

Note 2. An employee who is under suspension on the date of issuance of this memorandum, shall exercise the said option so as to reach the Head of the College/Institution/Office within 90 days from the date of his/her return to service after being reinstatement.

Note 3. If an employee, who was in service on 31st December, 2005 and to whom this order applies, does not exercise option under the proviso to serial number 6: “drawal of pay in revised pay structure” of this Memorandum, shall be deemed to have elected to be governed by the revised pay structure (Pay Band) with effect from the 1st day of January, 2006.

Note 4. An employee who died on or after 1st January, 2006 and could not exercise option within the prescribed time limit shall be deemed to have exercised option for the revised pay structure (Pay Band) from the 1st day of January, 2006 or from such subsequent date as is considered most beneficial to him/her, if he/she was alive.

Note 5. An employee whose service is terminated on or after 1st April, 2008 and who is unable to exercise option on account of discharge on the expiry/abolition of the sanctioned post, resignation, dismissal or discharge on disciplinary grounds within the prescribed period, shall be entitled to the benefits of exercising option under this Memorandum.

Note 6. Where an employee exercises the option under the proviso to this Memorandum to retain the existing scale in respect of a post held by him/her in an officiating capacity on a regular basis of the purpose of regulation of pay in that scale under the existing order applicable to that post, his/her substantive pay shall be the substantive pay which he/she would have drawn had he/she retained the existing scale in respect of the permanent post which he/she holds a lien or would have held a lien had his/her lien not been suspended or the pay of the officiating post which has acquired the character of substantive pay in accordance with any order for the time being in force whichever is higher.

8) **FIXATION OF INITIAL PAY IN THE REVISED PAY STRUCTURE:**

The initial pay of an employee who elects or is deemed to have elected the revised pay structure on and from 1st day of January, 2006, shall unless in any case the Govt, by special order otherwise directs, be fixed separately in respect of his/her substantive pay in the permanent post on which he/she holds a lien, or would have held a lien had his/her lien not been suspended and in respect of his/her pay in the officiating post held by him/her in the following manner viz.:-

In case of all employees, -

- (i) The pay in the Pay Band of an employee who continued in service after 31st December, 2005, shall be determined notionally as on 1st day of January, 2006 by way of multiplying his/her existing Basic Pay by a factor of 1.86 and rounding off to the next multiple of 10; Provided that if the minimum of the revised Pay Band is higher than the amount so arrived at in accordance with the provisions of this item, the pay shall be fixed at the minimum of the revised Pay Band;

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- (ii) After the pay in the Pay Band so determined, Grade Pay corresponding to the existing scale shall be added.

Note 1. An employee who is on leave on the date of commencement of this order and is entitled to leave salary, shall become entitled to pay in the revised pay structure from the date of actual effect of the revised emoluments.

Note 2. An employee under suspension, shall continue to draw subsistence allowance based on existing scale of pay and his/her pay in the revised pay structure shall be subject to the final order of the pending disciplinary proceedings.

Note 3. Where the amount of the existing emoluments exceeds the revised emoluments in respect of any employee, the difference amount shall be allowed as personal pay to be absorbed in future increases in pay.

Note 4. (a) For the purpose of fixation of pay under this para, every employee, who held before 1st January, 2006, a post substantively and other post or posts on officiating basis, shall exercise option in the appropriate form set out in ANNEXURE II for the fixation of initial pay separately in the revised pay structure of the substantive post and also in revised pay structure of the officiating post. If the number of officiating posts held by the employee is more than one, he/she shall exercise option for fixation of initial pay in the revised pay structure in respect of the last officiating post.

- (b) If upon the fixation of pay under this order initial pay of an employee fixed in the revised pay Structure of the substantive post becomes either equal to or higher than, the pay fixed in the revised Pay Structure of the officiating post, his/her initial pay in the revised Pay Structure of the officiating post shall be re-fixed at the same stage as the "Substantive Pay".

Note 5. The pay of an employee who has been appointed/promoted to a higher post in a higher scale of pay, or has got advancement to a higher scale, on or after 1st January, 2006, shall be fixed under this para with reference to the lower post/scale of pay and then his/her pay shall be fixed in the revised pay structure (Pay Band) of the higher post, or revised scale corresponding to the existing higher scale of pay as the case may be.

In the case of an employee, who elects or is deemed to have elected to draw pay in the revised pay structure (Pay Band) with effect from 1st January, 2006, when the normal date of increment in the existing scale of pay is also the 1st January, 2006, the increment in the existing scale should be drawn first and thereafter the pay of the employee shall be fixed in the revised pay Pay Structure under this order.

Note 6. Wherein the fixation of pay under this order, the pay of an employee who immediately before 1st January, 2006, was drawing more pay in the existing scale than an employee junior to him/her in the same cadre/ position and in the same institution/office gets fixed with the revised Pay Band at a stage lower than that of such junior, his/her pay shall be stepped up to the same stage in the revised Pay Band as that of his/her junior.

Note 7. In case where a senior employee promoted to a higher post/grade before 1st January, 2006, draws less pay in the revised pay structure than his/her junior in the same college/ institution/office who is promoted/to the higher post on or after 1st January, 2006, the pay in the Pay Bands of the senior employee should be stepped up to an amount equal to the pay in

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the Pay Band as fixed for his/her junior in that higher grade. The “stepping up” shall be done with the approval of the Government with effect from the date of promotion/ awarding higher grade of the junior employee subject to fulfillment of certain conditions as under:

- i) If anomaly arises directly as a result of the application of the provision of this order or under normal rule/order or any other rule/ order regulating the fixation of pay on such promotion/awarding higher grade in the revised pay structure.
- ii) If even in the lower post, the junior employee was drawing more pay in the pre-revised scale than the senior by virtue, of any advance increment (for completion of courses like M.Phil/ Ph.D. or equivalent) granted to him/her, the provision of this note shall not be applicable to step up the pay of the senior employee.

Note 8. Where an employee is in receipt of personal pay on 1st January, 2006, which together with his/her existing emoluments exceeds the revised emoluments, the difference representing such excess shall be allowed to such employee as personal pay to be absorbed in the future increases of the Pay.

9) **FIXATION OF PAY IN THE REVISED PAY STRUCTURE OF EMPLOYEES APPOINTED AS FRESH RECRUITS ON OR AFTER THE 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 1st January, 2006, at the entry level Pay in the Pay Band as indicated in ANNEXURE IV PART E.
- (2) The above provision shall also be applied in the case of those recruited between the 1st day of January, 2006 and the date of publication of this order;

Provided that where the emoluments in the pre revised scale(s) i.e. sum total of the Basic Pay in the pre-revised pay 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 the date of publication of this order, shall be regulated in accordance with the provisions as mentioned under serial 13: “Payment of Arrears” in this order.

10) **RATE OF INCREMENT IN THE 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.
- (2) In the case of calculation of increments under the revised pay structure, paise should be ignored but any amount of a rupee or more should be rounded off to next multiple of 10.  
Illustration- if the amount of increment comes to Rs. 830.70 paise, the amount will be rounded off Rs. 830; if the amount of increment comes to Rs. 831.40 paise, it will be rounded off to Rs. 840.
- (3) The amount of increment shall be added to the existing pay in the Pay Band;  
Provided that in case an employee, who reaches the maximum of his/ her Pay Band after addition of the amount of increment to the existing pay in the Pay Band, shall be placed in the

## *Compendium*

next higher Pay Band after one year of reaching such a maximum and at the time of placement of higher Pay Band, benefit of one increment shall be allowed while the Grade Pay remain same in the higher Pay Band and such employee shall continue to move in the higher Pay Band till his/her pay in the Pay Band reaches the maximum of Pay Band-4 (PB-4).

Provided further that in case an employee, who reaches the maximum of his/her Pay Band after addition of the amount of increment to the existing pay in the Pay Band-4 (PB-4) neither further increment shall be granted to such an employee nor such an amount of increments shall be added to the existing pay in the Pay Band.

### 11) DATE OF INCREMENT IN THE REVISED PAY STRUCTURE:

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

Provided that in case of an employee who had been drawing maximum of the existing Scale of Pay for more than a year on the 1st day of January, 2006, the next increment in the unrevised pay scale shall be allowed on the 1st day of January, 2006 and thereafter the provision of this para shall apply.

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

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

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

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

### 12) FIXATION OF PAY ON PROMOTION ON OR AFTER 1st DAY OF JANUARY, 2006:

(1) In case of promotion from one Grade Pay to another in the revised pay structure on or after 1st January 2006, the fixation of pay of an employee shall be made in the following manner viz:-

- (a) one increment equal to three per centum (3%) of the sum of the pay in the Pay Band and existing Grade Pay and rounded off to the next multiple of 10;
- (b) the amount arrived at under provision (a) 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:



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- (c) after the pay in the Pay Band so determined, Grade Pay corresponding to the promotional post shall be granted in addition to this pay in the Pay Band.
- (2) In case where promotion of an employee involves change in the Pay Band the same methodology as mentioned in (a), (b) and (c) of (1) above for fixation of pay, shall be applicable.
- (3) The benefit of fixation of pay available at the time of normal promotion under this provision shall be allowed In case of non-functional movement to higher scales.

Note 1. In case of the employee opts to get his/her pay fixed from his 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 next increment, i.e. 1st day of July. On that day, such an employee shall be granted two increments; one annual increment and the second on account of promotion While computing these two increments, pay in the pay band 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.

Note 2. In case of the employee opts to get his/her pay fixed in the higher grade from the date of his/her promotion, he/she shall get his/her first increment in the higher grade on the next 1st July, if he/she was promoted between the periods from 2nd July to 1st January. However, if he/she was promoted between periods commencing from 2nd January and ending on 30th June of a particular year, he/she shall get his/her increment on the 1st July of the next year.

13) PAYMENT OF ARREARS:

- (1) Notwithstanding anything contained elsewhere in this Memorandum or any other Memorandum/Govt. Order/Rules of the time being in force, no arrears of pay to which an employee 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.
- (2)
  - (a) The arrears of pay to which the employee may be entitled to in respect of the period from the 1st day of April, 2008 to the 31st day of March, 2009 shall be paid in three consecutive equal yearly installments in cash from the year 2009-2010.
  - (b) An employee who retired on any date between 1st January, 2006 and 31st March, 2008, shall not be entitled to any arrears of pay for the period up to 31st March, 2008.
  - (c) An employee, who retired between the periods from 31st March, 2008 to the 1st day of April, 2009, but before publication of the West Bengal Services (Revision of Pay and Allowances) Rules, 2009 in the Official Gazette i.e. the 23rd February, 2009 shall receive arrears of pay for the period from 1st April, 2008 to the date of his/her retirement in cash.

Explanation: For the purpose of granting “arrears of pay”, in relation to an employee, means the difference between the aggregate of pay and allowance, to which he/she is entitled on account of the revision of pay and allowances under this provisions for the period in question and the aggregate of pay and allowances to which he/she would have been entitled for that

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period had his/her pay and allowances not been so revised. The revised allowance (except for Dearness Allowance shall be payable only with effect from the 1st day of April, 2009.

### 14) HOUSE RENT ALLOWANCES:

With effect from 1st April, 2009 the House Rent Allowance admissible to an employee shall be 15% of his/her revised basic pay i.e. aggregate of the pay in 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 also be raised to Rs. 6000/- per month.

The existing terms and conditions of drawl of House Rent Allowance by employees living in their own house or in a rental house shall continue to apply.

Subject to continuance of the existing terms and conditions regulating drawal of House Rent Allowance by the employees provided with accommodation owned/ hired by the Authority and recovery of fixed rent/ license fee from time, the following conditions shall be there with effect from 1st April, 2009 in respect of such categories of employees.

- (a) When an official accommodation being in habitable condition in all respect and such accommodation is earmarked for holder of a particular post without any rent, the holder will not be entitled to House Rent Allowance for living elsewhere
- (b) In case the employee pays rent or license fee for such official accommodation, his reimbursement in the form of I house Rent Allowance will be limited to actual license fee/rent paid or 15% of the pay whichever is lower.

### 15) MEDICAL AND OTHER ALLOWANCE:

Medical and other allowances, not specifically covered in this order, shall continue to be drawn with pay in the revised scale, the amount of such allowance shall be Rs. 300/- per month with effect from 1st April, 2009.

Dearness allowance payable with effect from 1st April, 2008 shall be at the following rate:-

Period from which payable	Rate of Dearness Allowance per month on revised basic pay
01.04.2008 to 31.5.2008	2%
01.6.2008 to 31.10.2008	6%
01.11.2008 to 28.2.2009	9%
01.3.2009 to 31.3.2009	12%
01.4.2009 onwards	16%

### 16) OVER-RIDING EFFECT OF THE ORDER:

The provisions of this order shall have effect notwithstanding anything to the contrary contained in any other rules, orders and notifications for the time being in force, and all such rules, orders and notifications shall have effect subject to the provision of these memorandum.

### 17) RELAXATION:

Where the Government is satisfied that the operation of all or any of the provisions of this order causes undue hardship in any particular case or class of cases, it may, by order, dispense



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with or relax the requirement of all or any of the parts of the order to such extent and subject to such condition as he/she may consider necessary for dealing with the case or class of cases in a just and equitable manner.

18) MISCELLANEOUS MATTERS:

All other matters connected with the report of the Pay Commission 2009, that have not been dealt with in the preceding paras are being considered separately and orders will be issued in due course.

This order issues with the concurrence of the Finance Department, vide their U.O. No. 881 Group-P (pay) dated 20.04.2009.

Sd/-S.Roy

OSD. & Ex-Officio Special Secretary to the  
Govt. of West Bengal

*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**C.S. Branch**

**Bikash Bhavan, Salt Lake. Kolkata - 700091**

No. 288-Edn (CS)/ 5P-52/98

Dated, Kolkata, the 21st May, 2009

From : Shri Satish Chandra Tewary, I.A.S, Principal Secretary to the Govt. of West Bengal

To : The Director of Public Instruction, West Bengal

Sub : Provisional revisions of the scales of pay of Principals, Teachers, Librarians. Assistant Librarians, Physical Instructors / Instructresses of State aided non-Govt. Colleges including erstwhile Sponsored Colleges

I am directed to refer to this Department's earlier Order No. 144-Edn(CS), dated Kolkata, the 27th February, 2009 and to say that vide said order the State Govt. has introduced the revised pay structures of the Principals, Teachers, Librarians. Assistant Librarians, Physical Instructors / Instructresses of State aided non-Govt. Colleges of West Bengal appointed in their respective posts with corresponding Pay Band and Academic Grade Pay (AGP) with effect from the 1st day of January, 2006 as prescribed in the letter no 1/32/2006-U.II/U.I (i) dated 31/12/2008 of the Department of Higher Education in the Ministry of Human Resource Development, Govt. of India on the Scheme of revision of pay of teachers and equivalent cadres in universities and colleges.

Further notifications specifying the norms of pay fixation, modality of payment of arrears and other related matters which are required to be issued as a follow-up to the aforesaid order can not be issued right now in absence of any notification/ guidelines/ fitment tables from UGC / Government of India. However, it is felt that it is necessary to provide ad-hoc interim relief to above categories of employees pending issue of final pay fixation orders after obtaining suitable inputs from UGC/ Government of India. In view of this, the scheme for payment of interim relief is laid down in following Table

Employees mentioned In Column-2, will get interim relief of amount mentioned in Column-4 every month in addition to existing salary drawn by them.

Col.1	Col. 2	Col. 3	Col. 4
Sl. No.	Category	Existing Scale of Pay (Rs.)	Ad-hoc Interim Relief (Rs.)
1	Lecturer & equivalent	8000-275-13500	9000/-
2	Sr. Lecturer & equivalent	10000-325-15200	9500/-
3	Sl Gr. Lecture/ Reader & equivalent who have not completed 3yr service in the existing scale as on 1/1/2006	12000-420-18300	11500/-
4	Sl.Gr. Lecture/ Reader & equivalent who have completed 3yr service in the existing scale as on 1/1/2006	12000-420-18300	25000/-
5	Principal	16,400-450-20900-500-22400	25000/-

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This will apply with effect from the month of April, 2009 and may be drawn along with the salary payable for the month of May, 2009 to be drawn in the month of June, 2009.

After issuance of the final fixation order on receipt of the fitment tables and other suitable inputs from UGC and Govt, of India, excess amount drawn (as salary and interim relief), if any, will have to be either refunded to Government or adjusted against future payments, accordingly

This order issues with the concurrence of the Finance Department vide their U O. No. Gr P (Services) 1449; Dated 20/5/2009

The Accountant General, West Bengal is being informed.

By Order of the Governor  
Sd/- Satish Chandra Tewary, IAS  
Principal Secretary to the  
Govt, of West Bengal

No. 288/ 1(11) -Edn (CS)/ 5P- 52/98

Dated, Kolkata, the 21st May, 2009

Copy forwarded for information & necessary action to the :

1. Accountant General (A & E), W.B.,
2. Finance Dept of this Govt.
3. Pay & Accounts Officer, Kolkata -I, Kolkata Pay & Accounts Office-I. 81/2/2 Phears Lane. Kol -12
4. Pay & Accounts Officer, Kolkata-II. Kolkata Pay & Accounts Office-II. P-1. Hyde Lane, Kol-73
5. Director of Treasuries. Stephen House, 4- BBD Bag (East), Kol-1
6. Computer Cell of this Dept.
7. P.S. to Hon'ble MIC- Higher Edn. Dept
8. Guard File.



**Government of West Bengal  
Higher Education Department  
C. S Branch**

No. 443-Edn CS)/1P-20/98

Dated 23.07.09

**Subject :** Grant of relief on Pension to the Pensioner/ Family Pensioners of Non-Govt. Colleges. College Service Commission and Day Students Homes In the State with effect from 01.04.2008. 01.06.2008. 01.11.2008. 01.03.2009 and 01.04.2009.

The undersigned is directed to State that ‘consequent upon the revision of Pensionary benefits of the Pensioners/ Family Pensioners of the Non-Govt. Colleges, College Service Commission and Day Students Homes in terms of Memo No.442-Edn(C S.) dt 23.07.09 and the Governor has been pleased to decide that relief to the Pensioners / Family Pensioners of Non-Govt. Colleges. College Service Commission and Day Students Homes in the State shall be paid according to the revised formula as follows:-

Period for which payable	Rate of Dearness Relief Per month
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 onwards	16%

For this purpose of this order :

- (i) Pension / ex-gratia pension / family pension / ad-hoc family pension / ex-gratia family pension / extraordinary pension as applicable in respect of an employee who retired or died prior to the 1st day of January, 2006, means the consolidated pension or consolidated family pension, as the case may be. effective from 01.04.2008 in terms of order issued in this Department Memo No. Dated
- (ii) In case of pensioner who retire will retire from service on or after the 1st day of January. 2006 or where family pension is sanctioned for the first time on or after the 1st day of January. 2006, pension / family pension means the basic pension / basic family pension, as the case may be, in terms of this Department Memo No.
- (iii) Payment of relief involving a fraction of rupee shall be rounded off to the next higher rupee.
- (iv) Other provisions governing grant of relief to pensioners not mentioned in this order, such as regulation of relief during re-employment, regulation of relief where more than one pension is drawn etc. will remain unchanged.
- (v) For the purpose of payment of relief sanctioned herein the Accountant General (A&E). West Bengal will issue authority to Public Sector Banks in Kolkata and the Accountant Generals of other States.

The Treasury Officers will give effect of this order without the authority of the Accountant General (A&E). West Bengal.

*Compendium*

This order is issued with the concurrence of Finance Deptt. vide their U.O. no. 390 F(Pen) dt. 22.07.09

*Deputy Secretary.*

No. 443/(10)-Edn(C.S.)

Kolkata. dated 23rd July. 2009

Copy forwarded for information and necessary action to the:

1. Accountant General (A&E). West Bengal.
2. Financer Department of this Govt.
3. Kolkata Pay & Accounts Office-1,81/2/2 Phears Lane. Kolkata-12.
4. Kolkata Pay & Accounts Office-11, P-1, Hyde Lane, Kolkata-73
5. Directors, of Treasuries, 4 B.B.D Bag(East). Stephen House, Kolkata-1.
6. Director of Public Instruction, West Bengal.
7. Joint Director of Public Instruction (A/Cs & Pen). West Bengal.
8. Computer Cell of this Deptt.
9. P.S. to M-I-C, Higher Education Deptt.
10. Guard File.

**Government of West Bengal**  
**Higher Education Department**  
**C.S. Branch**  
**Bikash Bhavan, Salt Lake, Kolkata -91**

No: 446-Edn (C.S.)

Dated, Kolkata, the 27th July, 2009

**Memorandum**

***Sub Ad hoc pension/family pension of Teaching and eq ivalentcategorypensioners/ family pensioners of Non-Govt. colleges in the State.***

The Govt. in the Deptt. of Higher Education has been actively considering payment of ad-hoc pension/ family pension to the pensioners/family pensioners of Teachers and Equivalent Category of State aided non-Govt. colleges in tune with circular No. 1-32/2006-U.II/U.I(1), dated 31.12.2008 of the Deptt. of Higher Education, Ministry of Human Resource Development, Govt, of India, till issue of specific notification/guidelines/fitment tables from UGC/GOI in this regard.

After careful consideration, the Governor has been pleased to decide to enhance the Basic Pension/Family Pension by 2.0 times for all categories of pensioners/family pensioners of Teachers and equivalent category of employees of State aided non-govt. Colleges as interim measure until finalization of the revised pay of the teachers and equivalent categories of employees.

This will apply w.e.f. 01.04.2009.

After issue of the final order of Revision of Pension/ Family Pension on receipt of the further notification/ guidelines/ fitment table from UGC/ GOI further payment of pension/ family pension will have to be adjusted against future payment.

This order issues with the concurrence of Finance Deptt. vide their U.O. No. 390 F(Pen), dated 22.07.09.

The Accountant General (A&E), West Bengal and concerned others are being informed.

Sd/- M. Chakraborty  
Deputy Secretary.



*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**C.S, BRANCH**  
**Bikash Bhavan, Salt Lake, Kolkata-91.**

No. 499-Edn (C.S)  
5P-61/98

Dated ; 18.08.09

From : Shri M. Chakraborty, W.B.C.S.(Exe.) Joint Secretary to the Govt. Of W.B.  
To : The Director of-Public Instruction. West Bengal.  
Subject : Career Advancement Scheme for Librarians and Physical Instructors/instructresses in Non-Govt. Colleges.

With reference to his Memo. No. 762-C dt 23.06.2009 on the above mentioned subject, his attention is being drawn to the following clarifications in response to the queries raised therein:

- (i) GO. no. 677-Edn(C.S.) dt. 29.10.08 read with GO. NO. 253-Edn (C.S.) dt. 07.04.09 has been issued at par with the Circular no. F.3-I/94(PS)-7 dt. 19.10.06 issued by the UGC.
- (ii) Career Advancement Scheme as per GO. NO. 118-Edn (C.S.) dt. 04.02.09 has been awarded w.e.f. 27.07.98 as per this Department's CO. No-195-Edn(C.S) dt.11.02.2000.

Sd/- M. Chakraborty  
*Joint Secretary*

No. 499/I)-Edn(C.S)

Dated : 18.08.09

Copy forwarded for information and necessary action to the Joint Director of Public Instruction (NGC). West Bengal.

*Joint Secretary*

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

No. 533-Edn (CS)  
5P-52/98

Dated, Kolkata, the 28th August, 2009

From : Shri Satish Chandra Tewary, IAS,

Principal Secretary to the Government of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : The revision of pay structures of the Principals. Teachers, Assistant Librarians/College Librarians and equivalent grades, of the State aided non- Government Colleges including erstwhile Sponsored Colleges.

The undersigned is directed to refer to this Department earlier order no. 144-Edn (CS), dated 27.02.2009 followed by order no. 288-Edn (CS) dated. 21.05.2009 and to say that the State Govt, has introduced revised pay structures and provided ad-hoc interim relief respectively to above categories of employees pending issuance of final pay fixation orders after obtaining suitable inputs from UGC/Govt, of India.

In observance of the letter no 1-32/2006-U.II/U.I(i) dated 31.12.08 and the authenticated Fitment Table, received recently, as forwarded by the Ministry of Human Resource Development, Govt. of India to the UGC vide their letter no. F.3-1/2009-U.I, dated 04.06.2009, the State Govt. taking into consideration other local conditions, has decided in its discretion, to fix the pay of the above mentioned categories of an employees in the revised pay structure with corresponding Academic Grade Pay(AGP) along with re-designation as applicable to them with effect from the 1st day of January, 2006. The Govt. of India has offered to render financial assistance to the extent of 80% of additional expenditure involved in the implementation of the revision subject to the following conditions

- (i) The central assistance on this account will be available from the period from January 1st, 2006 to March 31, 2010.
- (ii) The State Govt. will take over the entire financial liability for maintaining the revised Pay structure with effect from April 1, 2010.
- (iii) The central assistance will be restricted to revision of pay scales in respect of only those posts which were in existence and had been filled up as on January 1, 2006.

2. Drawal of Pay in the Revised Pay Structure:

Every employee will draw pay in the revised pay structure applicable to the post to which he/she is appointed; provided that an employee may elect to continue to draw pay in the existing scale until the date on which he/she earns his/her next or any subsequent increment in the existing scale or until he/she vacates his/her post or ceases to draw pay in that scale; provided further that in cases where an employee has been placed in a higher pay scale (pre-revised)

## Compendium

between the period from 01.01.2006 to the date of this order on account of promotion/up gradation of pay scale etc., such employee may elect to switch over to the revised pay-structure from the date of such promotion/upgradation as the case may be.

**Note.-** Regarding promotion/upgradation through CAS as per earlier scheme (UGC scale of pay 1996) of an employee which falls due on any date on or after the date of issuance of this order, decision will be taken after obtaining clarification/guidelines from the UGC.

**Explanation I** - The option to retain existing scale under the first proviso of this order will be admissible only in respect of one existing scale.

**Explanation II** - The aforesaid option will not be admissible to any person appointed to a post on or after 01.01.2006, whether for the first time in service or by transfer from another post, and he/she will be allowed pay only in the revised pay structure.

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

### 3. Exercise of Option:

(1) The option under the provisos of para 2 of this order will be exercised in writing in the form appended to Schedule-I, Part-A to the Head of his/her institution / office within three months from the date of issuance of this order; provided that

- (i) an employee, who on the date of issuance of this order, is on leave or deputation or on foreign service, the said option will be exercised in writing so as to reach the said authority within three months of his/her return from such leave or deputation or foreign service as the case may be; and
- (ii) An employee, who is under suspension on the date of this order, will exercise the said option within three months of the date of his/her return to his/her duties or within three months of the date of issuance of this order, whichever is later.

(2) The option once exercised will be final.

**Note1.-** An employee, whose service is terminated on or after 01.01.2006 and who is unable to exercise the option on account of discharge, dismissal on disciplinary ground or resignation within the prescribed period will be entitled to the benefits of exercising option under this proviso

**Note2.-** An employee, who died on or after 01.01.2006 within the prescribed period, will be deemed to have exercised for the revised pay structure on and from 01.01.2006 or from such subsequent date as is considered most beneficial to him/her, had he/she been alive.

**Note3.-** An employee, who was on leave or any other leave on 01.01.2006 and is entitled him/her leave salary, will be allowed the benefits of this proviso.

**4. Fixation of Pay in the Revised Pay Structure (format appended at Schedule- I, Part-B & Illustrations at Part-C)**

- (1) The initial pay of an employee who elects or is deemed to have elected under provisos of para 3 to be governed by the revised pay structure on and from 01.01.2006, will, unless in any case the Governor by special order otherwise directs, be fixed separately in respect of his/her substantive pay in the permanent post on which he/she holds a lien or would have held a lien, had his/her lien not been suspended and in respect of his/her pay in the officiating post held by him/her in the following manner namely:-
  - (i) The pay in the pay band of an employee who continued in service after 31st December, 2005 will be determined, multiplying his/her existing basic pay as on 1 day of January, 2006, by way of multiplying a factor of 1.86 and rounding off the resultant figure to the next multiple of 10.
  - (ii) If the minimum of the revised pay band is more the amount at, as per (i) above, the pay will be fixed at the minimum of the revised pay band.
  - (iii) On the basis of norms of pay fixation as indicated in (i) and (ii) above, fitment tables, vide no. F.3-1/2009-U.1 dated 04.06.2009 of the MHRD, Govt, of India, for each stage in each of the pre-revised scale including the benefits of bunching in the revised pay structure, are appended to schedule II.
  - (iv) In addition to the pay in the pay band as determined in the above manner, Academic Grade Pay (AGP) corresponding to the existing scale will be payable.

*Note1.-* An employee, who is on leave on 01.01.2006 and is entitled to leave salary, will be entitled to pay in the revised pay structure from 01.01.2006 or the date of option for the revised pay structure from the date of actual effect of revised emoluments. Similar benefits are available when a employee is on study leave on 01.01.2006.

*Note2.-* An employee, under suspension, will continue to draw the subsistence allowance based on existing scale of pay and his/her pay in revised pay structure will be subject to the final order of the pending disciplinary proceedings.

*Note3.-* Where in the fixation of pay under sub-para (1) of para 4, the pay of an employee, who immediately before 01.01.2006, was drawing more pay in the existing scale than another employee junior to him/her in the same cadre/position, gets fixed in the revised pay band at a stage lower than that of such junior, his/her pay will be stepped up to the same stage in the revised pay band as that of the junior.

*Note4.-* In case where a senior employee promoted or upgraded to a higher post before 01.01.2006, draws less pay in the revised pay structure than his/her junior who is promoted/upgraded to the higher post on or after 01.01.2006, the pay in the pay band of senior employee shall be stepped up to an amount equal to the pay in the pay band as fixed for his/her junior in that higher post. The stepping up will be done by the Govt. with effect from the date of promotion/up gradation of the junior employee subject to the fulfillment of the following conditions:-

- (i) Both the junior & the senior employee should belong to the same cadre and the post in which they have been promoted should be identical in the same cadre;

## Compendium

- (ii) The pre-revised scale of pay and the revised grade pay of the lower and higher post in which they are entitled to draw pay should be identical;
- (iii) The senior employee at the time of promotion should have been drawing equal or more pay than the junior;
- (iv) If even in the lower post, the junior employee was drawing more pay in the pre revised scale than the senior by virtue of any advance increment granted to him/her the provisions of this Note will not be applicable to step up to the pay of the senior employee.

### **5. Fixation of pay in revised pay structure of employees appointed as fresh recruit on or after 01.01.2006**

- (1) The pay of direct recruit to a particular post carrying a specific grade pay will be fixed on or after 01.01.2006, at the entry level pay in the pay band as indicated in Schedule-II.
- (2) The provisions of sub-para (1) will also be applied in the case of those recruited between the 1st day of January 2006, and the date of issuance of this order.

### **6. Rate of increment in the revised pay structure**

- (1) The rate of increment in the revised pay structure will be 3 *per centum* (3%) of the sum of the pay in the pay band and Academic Grade Pay applicable and the resulting amount will be rounded off to the next multiple of 10.
- (2) The amount of increment will be added to the revised pay in the pay band.
- (3) In the case of the calculation of increment under the revised pay structure, paise should be ignored, but any amount of a rupee or more should be rounded off to next multiple of 10.

**Illustration:** If the amount of increment is Rs. 830.70, the amount would be rounded off to Rs. 830; if the amount of increment comes to Rs. 831 and above the same would be rounded off to Rs. 840. The amount of increment will be added to the existing pay in the pay band.

### **7. Date of next increment in the revised pay structure**

- (1) There will be a uniform date of annual increment, viz. 1st July of every year. "Employees completing 6 months and above in the revised pay structure as on 1st of July will be eligible to be granted the increment. The first increment after fixation of pay on 01.01.2006 in the revised pay structure will be granted on 01.07.2006 for those employees for whom the date of next increment was between 1st July, 2006 to 1st January, 2007.

Provided that in case of employees who had been drawing maximum of the existing scale more than a year as on the 1st day of January, 2006, the next increment in the revised pay structure will be allowed on 1st day of January, 2006. Thereafter, the provisions stated in the above para would apply.

- (2) In case of employees 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 employees should get next increment on the 1st day of July, 2006.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- (3) In case employees whose date of next increment fell due 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 should get their next increment on 1st day of July, 2006.
- (4) In case of a employee who opts to come under revised pay structure after any date between the 1st January, 2006 to the 1st day of July, 2006, his/her pay in the revised pay structure should be fixed accordingly, but his/her date of next increment should be 1st day of July, 2007.

**8. Fixation of pay on promotion/placement on account of CAS benefits on or after 01.01.2006**

- (1) In case of promotion/placement/up gradation from one academic grade pay to another in the revised pay structure on or after 01.01.2006 the fixation of pay of an employee will be made in the following manner:
  - (a) One increment equal to three *per centum* (3%) of sum of the pay in the pay band and the existing academic grade pay will be computed and rounded off to the next multiple of 10;
  - (b) The amount arrived at (a) will 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 higher pay band to which promotion/placement is taking place, pay in the pay band will be stepped up to such minimum;
  - (c) After the pay in the pay band so determined, academic grade pay corresponding to the promotional/up gradational post will be granted in addition to this pay in the pay band.
- (2) In case where promotion/ upgradation involves change in the pay band in subsequent order following UGC regulations/guidelines, the same procedure as mentioned in (a), (b) & (c) of sub-para (1) of para 8 for fixation of pay will be applicable.

**Note 1.-** In case the employee opts to get his/her pay fixed from his/her date of next increment, then, on the date of promotion/ upgradation, pay in the pay band will continue to be unchanged but academic grade pay of the higher post will be granted. Further re-fixation will be done on the date of his/her next increment i.e. 1st day of July. On that date, such a employee will be granted *two* (2) increments; one annual increment and the second on account of promotion/ upgradation. While computing these two increments, basic pay prior to the date of promotion and academic grade pay corresponding to such pay in the pay band will be taken into account. After allowing such increments, academic grade pay of the higher post will be allowed.

**Note2.-** In case the employee opts his/her pay fixed in the higher grade from the date of his/ her promotion/ up gradation, he/she will get his/her first increment in the higher grade on the next 1st July, if, he/she was promoted /upgraded between the period from the 2nd July to 1st January. However, if he/she was promoted/ upgraded between the period commencing from the 2nd January and ending on the 30th June of a particular year, he/she will get his/her increment on the 1st July of the next year.

**9. Allowances**

Allowances viz. Dearness Allowance (DA), House Rent Allowance (HRA) & Medical Allowance (MA) as admissible to the State Govt. Employees from time to time will also be applicable to-the incumbent mentioned in the subject. These are as follows.



## Compendium

### (1) House Rent Allowance:

With effect from 1st April, 2009, the House Rent Allowance admissible to an employee will be 15% of his/her revised basic pay i.e. aggregate of the pay in pay band plus academic 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 will also be raised to Rs. 6000/- per month.

The existing terms and conditions of drawl of House Rent Allowance by employees living in their own house or in a rental house will continue to apply.

Subject to continuance of the existing terms and conditions regulating drawal of House Rent Allowance by the employees provided with accommodation owned/hired by the Authority and recovery of fixed rent/license fee from time, the following conditions will be there with effect from 1st April, 2009 in respect of such categories of employees.

- (a) When an official accommodation being in habitable condition in all respect and such accommodation is earmarked for holder of a particular post without any rent, the holder will not be entitled to House Rent Allowance for living elsewhere.
- (b) In case the employee pays rent or license fee for such official accommodation, his reimbursement in the form of I louse Rent Allowance will be limited to actual license fee/rent paid or 15% of the pay whichever is lower.

### (2) Dearness Allowance:

Dearness allowance payable with effect from 1st April, 2008 will be at the following rate:-

Period from which payable	Rate of Dearness Allowance per month on revised basic pay
01.4.2008 to 31. 5.2008	2%
01.6.2008 to 31. 10.2008	6%
01.11.2008 to 28.2.2009	9%
01. 3.2009 to 31. 3.2009	12%
01.4.2009 onwards	16%

- (3) Medical Allowance: Medical allowances will be payable @ Rs. 300/- per month with effect from 1st April, 2009.

## 10. Other miscellaneous matters

This Order regarding revised pay will be effective from 1st January, 2006 notionally. For the present, the payment in the revised pay structure will be made w.e.f. 1st April, 2009. Regarding modalities of payment of arrears for the period prior to 1st April, 2009 and other related matters towards the implementation of the revision of pay that have not been dealt with in the preceding paras would be considered separately and notified in due course after obtaining suitable inputs/guidelines/regulations from the UGC/Govt. of India.

11. The Interim Relief as allowed in terms of this Department's Order No. 288-Edn (CS), dated 21.05.2009 hereby stands withdrawn and the same already drawn is to be adjusted against pay and allowances payable in terms of this Order.



*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

12. This Order issues with the concurrence of the Finance Department, Govt. of West Bengal vide their U.O. No. Group P (Service) 2540 dated 27.08.2009.
13. Any difficulty which may arise in implementing the provisions relating to the revision of pay structures as indicated in this order may be brought to the notice of the State Govt. for decision.
14. The Accountant General, West Bengal is being informed.

Sd/-Satish Chandra Tewary,  
IAS Principal Secretary to the  
Govt, of West Bengal.

No. 533/1 (11)- Edn (CS)

Dated, Kolkata, the 28th August, 2009

Copy along with the copies of annexure forwarded to the:

- 1) Finance Department of this Govt.
- 2) Accountant General (A & E), West Bengal
- 3) Pay & Accounts Officer (1), 81/2/2, Phears Lane, Kolkata -12
- 4) Pay & Accounts Office (2), P-1, Hyde Lane, Kolkata-73.
- 5) Budget Branch of this Department, Kolkata.
- 6) Director of Treasure, Stephen House, 4, B.B.D. Bag (East), Kolkata-01
- 7) Secretary, College Service Commission, West Bengal.
- 8) P.S. to Hon'ble MIC, Higher Education Department, Govt, of West Bengal.
- 9) P.A. to Principal Secretary, Higher Education Department, Govt, of West Bengal.
- 10) Computer Cell of this Department
- 11) Guard File.

Joint Secretary to the  
Govt. West Bengal

*Compendium*

**Government of West Bengal  
Department of Higher Education  
CS. Branch**

**Bikash Bhavan, Salt Lake, Kolkata - 700 091.**

No. 534-Edn (CS)

Dated, Kolkata, the 28th August, 2009

From : Shri Manab Chakraborty, WBCS (EXE.)

Joint Secretary to the Government of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub.: The revision of pay of Graduate Laboratory Instructors/ Instructresses of the State aided non- Government Colleges including erstwhile Sponsored Colleges.

The undersigned is directed to refer to this Department's earlier Order No. 439-End (CS), dated 22.07.2009 and to say that the State Governor has decided in his discretion to fix the pay of the above mentioned categories of employees in the revised pay structure with corresponding Academic Grade Pay (AGP) w.e.f the 1st day of January, 2006. The pay of the above mentioned employees will be fixed at an appropriate stage based on their present pay in the Fitment Tables given below:

**Fitment Tables**

**Table-1**

Pre-revised Scale Rs. 8.000-275-13.500		Revised Pay Band + AGP Rs. 15.600-39.100 + AGP 6.000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
8000	15600	6000	21600
8275	15600	6000	21600
8550	15910	6000	21910
8825	16420	6000	22420
9100	16930	6000	22930
9375	17440	6000	23440
9650	17950	6000	23950
9925	18470	6000	24470
10200	18980	6000	24980
10475	19490	6000	25490
10750	20000	6000	26000
11025	20510	6000	26510
11300	21020	6000	27020
11575	21530	6000	27530
11850	22050	6000	28050
12125	22560	6000	28560
12400	23070	6000	29070
12675	23580	6000	29580
12950	24090	6000	30090
13225	24600	6000	30600
13500	25110	6000	31110

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

Table-2

Pre-revised Scale Rs. 10,000-325-15,200		Revised Pay Band + AGP Rs. 15,600-39,100 + AGP 7,000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
10000	18600	7000	25600
10325	19210	7000	26210
10650	19810	7000	26810
10975	20420	7000	27420
11300	21020	7000	28020
11625	21630	7000	28630
11950	22230	7000	29230
12275	22840	7000	29840
12600	23440	7000	30440
12925	24050	7000	31050
13250	24650	7000	31650
13575	25250	7000	32250
13900	25860	7000	32860
14225	26460	7000	33460
14550	27070	7000	34070
14875	27670	7000	34670
15200	28280	7000	35280

**2. Drawal of Pay in the Revised Pay Structure:**

Every employee will draw pay in the revised pay structure applicable to the post to which he/she is appointed; provided that an employee may elect to continue to draw pay in the existing scale until the date on which he/she earns his/her next or any subsequent increment in the existing scale or until he/she vacates his/her post or ceases to draw pay in that scale; provided further that in cases where an employee has been placed in a higher pay scale ( pre-revised) between the period from 01.01.2006 to the date of this order on account of promotion/up gradation of pay scale etc., such employee may elect to switch over to the revised pay-structure from the date of such promotion/upgradation as the case may be.

**Note.-** Matter of promotion/upgradation through CAS of an employee which falls due in the pre-revised scale on any date on or after the date of issuance of this order, will be dealt with separately and notified in due course.

**Explanation I.** - The option to retain existing scale under the first proviso of this order will be admissible only in respect of one existing scale.

**Explanation II.** - The aforesaid option will not be admissible to any person appointed to a post on or after 01.01.2006, whether for the first time in service or by transfer from another post, and he/she will be allowed pay only in the revised pay structure.

**Explanation III.** - Where an employee exercises the option under the provisos to this order to retain the existing scale in respect of a post held by him/her in an officiating capacity

on a regular basis for the purpose of regulation of pay in that scale under any rule or order applicable to that post, his/her substantive pay will be the substantive pay which he/she would have drawn had he/she retained the existing scale in respect of the permanent post on which he/she holds a lien or would have held lien had his/her lien not been suspended or the Pay of the officiating post which has acquired the character of substantive pay in accordance with any order for the time being in force, whichever is higher.

**3. Exercise of Option:**

(1) The option under the provisos of para 2 of this order will be exercised in writing in the form appended to Schedule-I, Part-A to the Head of his/her institution / office within three months from the date of issuance of this order; provided that

- (i) an employee, who on the date of issuance of this order, is on leave or deputation or on foreign service, the said option will be exercised in writing so as to reach the said authority within three months of his/her return from such leave or deputation or foreign service as the case may be; and
- (ii) An employee, who is under suspension on the date of this order, will exercise the said option within three months of the date of his/her return to his/her duties or within three months of the date of issuance of this order, whichever is later.

(2) The option once exercised will be final.

**Note1.-** An employee, whose service is terminated on or after 01.01.2006 and who is unable to exercise the option on account of discharge, dismissal on disciplinary ground or resignation within the prescribed period will be entitled to the benefits of exercising option under this proviso

**Note2.-** An employee, who died on or after 01.01.2006 within the prescribed period, will be deemed to have exercised for the revised pay structure on and from 01.01.2006 or from such subsequent date as is considered most beneficial to him/her, had he/she been alive.

**Note3.-** An employee, who was on leave or any other leave on 01.01.2006 and is entitled him/her leave salary, will be allowed the benefits of this proviso.

**4. Fixation of Pay in the Revised Pay Structure (format appended at Schedule-I, Part-B & Illustrations at Part-C)**

(1) The initial pay of an employee who elects or is deemed to have elected under provisos of para 3 to be governed by the revised pay structure on and from 01.01.2006, will, unless in any case the Governor by special order otherwise directs, be fixed separately in respect of his/her substantive pay in the permanent post on which he/she holds a lien or would have held a lien, had his/her lien not been suspended and in respect of his/her pay in the officiating post held by him/her in the following manner namely:-

- (i) The pay in the pay band of an employee who continued in service after 31st December, 2005 will be determined, multiplying his/her existing basic pay as on 1st day of January, 2006, by way of multiplying a factor of 1.86 and rounding off the resultant figure to the next multiple of 10.
- (ii) If the minimum of the revised pay band is more the amount at, as per (i) above, the pay will be fixed at the minimum of the revised pay band.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- (iii) In addition to the pay in the pay band as determined in the above manner, Academic Grade Pay (AGP) corresponding to the existing scale will be payable.

**Note1.-** An employee, who is on leave on 01.01.2006 and is entitled to leave salary, will be entitled to pay in the revised pay structure from 01.01.2006 or the date of option for the revised pay structure from the date of actual effect of revised emoluments. Similar benefits are available when a Govt. employee is on study leave on 01.01.2006.

**Note2.-** An employee, under suspension, will continue to draw the subsistence allowance based on existing scale of pay and his/her pay in revised pay structure will be subject to the final order of the pending disciplinary proceedings.

**Note3.-** Where in the fixation of pay under sub-para (1) of para 4, the pay of an employee, who immediately before 01.01.2006, was drawing more pay in the existing scale than another govt. employee junior to him/her in the same cadre/position, gets fixed in the revised pay band at a stage lower than that of such junior, his/her pay will be stepped up to the same stage in the revised pay band as that of the junior.

**Note4.-** In case where a senior employee promoted or upgraded to a higher post before 01.01.2006, draws less pay in the revised pay structure than his/her junior who is promoted/upgraded to the higher post on or after 01.01.2006, the pay in the pay band of senior employee shall be stepped up to an amount equal to the pay in the pay band as fixed for his/her junior in that higher post. The stepping up will be done by the Govt. with effect from the date of promotion/up gradation of the junior employee subject to the fulfillment of the following conditions:-

- (i) Both the junior & the senior employee should belong to the same cadre and the post in which they have been promoted should be identical in the same cadre;
- (ii) The pre-revised scale of pay and the revised grade pay of the lower and higher post in which they are entitled to draw pay should be identical;
- (iii) The senior employee at the time of promotion should have been drawing equal or more pay than the junior;
- (iv) If even in the lower post, the junior officer was drawing more pay in the pre revised scale than the senior by virtue of any advance increment granted to him/her the provisions of this Note will not be applicable to step up to the pay of the senior employee.

**5. Rate of increment in the revised pay structure**

- (1) The rate of increment in the revised pay structure will be 3 *per centum* (3%) of the sum of the pay in the pay band and Academic Grade Pay applicable and the resulting amount will be rounded off to the next multiple of 10.
- (2) The amount of increment will be added to the revised pay in the pay band.
- (3) In the case of the calculation of increment under the revised pay structure, paise should be ignored, but any amount of a rupee or more should be rounded off to next multiple of 10.

**Illustration:** If the amount of increment Rs. 830.70, the amount be rounded off to Rs. 830; if

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the amount of increment comes to Rs. 831 and above the same would be rounded off to Rs. 840. The amount of increment will be added to the existing pay in the pay band.

### 6. Date of next increment in the revised pay structure

- (1) There will be a uniform date of annual increment, viz. 1st July of every year. Employees completing 6 months and above in the revised pay structure as on 1st of July will be eligible to be granted the increment. The first increment after fixation of pay on 01.01.2006 in the revised pay structure will be granted on 01.07.2006 for those employees for whom the date of next increment was between 1st July, 2006 to 1st January, 2007. Provided that in case of employees who had been drawing maximum of the existing scale more than a year as on the 1st day of January, 2006, the next increment in the revised pay structure will be allowed on 1st day of January, 2006. Thereafter, the provisions stated in the above para would apply.
- (2) In case of employees 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 employees should get next increment on the 1st day of July, 2006.
- (3) In case of Govt. employees whose date of next increment fell due 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 should get their next increment on 1st day of July, 2006.
- (4) In case of a employee who opts to come under revised pay structure after any date between the 1st January, 2006 to the 1st day of July, 2006, his/her pay in the revised pay structure should be fixed accordingly, but his/her date of next increment should be 1st day of July, 2007.

### 7. Fixation of pay on promotion/placement on account of CAS benefits on or after 01.01.2006

- (1) In case of promotion/placement/up gradation from one academic grade pay to another in the revised pay structure on or after 01.01.2006 the fixation of pay of an employee will be made in the following manner:
  - (a) One increment equal to three *per centum* (3%) of some of the pay in the pay band and the existing academic grade pay will be computed and rounded off to the next multiple of 10;
  - (b) The amount arrived at (a) will 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 higher pay band to which promotion/placement is taking place, pay in the pay band will be stepped up to such minimum;
  - (c) After the pay in the pay band determined academic grade pay corresponding to the promotional/up gradational post will be granted in addition to this pay in the pay band.

**Note I.-** In case the employee opts to get his/her pay fixed from his/her date of next increment, then, on the date of promotion/ upgradation, pay in the pay band will continue to be unchanged but academic grade pay of the higher post will be granted. Further re-fixation will be done on the date of his/her next increment i.e. 1st day of July. On that date, such a employee will be



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granted *two* (2) increments; one annual increment and the second on account of promotion/upgradation. While computing these two increments, basic pay prior to the date of promotion and academic grade pay corresponding to such pay in the pay band will be taken into account. After allowing such increments, academic grade pay of the higher post will be allowed.

**Note2.-** In case of the employee opts his/her pay fixed in the higher grade from the date of his/her promotion/ up gradation, he/she will get his/her first increment in the higher grade on the next 1st July, if, he/she was promoted /upgraded between the period from the 2nd July to 1st January. However, if he/she was promoted/ upgraded between period commencing from the 2nd January and ending on the 30th June of a particular year, he/she will get his/her increment on the 1st July of the next year.

## 8. Allowances

Allowances viz. Dearness Allowance (DA), House Rent Allowance (HRA) & Medical Allowance (MA) as admissible to the State Govt. Employees from time to time will also be applicable to the incumbent mentioned in the subject.

These are as follows.

### (1) House Rent Allowance:

With effect from 1st April, 2009, the House Rent Allowance admissible to an employee will be 15% of his/her revised basic pay i.e. aggregate of the pay in pay band plus academic 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 will also be raised to Rs. 6000/- per month.

The existing terms and conditions of drawl of House Rent Allowance by employees living in their own house or in a rental house will continue to apply.

Subject to continuance of the existing terms and conditions regulating drawal of House Rent Allowance by the employees provided with accommodation owned/hired by the Authority and recovery of fixed rent/license fee from time, the following conditions will be there with effect from 1st April, 2009 in respect of such categories of employees.

- (a) When an official accommodation being in habitable condition in all respect and such accommodation is earmarked for holder of a particular post without any rent, the holder will not be entitled to House Rent Allowance for living elsewhere.
- (b) In case the employee pays rent or license fee for such official accommodation, his reimbursement in the form of I louse Rent Allowance will be limited to actual license fee/rent paid or 15% of the pay whichever is lower.

### (2) Dearness Allowance:

Dearness allowance payable with effect from 1st April, 2008 will be at the following rate:-

Period from which payable	Rate of Dearness Allowance per month on revised basic pay
01. 4.2008 to 31. 5.2008	2%
01.6.2008 to 31. 10.2008	6%
01.11.2008 to 28.2.2009	9%
01. 3.2009 to 31. 3.2009	12%
01.4. 2009 onwards	16%



*Compendium*

(3) Medical Allowance: Medical allowances will be payable @ Rs. 300/- per month with effect from 1st April, 2009.

**9. Other miscellaneous matters**

This Order regarding revised pay will be effective from 1st January, 2006 notionally. For the present, the payment in the revised pay structure will be made w.e.f. 1st April, 2009. Regarding modalities of payment of arrears for the period prior to 1st April, 2009 and other related matters towards the implementation of the revision of pay that have not been dealt with in the preceding paras would be considered separately and notified in due course.

**10.** The Interim Relief as allowed in terms of this Department's Order No. 439-Edn (CS), dated 22.07.2009 hereby stands withdrawn and the same already drawn is to be adjusted against pay and allowances payable in terms of this Order.

**11.** This Order issues with the concurrence of the Finance Department, Govt, of West Bengal vide their U.O. No. Group P (Service) 2540 dated 27.08.2009.

**12.** Any difficulty which may arise in implementing the provisions relating to the revision of pay structures as indicated in this order may be brought to the notice of the State Govt, for decision.

**13.** The Accountant General, West Bengal is being informed.

Sd/-Shri Manab Chakraborty,

Joint Secretary to the Government of West Bengal.

No. 534/1 (11)-Edn (CS)

Dated, Kolkata, the 28<sup>TM</sup> August, 2009

Copy along with the copies of annexure forwarded to the:

- 1) Finance Department of this Govt.
- 2) Accountant General (A & E), West Bengal
- 3) Pay & Accounts Officer (1), 81/2/2, Phears Lane, Kolkata -12
- 4) Pay & Accounts Office (2), P-1, Hyde Lane, Kolkata-73.
- 5) Budget Branch of this Department, Kolkata.
- 6) Director of Treasure, Stephen House, 4, B.B.D. Bag(East), Kolkata-01
- 7) Secretary, College Service Commission, West Bengal.
- 8) P.S. to Hon'ble MIC, Higher Education Department, Govt, of West Bengal.
- 9) P.A. to Principal Secretary, Higher Education Department, Govt, of West Bengal.
- 10) Computer Cell of this Department
- 11) Guard File.

Joint Secretary to the  
Govt. or West Bengal

**Government of West Bengal**  
**Department of Higher Education**  
**CS. Branch**  
**Bikash Bhavan. Salt Lake. Kolkata - 700 091**

**No. 561-Edn(C.S.)**  
**1P-20/98**

**Dated, Kolkata, the 9th September, 2009.**

**MEMORANDUM**

**Subject :** Revision of pension/family pension of Pre 01.01.2006 Pensioners/Family Pensioners in respect of Teaching Staff including Graduate Laboratory Instructors/ Instructresses, Librarians/Assistant Librarians, Physical Instructors/ Physical Instructresses and equivalent category of employees of State aided Non-Govt Colleges including erstwhile Sponsored Colleges.

The undersigned is directed to state that the Governor has been pleased to revise the pension/family pension of pre 2006 in respect of Teaching Staff including Graduate Laboratory instructors/ Instructresses, Librarians/Assistant Librarians, Physical Instructors/ Physical Instructresses and equivalent category of employees of State aided Non-Govt. Colleges including erstwhile sponsored colleges in manner indicated in succeeding paragraphs.

2. These orders will apply to all Pre-2006 pensioners/family pensioners who were drawing Pension/Family Pension on 31.12.2005 under the respective Death-cum-Retirement Benefit Scheme in respect of teaching staff including Graduate Laboratory Instructors/Instructresses, Librarians/Assistant Librarians, Physical Instructors/Physical Instructresses and equivalent category of employees of State aided Non-Govt. Colleges including erstwhile sponsored colleges.
3. In these orders -
  - (a) "Existing Pensioners" or "Existing Family Pensioners" means pensioners who were drawing/entitled to pension/family pension on 31.12.2005.
  - (b) "Existing Pension" means the basic pension inclusive of commuted portion, if any due on 31.12.2005. It covers all classes of Pension under Death-cum-Retirement Benefit Rules for the West Bengal Non-Govt. College Teachers (DCRB) Scheme, 1974.
  - (c) "Existing Family Pension" means the basic family pension/ex-gratia family pension/ad-hoc family pension/extraordinary family pension due on 31.12.2005 under the respective Death-cum-Retirement Benefit Rules.
  - (d) "Dearness Pension" means dearness relief equal to 50% of the basic pension.
- 4.1 The pension/family pension of existing pre-2006 pensioners/family pensioners will be consolidated with effect from 01.01.2006 by adding together -
  - (a) The Existing Pension/Family Pension;
  - (b) Dearness Pension, where applicable, @ 50% of basic pension/family pension on notional basis;

## Compendium

(c) Dearness Relief upto AICPI (IW) average index 536 (base year 1982=100), i.e., @24% of basic pension/basis family pension plus Dearness Pension @50% of the basic pension/basic family pension where applicable, on notional basis;

(d) Fitment weightage @40% of the existing pension/family pension;

Provided the total amount so arrived at is less than Rs. 10,800/-, the same shall be stepped up to Rs. 10,800/-. Further provided that in case of a pensioner who is in receipt of more than one pension the ceiling of Rs. 10,800/- stated in the foregoing proviso shall not be applicable separately for each pension but only (once and) on the aggregate amount of all pensions taken together.

The amount so arrived at will be regarded as consolidated pension/family pension notionally with effect from 01.01.2006 with actual effect from 01.04.2008.

4.2. The upper ceiling of pension/family pension has been increased from Rs. 11,200/-and Rs.6,720/- to Rs.35,000/- and Rs.21,000/- respectively.

4.3. The fixation of pension will be subject to the provision that the revised pension in no case, shall be lower than 50% of the minimum of the pay in the Pay Band plus the Academic Grade Pay (AGP) in the revised pay structure corresponding to the pre-revised pay scale from which the pensioner had retired.

4.4. The quantum of pension/family pension available to the old pensioners/family pensioners be increased as follows :

Age of Pensioners	Additional Quantum of Pension
From 80 years to less than 85 years	20% of revised basic pension/family pension
From 85 years to less than 90 years	30% of revised basic pension/family pension
From 90 years to less than 95 years	40% of revised basic pension/family pension
From 95 years to less than 100 years	50% of revised basic pension/family pension
100 years or more	100% of revised basic pension/family pension

The amount of additional pension will be shown distinctly in the pension payment order.

5.(a) In view of pension/family pension of pre 01.01.2006 of the above mentioned employees the dearness relief to the pensioners/family pensioners shall be paid according to the revised formula as followed w.e.f. 01.04.2008,01.06.2008,01.11.2008,01.03.2009

Period for which payable	Rate of Dearness Relief Per month
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 onwards	16%

**For this purpose :**

(i) Pension/ex-gratia pension/family pension/ad-hoc family pension/ex-gratia family pension/extraordinary pension as applicable in respect of an employee who retired or

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died prior to the 1<sup>st</sup> day of January, 2006, means the consolidated pension or consolidated family pension, as the case may be, effective from 01.04.2008.

- (ii) Payment of relief involving a fraction of a rupee shall be rounded off to the next higher rupee.
- (iii) Other provisions governing grant of relief to pensioners not mentioned in this order, such as regulation of relief during re-employment, regulation of relief where more than one pension is drawn etc. will remain unchanged.
- (iv) For the purpose of payment of relief sanctioned herein the Accountant General (A&E), West Bengal will issue authority to Public Sector Banks in Kolkata and the Accountant Generals of other States.
- (v) The Treasury Officers will give effect of this order without the authority of the Accountant General (A&E). West Bengal.

**(b) Medical relief:-**

Pensioners/family pensioners under this memorandum are entitled to Medical Relief @ Rs300/- per month.

6. All the Treasury Officers disbursing pension to the pensioners/family pensioners are hereby authorized to pay pension/family pension etc. to the existing pensioner/family pensioner at the consolidated rates without any further authorization from the Accountant General (A&E), West Bengal. The Accountant General (A&E), West Bengal will issue authority for this payment to all Public Sector Banks in Kolkata and also to the Accountant Generals of other states.
7. A suitable entry regarding the revised consolidated pension shall be made by the Treasury Officer in both halves of the Pension Payment Order. An intimation regarding the disbursement of revised pension may be sent by the Treasury Officer to the Accountant General (A&E), West Bengal, who issued the Pension Payment Order in the form given at Annexure-I to this memorandum to enable the latter to update the Pension Payment Order Register maintained by them. The Public Sector Banks in Kolkata will also send such intimation in the prescribed form to the Accountant General (A&E), West Bengal. An acknowledgement shall be obtained by all Pension Disbursing Officers from the Accountant General (A&E), West Bengal in this respect.
8. The consolidated pension/family pension as worked out in accordance with para 4.1 to 4.3 shall be treated as final "Basic Pension" with effect from 01.04.2008 and shall qualify for grant of relief on pension sanctioned thereafter.
9. The arrears of pension in respect of the period from 01.04.2008 to 31.03.2009 on account of consolidated of pension/family pension shall be paid in 8 (eight) installments beginning with monthly pension from the 1<sup>st</sup> August, 2009. The arrear payments should be completed by the 31<sup>st</sup> March, 2010. If any pensioners/family pensioner has expired during this period, the arrear pension may be paid to his/her nominee(s) or in case if there is no nomination to his/her legal heir(s).
10. Where the Pension is increased due to consolidation, such increased pension will not be considered for further commutation,

*Compendium*

11. This order is issued with the concurrence of Finance Deptt. vide their U.O. No. 527-F(Pen) dated 07.09.2009.
12. The Accountant General and concerned others are being informed.

Sd/- M. Chakraborty.  
Joint Secretary.

No.: 561(11 VEdn(CS)

Dated, Kolkata, the 9th September, 2009.

Copy forwarded for information and necessary action to the :

1. Accountant General (A&E), West Bengal.
2. Finance Department of this Government.
3. Director of Public Instruction, West Bengal.  
He is requested to take necessary steps for wide circulation of this order.
4. Kolkata Pay & Accounts Office-I, 81/2/2. Phears Lane, Kolkata-700 012.
5. Kolkata Pay & Accounts Office-II, P-I, Hyde Lane, Kolkata-700 073.
6. Director of Treasuries, New India Assurance Building, 4, Lyons Range (2nd & 3rd Floor) Kolkata-700 001.  
He is requested to take necessary steps for circulation of this order among the Treasuries/Sub-Treasuries under his control.
7. Joint Director of Public Instruction (A/cs. & Pen), West Bengal.
8. Computer Cell of this Department.
9. P.S. to M-I-C, Higher Education Department.
10. P.A. to the Principal Secretary of this Department.
11. Guard File.

**Joint secretary.**

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

**Government of West Bengal**  
**Higher Education Department**  
**C.S. Branch**  
**Bikash Bhavan, Salt Lake, Kolkata -91**

No: 573-Edn (C.S)/IP-20/98

Dated, Kolkata, the 14th September, 2009

From : Shri M. Chakraborty

Joint Secretary to the Government of West Bengal

To : The Director of Public Instructions, West Bengal

***Sub : Clarifications regarding G.O. No. 561-Edn (C.S) dt. 09.09.09***

***Ref : His notes dated 14.09.09 regarding G.O. No. 446-Edn (C.S) dt. 27.07.09***

Clarifications as sought for are as follows: -

Consequent upon issuance of G.O. No. 561-Edn (C.S.) dt. 09.09.09. this Deptt's G.O. No 446-Edn (C.S.) dt. 27.07.09 stands modified to the extent that it is no longer applicable to pre 01.01.06 Pensioners/Family Pensioners.

Date of effect from which Medical Relief is applicable is 01.04.09.

Sd/- M. Chakravarty  
Jt. Secretary

*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**C.S. Branch**  
**Bikash Bhavan, Salt Lake, Kolkata -91**

No. 592-Edn (CS)/IP-13/07

Dated, Kolkata, the 22nd September, 2009.

**Memorandum**

***Sub Grant of Ex-gratia payment to the pensioners of Non-Govt. Colleges, Day Students' Homes and West Bengal College Service Commission.***

The undersigned is directed by order of the Governor to say that the Governor has been pleased to decide that the pensioners of non-Govt. colleges Day Students Homes and West Bengal College Service Commission including the holders of provisional pension who retired prior to 30.09.08 and also the pensioners who retired or died after 30.09.08 but prior to 01.09.09 and whose basic pension plus relief on pension as on March 31, 2009 did not exceed Rs. 16,000/- (Rupees sixteen thousand) only and are not eligible to receive ad-hoc bonus, shall be paid an ex-gratia grant of Rs. 400/- (Rupees four hundred) only in lump per head in order to provide some relief during the ensuing festivals to such pensioners.

2. The ex-gratia grant sanctioned herein will also be admissible to:-
  - i) The holders of family pension, ex-gratia family pension and ad-hoc family pension;
  - ii) Holders of extraordinary pension ; and
  - iii) Holders of ex-gratia pension.
3. The benefit will not be admissible to those who are entitled to ad-hoc bonus and those who are employed/ re-employed under any public undertakings/ Statutory Bodies under the Govt, and are in receipt of bonus or ex-gratia payment in lieu thereof during the current financial year.
4. The Pensioners who drew their pension through Public Sector Banks will get this ex-gratia grant through their bank accounts. The treasury/ sub-treasury office will take appropriate steps for issue of cheque to the respective paying branches so that, the pensioners receiving pension through Banks get the payment of ex-gratia. No authority of the Principal Accountant General (A&E), West Bengal will be required for this purpose.
5. This order will also be applicable to those who are eligible for this ex-gratia grant but whose pension/ family pension has not yet been sanctioned. In their cases and in the case of persons who are drawing provisional pension, this amount of ex-gratia will be drawn by the authority competent to draw provisional pension in the same manner as the amount of provisional pension is drawn by him. In their cases, the facts of payment of ex-gratia grant should be intimated to the Principal Accountant General (A&E), West Bengal at the time of forwarding their pension papers for final sanction of pension.
6. This order is issued as per direction of Finance Department, Pension Branch, as laid down in their Memo No. 814-F(Pen) dated 04.09.2009.

*Sd/- M. Chk ravarty,*  
Joint Secretary to the Govt, of West Bengal.



**Government of West Bengal**  
**Department of Higher Education**  
**C.S. Branch**  
**Bikash Bhavan, Salt Lake, Kolkata - 700 091.**

No. 609 - Edn (CS)/5P-52/98

Dated, Kolkata, the 24th September, 2009

***CORRIGENDUM***

The following in the Order No. 533-Edn (CS), dated 28.08.2009 as shown in the specific row within quotes in column 1 in the table below be read as shown in the corresponding row in the column 2.

Sl. No.	Column 1	Sl. No.	Column 2
1.	Para 4 sub-para (iii): ...“each of the pre-revised scale”...	1.	...“each of the pre-revised scales”...
2.	Para 4 Note1:.. .“Govt, employees”...	2.	...“employees”...
3.	Para4Note3: ...“another Govt, employee”...	3.	.. .“another employee”...
4.	Para 4 Note4 point (iv).. .“junior officer was drawing”...	4.	.. .“junior employee drawing”...
5.	Para 5: Sub-paras marked as “(2)” & “(3)”	5.	Sub-paras be marked as “(1)” & “(2)”
6.	Para 6, Illustration: ...“the increment Rs. 830.70”...&...“the amount be rounded”...	6	...“the increment is Rs. 830.70”... & ...“the amount would be rounded”...
7.	Para 7, sub-para (3): ...“a Govt, employees”...	7.	...“employees”...
8.	Para 8 sub-para (1) (a): .. .“three per centum (3%) of some”...	8.	.. .“three per centum (3%) of sum”...
9.	Para 8 sub-para (1) (c): ...“pay band determined academic grade pay”...	9.	...“pay band so determined, academic grade pay”...
10.	Para 8 sub-para (2): ...“sub-para (1) of para 7”...	10.	...“sub-para (1) of para 8”...
11.	Para 8, Note2: .. .“in case of ”...&.. .“between period commencing”...	11.	...“in case”... & ...“between the period commencing”..
12.	Para 9, sub-para (1) (a): .. .“in all respect”..	12.	...“in all respects”..
13.	Schedule I, Part-C & Illustration 2, Item 7: ..“01/07/2006”..	13.	...“01/07/2007”..
14.	Schedule II, Table 5: “Pre-revised Scale Rs. 16000-450-20500-500-22400 “	14.	“Pre-revised Scale Rs. 16,400-450-20,900-500-22,400”

*Compendium*

15.	Schedule II, Table 4:	15.	<b>Addendum:</b> Also applicable to the incumbents in the pre-revised scale of Rs. 12,000-18,300 prior to 01.01.2006 when they will complete 3 years of service in the said scale or its corresponding pay band in the revised pay structure, as the case may be, without any change of present designation till then.
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Sd/- M. Chakravarti

Joint Secretary to the Govt, of West Bengal

No. 609/1 (11)- Edn (CS) /5P-52/98

Dated, Kolkata, the 24th September, 2009

Copy along with the copies of annexure forwarded to the:

- 1) Finance Department of this Govt.
- 2) Accountant General (A & E), West Bengal
- 3) Pay & Accounts Officer (1), 81/2/2, Phears Lane, Kolkata -12
- 4) Pay & Accounts Office (2), P-1, Hyde Lane, Kolkata-73.
- 5) Director of Public Instruction, West Bengal.
- 6) Budget Branch of this Department, Kolkata.
- 7) Director of Treasure, Stephen House, 4, B.B.D. Bag (East), Kolkata-01
- 8) Secretary, College Service Commission, West Bengal.
- 9) P.S. to Hon'ble C, Higher Education Department, Govt, of West Bengal.
- 10) P.A. to Principal Secretary, Higher Education Department, Govt, of West Bengal.
- 11) Computer Cell of this Department
- 12) Guard File

Joint Secretary to the Govt. of West Bengal

No. ED-267/2009

Date -05.10.2009

Copy forward for information & necessary action to:-

1. Principal/Officer-in Charge, \_\_\_\_\_  
\_\_\_\_\_

Dd/- D.roy

For Director of Public Instruction

**Government of West Bengal**  
**Higher Education Department**  
**C.S.Branch**  
**Bikash Bhavan, Salt Lake, Kolkata-91**

No. 622-Edn(CS)  
1P-20/98

Dated, the 12th Oct., 2009

**MEMORANDUM**

Sub : Revision of pension/family pension of post 01.01.2006 Pensioners / Family Pensioners in respect of Teaching staff including Graduate Laboratory Instructors / Instructresses, Librarians / Asstt. Librarians, Physical Instructors / Instructresses and equivalent category of employees of State aided non-Govt. colleges including erstwhile sponsored colleges.

The undersigned is directed to state that the question of modifications of Rules granting pensionary benefits to the Teaching staff including Graduate Laboratory Instructors/Instructresses, Librarians / Asstt. Librarians, Physical Instructors/Instructresses and equivalent category of employees of State aided non-Govt. colleges including erstwhile sponsored colleges has been under consideration of the Government.

After careful consideration of the matter the Governor has been pleased to decide that the pensionary benefits in respect of Teaching staff including Graduate Laboratory Instructors/Instructresses, Librarians / Asstt. Librarians. Physical Instructors/Instructresses and equivalent category of employees of State aided non-Govt. colleges including erstwhile sponsored colleges who retire on and from 01.01 2006 shall be determined as follows :-

**A) Pension**

- i) An employee retiring in accordance with the provisions of respective Death-cum-Retirement Benefit Rules/Scheme and before completion of minimum qualifying service of 10 years shall not be entitled to pension, but he/she shall continue to be entitled to gratuity.
- ii) Linkage of full pension with 33 years of qualifying service shall be dispensed with. Once an employee has rendered a minimum qualifying the service of 20 years, pension shall be paid @ 50% of the last basic pay drawn. For the employees who at the same time of retirement have rendered qualifying service for 10 years or more but less than 20 years, proportionate reduction shall be made while calculating the amount of pension.  
The provision, however, shall be applicable to the employees retiring on or after the date of issue of this memorandum and Should not be made applicable in respect of those employees who have retired on or after the 1st' day of January. 2006 but before issue of this memorandum.
- iii) The existing maximum amount of monthly pension of Rs.11,200/- (Rupees eleven thousand two hundred) only per month as laid down in the Memo. No. 1452-Edn(CS) dated 7.12.1999 shall be raised to Rs.35.000/- (Rupees thirty five thousand).

## Compendium

iv) The existing minimum amount of monthly pension/family pension of Rs.1300/-(Rupees one thousand three hundred) only as laid down in the Memo. No. 1452-Edn(CS) dated 7.12.1999 shall be raised to Rs.3300/-(Rupees three thousand three hundred) only.

v) **Additional Pension**

The quantum of pension available to the old pensioners shall be increased as indicated in the following table with effect from 01.04.2008:

Age of Pensioners	Additional Quantum of Pension
From 80 years to less than 85 years	20% of the basic pension
From 85 years to less than 90 years	30% of the basic pension
From 90 years to less than 95 years	40% of the basic pension
From 95 years to less than 100 years	50% of the basic pension
100 years or more	100% of the basic pension

The Pension Sanctioning Authority shall ensure that the date of birth and the age of pensioner is invariably indicated in the Single Comprehensive Form to facilitate the Accountant General (A&E), West Bengal to record the same in the Pension Payment Order (P.P.O.) to be issued in favour of the pensioners for payment of additional pension by the Pension Disbursing Authority as soon as it becomes due. The amount of additional pension will be shown distinctly in the P.P.O.

### B. Family Pension

i) Family pension shall be calculated @ 30% of the basic pay drawn last actually or notionally. The maximum ceiling of family pension of Rs.6,720/-(Rupees six thousand seven hundred twenty) only per month shall be raised to Rs.21,000/-(Rupees twenty one thousand) only per month at normal rate. However, the existing provision for calculation of family pension at enhanced rate for a specific period will continue

ii) **Additional Family Pension**

In addition to the family pension calculated in para (i) above, the quantum of family Pension available to the old Family Pensioners shall be increased as Indicated in the following table with effect from 01.04.2008 :

Age of Family Pensioners	Additional Quantum of family Pension
From 80 years to less than 85 years	20% of the basic family pension
From 85 years to less than 90 years	30% of the basic family pension
From 90 years to less than 95 years	40% of the basic family pension
From 95 years to less than 100 years	50% of the basic family pension
100 years or more	100% of the basic family pension

### C. Gratuity

The 'maximum amount of Death / Retiring Gratuity of Rs.2.5 lakh (Rupees two lakh fifty thousand) only as laid down in the Memo. No. 1452-Edn(CS) dated 7.12.1999 shall be raised to Rs.6.0 lakh (Rupees six lakh) only.

**D. Regulation of the cases of Pensioners/Family Pensioners during the period from 01.01.2006 to 31.03.2008.**

- (i) Those who have already retired after 01.01.2006 are entitled to have their pensionary benefits revised on the basis of this order, but those who retired during the period from 01.01.2006 to 31.03.2008 shall not get any arrear representing the difference between revised pension and the pension on the basis of the pre-revised pay for the period up to 31.03.2008.
- (ii) The Accountant General (A&E), West Bengal will issue authority for payment or revised pensionary benefits with effect from 01.04.2008 onwards on the basis of certificate of notional emoluments as stated above without insisting on issuing of pay certificate.
- (iii) In the cases of the employees who are already in receipt of pension, the Pension Sanctioning Authority in their cases, will send previous pension papers along with Service Book, certificate of notional emoluments, revised calculation sheets showing the calculation of revised pensionary benefits and application, if submitted, for further Commutation of Pension. The Accountant General (A&E), West Bengal will authorize payment of pensionary benefits at revised rate accordingly to the Pension Disbursing Officer concerned.
- (iv) The amount of gratuity, if any, paid earlier in respect of employees of this category according to the rules prevailing at the material time will be adjusted against revised gratuity calculated on the basis of notional emoluments now authorized by the Accountant General (A&E), West Bengal on the basis of this order.

**E. Commutation of Pension**

- (i) An employee shall continue to be entitled to commute for a lump sum payment upto 40% of his pension.
- (ii) The existing table of commutation value for pension shall be substituted by a new Table at Annexure I.
- (iii) The revised table of commutation value for pension will be used for all commutations of pension which become absolute after the date of issue of this memorandum.
- (iv) In the case of those Pensioners, in whose case commutation of pension become absolute on or after the 1st day of January, 2006, but before the issue of this memorandum, the pre-revised table of commutation value for pension will be used for Payment of Commutation of Pension based on pre-revised pay / pension. Such pensioners shall have an option to commute the amount of pension that has become additionally commutable on account of retrospective revision of pay / pension on implementation of the recommendations of the Fifth Pay Commission. On exercising such option by the pensioner, the revised table of commutation value of pension will be used for the commutation of the additional amount of pension that has become commutable on account of retrospective revision of pay / pension.
- (v) In all cases where the date of retirement / commutation of pension is on or after the date of issue of this memorandum, the revised table of commutation for pension will be used for commutation of pension.

*Compendium*

This order issues with the concurrence of Finance Deptt. vide their U.O.No.601 F (Pen) dated 09.10.2009.

Sd/-M.Chakravarty  
Joint Secretary

No.622/1(11)-Edn(CS)

Dated : 12.10.2009

Copy forwarded for information and necessary action to the :-

- 1) Accountant General (A&E), West Bengal;
- 2) Finance Deptt. of this Govt.;
- 3) Director of Public Instruction, West Bengal;  
He is requested to take necessary steps for wide circulation of this order
- 4) Kolkata Pay & Accounts Officer-I, 81/2/2, Phears Lane, Kolkata-700012;
- 5) Kolkata Pay & Accounts Officer-II, P-1. Hyde Lane, Kolkata-700073;
- 6) Director of Treasuries, New India Assurance Building. 4. Lyons Range (2nd & 3rd floor). Kolkata-700001;  
He is requested to take necessary steps for circulation of this order among the Treasuries / Sub-Treasuries under his control.
- 7) Joint Director of Public Instruction (A/cs & Pen). West Bengal;
- 8) Computer Cell of this Deptt;
- 9) P.S. to the M.I.C.. H.E.Deptt.;
- 10) PA. to the Principal Secretary of this Deptt.;
- 11) Guard file.

Joint Secretary

**REVISED COMMUTATION VALUE FOR A PENSION OF Ro. 1 PER ANNUM**

In terms of Memo. No. 622-Edn(CS) dated 12.10.2009

Age on next birthday	Commutation value expressed as number of year's purchase	Age on next birthday	Commutation value expressed as number of year's purchase	Age on next birthday	Commutation value expressed as number of year's purchase
20	9.188	41	9.075	62	8.093
21	9.187	42	9.059	63	7.982
22	9.186	43	9.040	64	7.862
23	9.185	44	9.019	65	7.731
24	9.184	45	8.996	66	7.591
25	9.183	46	8.971	67	7.431
26	9.182	47	8.943	68	7.262
27	9.180	48	8.913	69	7.083
28	9.178	49	8.881	70	6.897
29	9.176	50	8.846	71	6.703
30	9.173	51	8.808	72	6.502
31	9.169	52	8.768	73	6.296
32	9.164	53	8.724	74	6.085
33	9.159	54	8.678	75	5.872
34	9.152	55	8.627	76	5.657
35	9.145	56	8.572	77	5.443
36	9.136	57	8.512	78	5.229
37	9.126	58	8.446	79	5.018
38	9.116	59	8.371	80	4.812
39	9.103	60	8.287	81	4.611
40	9.090	61	8.194		



*Compendium*

**Government of West Bengal  
Higher Education Department  
C. S. Branch  
Bikash Bhavan, Salt Lake, Kolkata - 91**

No. 648-Edn (CS)/4E-30/2001

Dated, Kolkata, the 20th October, 2009.

From : Shri M. Chakraborty,

Joint Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal. Bikash Bhavan, Salt Lake.

Sub : Monthly remuneration for the posts of part-time Sweeper/Jamadar.

The undersigned is directed by order of the Governor to say that monthly remuneration for the posts of part-time Sweeper/Jamadar in non-Government Colleges would be Rs.2000/- with effect from 01.06.09.

2. This order is issued with the concurrence of Finance Department vide U.O.No.1001 Gr.-P(Service) dt.22.06.09 and in supersession of all previous orders in this regard.

Joint Secretary.

No.648/1(5)Edn(CS)

Dated, Kolkata the 20th October, 2009.

Copy forwarded for information & necessary action to the :-

- 1) Jt. Director of Public Instruction (UGC), West Bengal.
- 2) Jt. Director of Public Instruction (NGC), West Bengal.
- 3) Jt. Director of Public Instruction (PPS), West Bengal.
- 4) Jt. Director of Public Instruction (Trg.), West Bengal.
- 5) Guard file.

Joint Secretary.

**Government of West Bengal**  
**Higher Education Department**  
**C.S.Branch**  
**Bikash Bhawan, Salt Lake, Kolkata-91.**

No.: 859-Edn(CS)  
5P-52/98(Pt-I)

Dated, Kolkata, the 30th December, 2009

From : Satish Chandra Tewary, IAS.

Principal Secretary to the Govt, of West Bengal.

To : The Director of Public Instruction, Govt. of West Bengal.

Sub: Payment of 20% of arrears in connection with revision of pay structure under the UGC pay revision scheme of the Principals, Teachers, librarians, Assistant Librarians and equivalent grades of the State-aided non-government colleges including erstwhile sponsored colleges.

Ref : This Department's Memo No.533-Edn(C.S.), dated 28.08-09.

In continuation to this Department's Memo No. 533-Edn(C.S.), dated 28.08.09 the Governor has been pleased to decide the following modalities regarding the payment of arrears for the period from 01.01.06 to 31.03.09 payable to the Principals, Teachers, Librarians, Asstt. Librarians and equivalent grades of the State-aided non-government colleges including erstwhile sponsored colleges:

20% of the arrear payable for the period from 01.01.06 to 31.03.09 will be paid in three equal annual installments as shown below:

- i) 1st installment -in the year 2009-10
- ii) 2nd installment -in the year 2010 -11
- iii) 3rd & final installment -in the year 2011-12

Such installment in the year 2009-10 will be due for payment from 01.01.2010.

Decision regarding payment of the balance 80% of the arrears would be considered separately and notified in due course after interactions with and obtaining suitable inputs from Government of India.

This issues with the concurrence of Finance Department vide their U.O. no. 3238 Gr. P.(Pay dt. 23.12.09

Sd/-Satish Chandra Tewary,

Principal Secretary to the Govt. of West Bengal.

No.: 859/1(10)-Edn (CS)

Dated. Kolkata, the 30th December, 2009.

Copy forwarded for information and necessary action to the :

1. Accountant General (A & E), West Bengal.
2. Finance Department of this Government.

*Compendium*

3. Pay & Accounts Officer, Kolkata-I. 81/2/2. Phears Lane, Kolkata-700 012.
4. Pay & Accounts Officer, Kolkata-II, P-1, Hyde Lane, Kolkata-700073.
5. Director of Treasuries, New India Assurance Bldgs. (2nd & 3rd Floor), 4, Lyons Range, Kolkata-700001.
6. Computer Cell of this Department,
7. Budget Branch of this Department.
8. P.8. to M-1-C., Higher Education Department.
9. P.A. to the Principal Secretary of this Department.
10. Guard File.

Joint Secretary to the Govt, of West Bengal.

No. ED-333/2009

Date-31.12.2009

Copy forwarded for information & necessary action to :

1. Principal/Officer-in-Charge, \_\_\_\_\_  
\_\_\_\_\_

Sd/- D. Roy

For Director of Public Instruction

**Government of West Bengal  
Higher Education Department  
C.S.Branch**

**Bikash Bhawan, Salt Lake, Kolkata-700 091.**

Memo No. 168-Edn(CS)/5S-4/02

Dated, Kolkata, the 1st March, 2010.

***MEMORANDUM***

Sub : Liberalisation of the terms of West Bengal Non-Govt. College Teachers' Death-Cum-Retirement Benefit Scheme, 1978 and mode of payment thereof.

The matter of settlement of pensionary dues of teachers of Govt, aided colleges who retired between 01.04.1978 and 31.12.1995 for restoration of parity between these teachers and the teachers of Govt. Colleges holding equal rank and pay has been under process in accordance with G.O. No. 706-Edn(CS)/1P-20/08, dated 14.11.2008 read with corrigendum No. 758-Edn(CS), dated 02.12.2008. For efficient and fast settlement of the claims of these pensioners and their family pensioners/legal heirs, a ready reckoner has been prepared.

Now the undersigned is directed by the order of the Governor to say that payment to such eligible pensioners, family pensioners/legal heirs be made according to the ready reckoner at Appendix, containing 7 Annexures therein. The reckoner being voluminous, it is being uploaded in our website ([www.higherednwb.net](http://www.higherednwb.net)) for information of all concerned.

This order issues with the concurrence of the Finance Department vide their U.O. No. 137-F(Pen), dated 01.03.10.

Sd/- M.Chakravarty,  
Joint Secretary.

No. 168/l(13)-Edn(CS)/5S-4/02

Dated, Kolkata, the 1st March, 2010.

Copy forwarded for information and necessary action to the :

1. Accountant General (A&E), West Bengal, with a hard copy of the Ready Reckoner.
2. Dy. Accountant General (Pen), West Bengal.
3. Director of Public Instruction, West Bengal.
4. Finance Department, Pension Branch, Block-IV, Writers' Buildings, Kolkata-1.
5. Pay & Accounts Officer-I, 81/2/2, Phears Lane, Kolkata-12.
6. Pay & Accounts Officer-II, P-I, Hyde Lane, Kolkata-73.
7. Director of Treasuries, New India Assurance Buildings (2nd 85 3rd Floor), 4, Lyons Range, Kol-1.
8. Joint Director of Public Instruction (A/cs. & Pen), West Bengal.
9. Joint Director of Public Instruction (PPS), West Bengal.
10. Computer Cell of this Department.
11. P.S. to the M-I-C, Higher Education Department.
12. P.A. to the Principal Secretary of this Department.
13. Guard File.

Joint Secretary

*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**CS.Branch**  
**Bikash Bhavan. Salt Lake. Kolkata-700 091.**

No. 327-Edn (CS)/5P-52/98

Dated, Kolkata, the 30th April. 2010.

From : Shri M.Chakravarty. W.B.C.S.(Exe.)

Joint Secretary to the Govt of West Bengal.

The Director Of Public Instruction, West Bengal.

Sub : Clarification regarding fixation of pay of Principals of Non-Government Colleges in Pay Band of Rs. 37400-67000/-With Academic Grade Pay of Rs. 10,000/-

Principals of non-Government colleges in the State who have already been enjoying a basic pay of Rs. 17,300/- or above will get their pay refixed in the revised pay structure i.e. Pay Band 5 taking into account their unrevised basic pay.

This, however, will not apply to Principals appointed on or after 28.08.2009 for the present Such cases will be kept pending for the time being.

Joint Secretary.

**Government of West Bengal  
Higher Education Department  
C.S. Branch  
Bikash Bhawan, Salt Lake. Kolkata - 700 091**

**No. 461-Edn(CS)  
5P-52/98(Pt.I)**

**Dated 8th June, 2010**

**MEMORANDUM**

After issue of this Department Memorandum no.852-Edn(CS)/5P-52/98(Pt-II) dated 24.12.2009 which clarified certain matters, inter alia, in the light of uploading of draft UGC Regulation on “Minimum Qualification For Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures For The Maintenance Of standards In Higher Education, 2009” in the website of UGC, certain references with regard to the cut-off date up to which promotion / CAS related matters can be processed, have been received. The matter was referred to the UGC. Following response received from them, further clarifications, as below, are issued, in partial modification of above mentioned Memorandum of this Department:

- i) All promotions / CAS related matters will be processed following extant UGC regulations and the redesignation of teachers and equivalent grades subsequent to revision of their pay will be as per stipulations of MHRD’s order no.1-32/2006-U.II/U.I(i) dated 31st December, 2008.
- ii) Direct recruitment at Associate Professor level with AGP of Rs.9,000/- can not be done till new guidelines / regulations are issued by the UGC in this regard.
- iii) As and when UGC modifies existing Regulation, 2000 or issues new relevant regulations dealing with this matter, the same would apply; and, cut-off date for any purpose, will apply accordingly.

Sd/- M. Chakravarty  
Joint Secretary

**No.461/l(12)-Edn(CS)**

**Dated 8th June, 2010**

Copy forwarded for information and necessary action to the:

1. Account General (A&E), West Bengal
2. Finance Department of this Government
3. Director of Public Instruction, West Bengal
4. Pay & Accounts Officer, Kolkata-1, Kolkata Pay & Account Office-II, 81/2/2, Phears Lane, Kolkata - 700 012
5. Pay & Accounts Officer, Kolkata-IL Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata - 700 073

*Compendium*

6. The Director of Treasuries, New India Assurance Bldgs. (2nd & 3rd Floor), 4, Lyons Range, Kolkata-700 001
7. Joint Secretary, University Branch of this Department
8. Joint Secretary, Appointment Branch of this Department
9. Computer Cell of this Department
10. P.S to MIC, Higher Education Department
11. P.A to Principal Secretary of this Department
12. Guard File

Joint Secretary



**Government of West Bengal**  
**Higher Education Department**  
**CS Branch**  
**Bikash Bhawan Salt Lake, Kolkata-700 091**

No.: 775-Edn(CS)/2LI/01

Dated, Kolkata. the 19th July, 2010.

From : Shr. M. Chakravarty, W.B.C.S.(Exe).

Joint Secretary to the Govt of West Bengal

To : The Director of Public instruction, West Bengal Bikash Bhawan. salt Lake, Kolkata-91

Sub : Grant of Maternity Leave to the female employees of the Non-Govt colleges and Day Students' Homes in the State

At present a female employee of Non-Govt colleges and Day Students' Homes in the State is entitled to Maternity Leave for 135 days as per this Deptt's Govt Order No 357-Edn(CS) dated 02.06.06

After careful consideration the Governor has been pleased to decide that a female employee of Non-Govt Colleges and Day Students Homes in the State may be granted Maternity Leave for a maximum of 180 days with effect from 01 01.2011

This order is issued with the concurrence of Finance Deptt vide their U.O. No. 1690 Group-P (service) dated 18.07.11.

All concerned are being informed accordingly.

Sd/- M.Chakravarty.

Joint Secretary.

No.: 775/1(14)-Edn(CS)

Dated. Kolkata, the 19th July, 2010.

Copy forwarded for information and necessary action to the :-

1. Accountant General (A&E). West Bengal.
2. Finance Deptt of this Government
3. Registrar. Calcutta University, Senate House. College Street, Kol-700 073
4. Registrar. Burdwan University, Rajbati, Burdwan, Pin-713104
5. Registrar. Vidyasagar University, P.O Vidyasagar University, Dist. Paschim Medinipur. Pm-721 102.
6. Registrar. Kalyani University. Kalyani. Nadia, Pin-741 235.
7. Registrar. Gour Banga University, Malda College. P.O Malda. Dist Malda, Pin-732 101.
8. Registrar, West Bengal State University (Barasat, North 24 Parganas). Barasat Govt. College, P.O. Barasat. Dist. North 24 Parganas. Pin 743 201.

*Compendium*

9. Registrar, North Bengal University. Raja Rammohanpur. P.O North Bengal University. Dist. Darjeeling, Pin-734 430
10. Registrar. Sidho-Kanho-Birsha University, Paribesh Bhawan. 1th Floor, 10A. Block-LA. Sector-III. Salt Lake. Kolkata-700098.
11. Computer Cell of this Department
12. P.S. to the M-I-C, Higher Education Deptt
13. P.A. to the Principal Secretary. Higher Education Deptt.
14. Guard file

Joint Secretary

**GOVERNMENT OF WEST BENGAL**  
**Higher Education Department**  
**Bikash Bhavan, Salt Lake,**  
**Kolkata - 700 091**

**No.689-Edn(CS)**

**Dated Kolkata, the 26<sup>th</sup> August, 2010**

**ORDER**

From: M. Chakravarty,  
Joint Secretary to the  
Government of West Bengal

To: Director of Public Instruction,  
Government of West Bengal,  
Higher Education Department

The issue of revision of service conditions of Part Time Teachers etc. is under consideration of the Government. In view of that, it is felt necessary that no fresh engagement of Part Time Teachers and any other category of persons should be done by the authorities of Government & Government Aided Colleges. without prior permission of the Government.

Hence, it is ordered that no fresh engagement of Part Time Teachers and any other category of persons should be done by the authorities of Government & Government Aided Colleges without prior permission of the Government.

This Order takes effect immediately.

(M. Chakravarty)  
Joint Secretary

*Compendium*  
**Government of West Bengal**  
**Department of Higher Education**  
**(C.S. Branch)**  
**Bikash Bhavan, Salt lake, Kolkata-700091**

**No: 751-Edn(CS)-5P-46/99**

**Dated, Kolkata, the 21st September,2010**

**Memorandum**

In supersession of all the previous Government Orders relating to part-time teachers(PTTs) (except superannuated teachers) of the State Aided non-Govt. colleges undersigned is directed by the order of the Governor to say that following provisions will be applicable in respect of the part-time teachers w.e.f. 01/10/2010.

General Conditions for engagement of PTTs (excluding the superannuated teachers of colleges & Univs serving as PTTs) :

1. Existing PTTs duly engaged as per prescribed norms will continue to remain engaged till they attain 60 years of age.
2. All PTTs (including existing ones) shall be engaged only in one assignment.
3. Those PTTs who have been refused renewal and whose service have been discontinued by the college authority on or after 1/1/2008 shall be engaged afresh following issuance of this order subject to the following conditions:
  - a. should be of less than 60 years of age.
  - b. should be willing on the basis of his/her application.
  - c. declaration from the PTTs showing his/her engagement only in one assignment.
  - d. For those PTTs who have been refused renewal and whose service have been discontinued by the college authority on or between 1/1/2008 to the date of issuance of this order & subsequently been engaged afresh, his/her length of past assignment in the concerned college will be counted only for the determination of his/her rate of monthly remuneration i.e. whether he/she is entitled to get Rs. 9450/- (for < 4 years) / Rs. 10800/- (>= 4 years but < 10 years) / Rs. 13500A-(>= 10 years)] but he/she will not be entitled to get any financial benefit for the said gap-in period (i.e. the period of his/her non-engagement in the college between his/her date of retrenchment and the date of subsequent engagement).
4. Notional vacancies are to be created to accommodate serving PTTs as well as those who are re-engaged as per 3d. above and these posts would be treated as personal & supernumerary ones. The number of such notional vacancies are to be decided on the basis of requisition from the colleges [mentioning the names of persons engaged & other details - duly authenticated by the college authority as mentioned below].
  - I. For those PTTs who were engaged before 01/04/09.
    - Length of service as PTTs is to be certified by the Principal/Teacher-in-Charge of the college referring to “the then” Governing Body’s Resolution notifying the date of

### *Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

engagement and subsequent renewal. *Ex-post facto* G.B. resolution notifying engagement and extension of service in respect of part time teachers will not be acceptable.

- Duly audited Acquittance Roll for PTTs may be treated as an authentic document for determination of the length of the service of a part-time teacher in absence of “the then” G.B. resolution.
- Duly audited Acquittance Roll attested by The Principal / Teacher-in-Charge of the concerned college and this statement of material is to be duly verified by the auditor appointed during 2008-09/2009-10 by the Education Directorate. Government of West Bengal with necessary certification (Year wise and month wise from the date of Joining).

#### **Or/And**

- The PTTs of the Govt, aided colleges who have/are rendered/ rendering service in different academic assignments of the University (e.g. as examinations/ paper setter/ moderator etc), the certificate(s) of the respective Universities indicating the date(s) of such appointment(s) may also be taken into account for determining the length of service.

#### **II. For those PTTs who are engaged on or after 01/04/09**

- The college authority has to submit the following documents for those PTTs who are engaged after 01/04/2009
  - Attested photocopy of the advertisement
  - Attested photocopy of the letter from the affiliated University nominating the subject expert for the selection committee.
  - Attested photocopy of the final merit list( Subject wise)
  - Attested photocopy of the PG level final mark-sheet showing atleast minimum of 55% marks in aggregate.
  - Supporting GB resolution for engagement.

III. The department-wise number of existing approved posts, number of vacancies therein, name of the persons engaged as part-time teachers are to be submitted and this statement of material is to be duly attested by the college authority.

IV. Declaration from the PTTs showing his/her engagement only in one assignment is also to be submitted and attested by the college authority.

5. No part-time teachers shall be engaged without prior written permission from the State Govt, as per order No. 689-Edn(CS) dated 26.08.2010.

#### **Method of Engagement**

By Selection (direct recruitment) by the Governing Body by following the procedure mentioned below:

- (i) The vacancy shall be advertised by the college authority, on receiving prior written permission from the State Govt., in at least two daily leading newspapers (one in English and the other in Bengali or any other language) specifying the required qualifications & remuneration,

## Compendium

- (ii) The applications received in response to the *advertisement* will be scrutinised by the college authority and the eligible candidate(s) will be called for interview before the Selection Committee,
- (iii) The Selection Committee will consist of the following members:-
- The Principal/Teacher-in-Charge of the College will be the Chairman
  - The Senior most Teacher/HOD of the college in the subject,
  - An expert, not below the rank of Reader/equivalent, in the subject, nominated by the Vice-Chancellor of the University, to which the college is affiliated.
- (iv) The letter of engagement of PTTs would only be issued by the College authority in the prescribed formal on receiving prior written permission from the State Govt
6. As per existing norms of whole time sanctioned teaching posts for each subject [following 4/5/7 (for Arts and Science Departments) and 6 (for Commerce Department) policy in recruitment of Whole time teachers] Part-Time Teachers may be engaged with approval of the State Government subject to the conditions that against each approved full time teacher post maximum of three PTTs may be engaged. However, in exceptional cases, variations may be accommodated as per prescribed norms.
7. Consequent upon exorbitant price hike of different commodities the question of enhancement of remuneration of part-time teachers attached to different colleges of the State has been taken into consideration. For this purpose the remuneration of the part-time teachers may be enhanced by 35% as shown below w. e. f. 01/10/2010:

Category of Part-time teachers	Present remuneration per month	Revised remuneration per month
< 4 years	Rs. 7000/-	Rs. 9450/-
>= 4 years but < 10 years	Rs. 8000/-	Rs. 10800/-
>= 10 years	Rs. 10000/-	Rs. 13500/-

No other allowances will be admissible to the PTTs except the enhancement @ 5% of the remuneration, at an interval of three (3) years, after the enhancement done as on 01/10/2010.

The college authority may allot 10 (Ten) classes/ periods per week to each PTTs.

8. The entire quantum of emoluments (as mentioned above) will be paid by the state Govt, duly as being approved by the Govt, in favour of each part-time teacher. Claims to be submitted as per the format being prescribed.
9. The above noted benefits will not be extended for those appointed in the self financed courses in the college. Also, those who are engaged in full time assignment elsewhere will not be considered for the above mentioned benefit.
10. Part-time teachers of government aided colleges are entitled to avail of 14 days casual leave in a calendar year, 1/2 average remuneration leave on production of medical certificate from a registered medical practitioner and maternity leave as admissible under Government rules.
11. Each PTT would be entitled to get a Gratuity of Rupee one Lakh only, once in life time, when he becomes 60 as PTT, provided that period of engagement is not less than 10 years.

**Service Related Matters:**

12. During the period of engagement the service of such PTTs may be terminated because of involvement in criminal case/ misconduct / delinquency / incapacitation and/or other culpable offence -as may be framed from time to time by the competent authority.

This order issues with the concurrence of the Finance Department, vide their U.O. No. 3373(Gr. P Service) Dated 20/09/2010.

Yours faithfully

Jt. Secretary

CS. Branch

Department of Higher Education  
Government of West Bengal

**No.751/l(14)-Edn(CS) -5P-46/99**

**Dated, Kolkata, the 21st' September,2010**

Copy forwarded for information and necessary action to:

1. Account General (A&E). West Bengal
2. Finance Department of this Government
3. Director of Public Instruction, West Bengal
4. Registrar, Calcutta University. Senate House. College Street. Kol-700073
5. Registrar. Burdwan University, Rajbati. Burdwan. Pin-713104
6. Registrar. Kalyani University, Kalyani. Nadia, Pin-741235
7. Registrar. Vidyasagar University, P.O. Vidyasagar University. Dist. Paschim Medinipur. Pin-721102
8. Registrar, Gour Banga University. Malda College, P.O. Malda. Dist. Malda. Pin-732101
9. Registrar. West Bengal State University(Barasat, North 24 Paraganas), Barasat Govt. College, P.O. Barasat. Dist. North 24 Paraganas. Pin-743201
10. Registrar. North Bengal University, Raja Rammohanpur. P.O. North Bengal University. Dist. Darjeeling, Pin-734430
11. Computer Cell of this Department
12. PS to MIC, Higher Education Department
13. PA to Principal Secretary of this Department
14. Guard File

Jt. Secretary

C.S. Branch

Department of Higher Education  
Government of West Bengal



*Compendium*

**Government of West Bengal  
Department of Higher Education  
(CS Branch)**

**Bikash Bhavan, Salt Lake City, Kolkata - 700 091**

**No.786-Edn(CS)**

**Dated, Kolkata, the 8th October, 2010**

From : M. Chakravorty

Joint Secretary (CS)

Department of Higher Education West Bengal

To : The Director of Public Instruction

Department of Higher Education , Bikash Bhavan, Salt Lake

Government of West Bengal

**Sub.: Part-time teachers(PTTs) of the Govt, aided colleges in the State.**

In continuation of Department's G.O. No. 751-Edn(CS) dated 21.09.2010 the undersigned is directed to say that the following guidelines have to followed by the college authorities for engagement of part-time teachers(PTTs) of the State Aided Non-Government Colleges..

1. The college authority will submit the particulars as per Format-I, II & III (enclosed) in the first phase to get candidate-wise approval for PTTs from the Department .
2. On receiving the approval the college authority will submit a proposal as per prescribed Format-IV (enclosed) to the Education Directorate for fixation of remuneration in respect of approved PTTs.
3. On receipt of fixation memo(s) from the Education Directorate the college authority will submit the actual claim to the Directorate.
4. Separate proposal for claiming higher remuneration as per para 7 of G.O. No. 751 Edn(CS) dated 21/09/2010 is required to be submitted each time.

The college authority should submit

The required information in the form of **hard copy** (paper documents) as well as soft copy (**CD**) as per enclosed Format (**I-IV**) (in **Excel format only**). All the documents should be submitted to this Directorate at an early date.

(i) PTTs engaged before 01/04/09

In adherence to the conditions laid down in the G.O. as mentioned earlier( Para. I) the college authority will have to submit:

- Attested photocopy of the PG level final mark-sheet.
- Attested documents proving the date of birth. (Photocopy of Madhyamik or equivalent Admit Card/ Certificate).

(ii) **PTTs engaged on or after 01/04/09**

The college authority will have to submit the following documents : Attested photocopy of the advertisement

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- Attested photocopy of the letter from the affiliated University nominating the subject expert for the selection committee.
- Attested photocopy of the final merit list( Subject wise)
- Attested photocopy of the PG level final mark-sheet showing atleast minimum of 55% marks in aggregate.
- Attested documents proving the date of birth (Photocopy of Madhyamik or equivalent Admit Card / Certificate).
- Supporting GB resolution for engagement.

(iii) Those PTTs who **have been refused renewal and their services have been discontinued** by the college authority on or after **1/1/2008** till **the date of issuance of the order 751 Edn(CS) dated 21/09/2010:**

In adherence to the conditions laid down in the G.O. as mentioned earlier( Para. I) the college authority will have to submit:

- Attested photocopy of the PG level final mark-sheet. (Photocopy of Madhyamik or equivalent Admit Card/ Certificate).
- Attested documents showing date of birth of the part time teachers
- Willingness of candidate in writing to the college authority for engagement afresh.
- New Appointment letter with Supporting GB resolution

Yours faithfully

Sd/-

M. Chakravarty

Jt. Secretary

C.S. Branch

Department of Higher Education

Government of West Bengal

**No.786/l(14)-Edn(CS)**

**Dated, Kolkata, the 8th October, 2010**

Copy forwarded for information and necessary action to:

1. Account General (A&E), West Bengal
2. Finance Department of this Government
3. Director of Public Instruction, West Bengal
4. Registrar, Calcutta University, Senate House, College Street, Kol-700073
5. Registrar, Burdwan University, Rajbati, Burdwan, Pin-713104
6. Registrar, Kalyani University, Kalyani, Nadia, Pin-741235

*Compendium*

7. Registrar, Vidyasagar University, P.O. Vidyasagar University, Dist. Paschim Medinipur, Pin-721102
8. Registrar, Gour Banga University, Malda College, P.O. Malda, Dist. Malda, Pin-732101
9. Registrar, West Bengal State University(Barasat, North 24 Paraganas), Barasat Govt. College, P.O. Barasat, Dist. North 24 Paraganas, Pin-743201
10. Registrar, North Bengal University, Raja Rammohanpur, P.O. North Bengal University, Dist. Darjeeling, Pin-734430
11. Computer Cell of this Department
12. PS to MIC, Higher Education Department
13. PA to Principal Secretary of this Department
14. Guard File

Sd/-

M. Chakravarty  
Jt. Secretary  
C.S. Branch  
Department of Higher Education  
Government of West Bengal





**Format-III**  
**(For approval of PTTs)**

**Declaration from Part-Time Teacher**

1. I, ..... hereby declare that I am not engaged in any full time assignment including Contractual / Para teacher etc.elsewhere and at present I have been serving the following college(s) as a part time teacher:-

Name of the College(s)	Date of Joining	Option
		FIRST-(1st)
		SECOND-(2nd)

I also declare that at present I am engaged in one (1)/ two (2) colleges (strike out which is not applicable) part time assignment(s) in college (s).

2. I, ..... , hereby opt for ..... college as my only assignment as PTT as per G.O. No. 751 Edn(CS) dated21/09/2010 w.e.f .....

3. I, ..... , do hereby tender my resignation from ..... college as PTT with effect from .....

Date:.

Place:.

-----  
Signature of Part-Time Teacher

Signature & Seal

Signature & Seal

Principal/Teacher-in-charge  
**(the college from where he/she resigned)**

Principal/Teacher-in-charge  
(the college from which proposal forwarded)





**Government of West Bengal**  
**Higher Education Department**  
**C. S. Branch**  
**Bikash Bhavan, Salt Lake. Kolkata-91**

No.791-Edn(CS)/10M-08/08

Dated, Kolkata the 11th Oct, 2010.

From : Shri M. Chakraborty,

Joint Secretary to the-Govt. of-West Bengal

To : The-Director Public Instruction, West Bengal

Bikash Bhavan-Salt Lake, Kolkata-91

Sub : Extra Duty Allowance for Darwans/ Night Guards etc. in Non-Govt. Colleges in the State.

Ref : His note sheet dated 17.02.2009

The undersigned is-directed by-order-Governor- to say that the categories of employee like Darwans, Night Guards, Night Watchmen and those doing night duties but not entitled-to weekly holidays and whose normal duty hours 40 hours a week in non-Govt. Colleges in the State, will get extra duty allowance at the rate of Rs.200/- per month subject to the conditions that during their absence from duty on any day there will be pro-rata reduction of the said allowance and equivalent amount will be paid to the substitute for performing the duty.

2. This order will take effect from the 1st December, 2009.
3. This order is issued vide notes of Finance Deptt. dated 22.09.10 recorded In this Deptt. file No.10M-8/08 and in terms of their Memo No.11139-F(P), dated 18.12.2009.

Sd/-M. Chakraborty  
Joint Secretary

No.1058(500) - CGA.

Dated the 11th November, 2010,

Copy forwarded for Information and necessary action to the Secretary/Principal/Teacher-in-Charge/Administrator : .....

.....  
.....  
.....

for Director of Public Instruction.  
West Bengal

*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**C. S. Branch**  
**Bikash Bhavan, Salt Lake, Kolkata - 91**

No. 860-Edn (CS)/ 10M-62/2001

Dated, Kolkata, the 11th November, 2010.

From : Shri M. Chakraborty,  
Joint Secretary to the Government of West Bengal.

To : The Secretary,  
West Bengal College Service Commission,  
6, Bhabani dutta Lane, 4th Floor,  
Kolkata-700 073.

Sub : Rationalisation of teaching posts in Non-Govt. Colleges in the State.

Sir,

In partial modification of this Deptt's G.O. No. 355-Edn(CS) dt. 02.06.2006, I am directed by order of the Governor to say that the governor has been pleased to decide that if any vacancy arises in the 7th and onward teaching post in the Deptt. of Commerce at the Hons. Level in the Non-Govt. Colleges in the State, such posts will come under the purview of clause 3 of the West Bengal Universities (Control of expenditure) Act, 1976.

As such the above mentioned, posts should not be filled up without the prior approval of the Govt.

Joint Secretary.

No. 860/1(5)-Edn(CS)/10M-62/2001

Dated, Kolkata, the 11th November, 2010.

Copy forwarded for information & necessary action to the :-

- 1) Director of Public Instruction, West Bengal with reference to his Note sheet dated 23.08.10.
- 2) P.S. to the Minister-in-Charge, Higher Education Department.
- 3) P.A. to the Principal Secretary Of this Deptt.
- 4) Computer Cell of this Deptt.
- 5) Guard file.

Joint Secretary.

**Government of West Bengal**  
**Higher Education Department**  
**C.S Branch**  
**Bikash Bhavan, Salt Lake, Kolkala-91,**

No.887 Edn(CS)/SP-77/99

Kolkata, the 19th Nov.2010

From : Sri M- Chakraborty,

Joint Secretary to the Govt, of West Bengal

To : The Director of Public Instruction, West Bengal,

Bikash Bhavan, Salt Lake, Kolkala-91

Sub : Recruitment rules for the post of head Clerk/Accountant/Cashier

In non -Govt. Colleges in the State.

In partial modification of this Department's G.O.No.915-Edn(CS)/5P-77/99 dt.19.11.2007 the undersigned is directed by order of the Governor to say that the word "efficiency" mentioned in this Department G.O.No.915-Edn(CS)/5P-77/99 dt. 19.11.2007 is hereby deleted.

This order will have immediate effect.

Joint Secretary

No.887/l(10)-Edn(CS)/5P-77/99.

Kolkata, the 19th No-.2010

Copy forwarded for information and necessary action to the:

01. Jt. Director of Public Instruction (UGC), West Bengal;
02. Jt. Director of Public Instruction (NGC), West Bengal;
03. Jt. Director of Public Instruction (PPS), West Bengal;
04. Director of Public Instruction (Trg.), West Bengal;
05. DREO, Burdwan Division, Bikash Bhavan, 8<sup>th</sup> floor .Salt Lake, Kol-91;
06. DREO. Presidency Division, Bikash Bhavan. 8<sup>th</sup> floor, Salt Lake, Kol-91;
07. DREG, Jalpaiguri Division, Bikash Bhavan, 8<sup>th</sup> floor, Salt Lake, Kol-91;
08. University Branch of this Department; 00. Computer Cell of this Department;
10. Guard file.

Nikhil.10.

Joint Secretary

*Compendium*  
**Government of West Bengal**  
**Department of Higher Education**  
**(C.S. Branch)**

**Bikash Bhavan, Salt lake, Kolkata-700091**

**No. 952 -Edn(CS)/10M-31/10**

**Dated, Kolkata, the 9th December,2010**

**MEMORANDUM**

In congruence with the general policy of the government of West Bengal, the undersigned is directed by the order of the Governor to say that following provisions will be applicable in respect of the Contractual whole time teachers (CWTTs) of the State Aided non-Government colleges provided they possess qualification of such posts w.e.f. 01/01/2011.

1. Existing CWTTs serving in a particular department in a State Aided non-Govt. colleges, duly engaged through a selection process (as per norms of affiliating University) will continue to remain engaged in the concerned college till they attain 60 years of age. Departments/ Courses run on self-financing basis are not included in this scheme.
2. The number of CWTTs in the department brought under the above noted scheme of the Govt, should be as per the existing Govt, norms of permissible maximum no. of substantive posts of full- time teachers in a particular subject(**e.g. present 4/5/6/7 norm for different non- lab & lab - based subjects**) applicable for State Aided non-Govt colleges.
3. Notional vacancies are to be created to accommodate serving CWTTs and these posts would be treated as personal & supernumerary ones. The number of such notional vacancies are to be decided on the basis of requisition from the colleges [mentioning the names of persons engaged & other details - duly authenticated by the college authority as mentioned below].
4. **List of necessary documents to be submitted (attested by The Principal / Teacher-in-Charge) in case of Govt, aided college:**

I.

- Details of engagement as CWTTs is to be certified by the Principal / Teacher-in-Charge of the college referring to “the then” Governing Body’s Resolution notifying the date of engagement and subsequent renewal. *Ex-post facto* G.B. resolution notifying engagement and extension will not be acceptable

**Or**

- Duly audited Acquittance Roll is treated as an authentic document for determination of the details of engagement of a Contractual whole time teachers in absence of G.B resolution.

Duly audited Acquittance Roll attested by The Principal / Teacher-in-Charge of the concerned college showing the department-wise number of approved posts, name of the persons engaged as Contractual whole time teachers against those posts and the amount paid per month to each of them as remuneration are to be submitted and this statement of material is to be duly verified by the auditor appointed during 2008-09/2009-10 by the

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

Education Directorate. Government of West Bengal with necessary certification (Year wise and Month wise from the date of Joining).

**Or**

- The CWTTs of the Govt, aided colleges who have/are rendered/ rendering service in different academic assignments of the University (e.g. as examinations / paper setter / moderator etc), the certificate(s) of the respective Universities indicating the date(s) of such appointment(s) may also be taken into account for determining the detail of engagement.
  - II.** Attested photocopy of letter of recommendation from the affiliating university for the extension of the subject concerned for which CWTTs are appointed.
  - III.** Attested photocopy of advertisement in two leading newspapers.
  - IV.** Attested photocopy of the letter from the affiliated University nominating the subject expert for the selection committee.
  - V.** Attested photocopy of the merit -wise panel showing position of the incumbent supported by the signature of the members of the selection committee
  - VI.** Attested photocopy of the mark-sheets and testimonials pertaining to the incumbent's academic attainment
5. No Contractual whole time teacher shall be engaged without prior written permission from the State Govt, w.e.f. the date of issuance of the order.
  6. In case of Contractual Whole Time Teachers the admissible remuneration per month will be Rs. 21,400/- (Consolidated) w.e.f. 01/01/2011 irrespective of their length of engagement in concerned college.
  7. No other allowances will be admissible to the CWTTs except an increase of 5% of the admissible consolidated remuneration at an interval of three(3) years subject to approval from H.E.Dept.
  8. The college authority may allot atleast 24 classes/ periods per week to each CWTTs and other academic assignments including University and college examination.
  9. The entire quantum of emoluments (as declared by the Govt.) will be paid by the state Govt, duly as being approved by the Govt, in favour of each contractual whole time teacher following the extant methods of releasing the salary of teaching and non-teaching staff in Govt, aided college.
  10. The CWTTs are not entitled to any other engagement as part time teacher anywhere.
  11. CWTTs are entitled to avail of 14 days casual leave in a calendar year, average remuneration leave up to 20 days in a complete year on production of medical certificate from a registered medical practitioner and maternity leave as admissible under Government rules.
  12. Each CWTT would be entitled to get a Gratuity of Rupee one Lakh only, once in life time, when he/she attains the age of 60 years as CWTT, provided that period of engagement in the concerned college is not less than 10 years.

**Service Related Matters:**

13. During the period of engagement the service of such CWTTs may be terminated because of involvement in criminal case / misconduct / delinquency / incapacitation and other culpable offence -as may be framed from time to time by the competent authority.

*Compendium*

This order issues with the concurrence of the Finance Department, vide their U.O. No. 4134 (Gr. P Service) Dated 08/12/2010.

Yours faithfully

Sd/-

M. Chakravarty

Jt. Secretary

C.S. Branch

Department of Higher Education

Government of West Bengal

**No. 952/1(15) -Edn(CS)/10M-31/10**

**Dated, Kolkata, the 9,th December,2010**

Copy forwarded for information and necessary action to:

1. Accountant General (A&E), West Bengal
2. Finance Department of this Government
3. Director of Public Instruction, West Bengal
4. Registrar, Calcutta University, Senate House, College Street, Kol-700073
5. Registrar, Burdwan University, Rajbati, Burdwan, Pin-713104
6. Registrar. Kalyani University, Kalyani, Nadia, Pin-741235
7. Registrar, Vidyasagar University, P.O. Vidyasagar University, Dist. Paschim Medinipur, Pin-721102
8. Registrar, Gour Banga University, Malda College, P.O. Malda, Dist. Malda, Pin-732101
9. Registrar, West Bengal State University( Barasat, North 24 Paraganas), Barasat Govt. College, P.O. Barasat, Dist. North 24 Paraganas, Pin-743201
10. Registrar. North Bengal University, Raja Rammohanpur, P.O. North Bengal University, Dist. Darjeeling. Pin-734430.
11. Additional Director of Public Instruction (Admn.), West Bengal
12. Computer Cell of this Department
13. PS to MIC. Higher Education Department
14. PA to Principal Secretary of this Department
15. Guard File

M. Chakrobarty

Jt. Secretary

C.S. Branch

Department of Higher Education

Government of West Bengal

**Government of West Bengal**  
**Department of Higher Education**  
**(CS Branch)**  
**Bikash Bhavan, Salt Lake, Kolkata-700091**

No. 981 Edn(CS)/8R-1/10  
December 2010.

Dated, Kolkata, the 22nd

**MEMORANDUM**

Sub: Prescribed qualifications for recruitment to the posts of Assistant Professor in Government aided affiliated Degree Colleges.

Pursuant upon issuance of UGC notification no. F.3-1/2009, dt. 30.06.2010 notified in Gazette of India on 18th September,2010, the State Govt., taking into account other local conditions, has decided in its discretion to prescribe the following qualifications and norms for recruitment to the posts of Assistant Professor in Government aided affiliated Degree Colleges.

1. Method of Recruitment:

By selection (direct recruitment) through the College Service Commission, West Bengal (except the colleges administered by religious and linguistic minorities)

2. Post: Assistant Professor.

3. Pay scale : Pay Band - Rs. 15,600-39,100/- plus Academic Grade Pay Rs.6000/-

4. **Qualifications for direct recruitment in different subjects for General Degree Colleges other than B.Ed. Colleges and B.Ed. Department in General Degree Colleges.**

(a) Good academic record with at least 55% marks or an equivalent grade of 'B' (Grade B=Good; Grade point 3.50-4.49; percentage equivalent: 55-64) in 7-point scale wherever grading system is followed at the Master's Degree level in the relevant subject from a recognized University/Institute and at least a Second Class 3-year Bachelor degree with Honours in the relevant subject, unless otherwise stated.

(b) A relaxation of 5% from 55% to 50% of the marks at the Graduate and Master's Degree Level is admissible for the Scheduled Caste/Scheduled Tribe/Differently-abled (physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to the post of Assistant Professor.

(c) A relaxation of 5% from 55% to 50% of the marks is also admissible to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19th September, 1991.

**Note-1:** A good academic record shall mean an overall record of all assessments throughout the academic career, that is to say, securing on an average at least 55% marks in all examinations taken together, namely Madhyamik or equivalent, Higher Secondary or equivalent, Honours and Masters degree stage. However, 55% marks at the Masters degree level is mandatory.

**Note-2 :** The eligibility marks of 55% or 50% as the case may be (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories



## Compendium

mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures eg. 54.1% and above or 49.1% and above should not be rounded off to 55% or 50% respectively.

- (d) The candidates besides fulfilling the above qualifications should have passed the eligibility test for erstwhile Lecturers/ Assistant Professors conducted by the University Grants Commission and Council of Scientific and Industrial Research (NET) / State Eligibility Test (SET) or similar Tests accredited by the University Grants Commission. However, the candidates who have been awarded Ph. D Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph. D Degree) Regulations, 2009 are exempted from appearing in the Eligibility Test as mentioned above.

However, NET/SET or similar other Tests clearance is not required for such Master's Degree Programmes in discipline for which the above mentioned Tests are not conducted.

- (e) Good power of expression in Bengali/Nepali(for hill areas) spoken and written.

### 5. Qualifications for direct recruitment in B.Ed. Colleges and B.Ed. Department of General Degree Colleges :

- (a) Good academic record with at least 55% marks or an equivalent grade of 'B' (Grade B =Good; Grade Point - 3.50-4.49; percentage equivalent grade 55-64) in 7-point scale wherever grading system is followed at the Master's Degree level in any subject of Humanities/Arts/Science from a recognized University/Institute.
- (b) M.Ed, with at least 55% marks or an equivalent of 'B' in 7-point scale (wherever grading system is followed) from a recognized University/Institute.
- (c) Any other stipulation prescribed by the UGC/any such affiliating body/State Government from time to time.

OR

- (a) Master's Degree in Education with at least 55% marks or an equivalent grade of 'B' in 7-point scale (wherever grading system is followed) from a recognized University/Institute.
- (b) B.Ed, with at least 55 % marks or an equivalent grade of 'B' in 7-point scale (wherever grading system is followed).
- (c) Any other stipulation prescribed by the U.G.C./ any such affiliating body/State Govt, from time to time.

Provided that -

Relaxation of marks, NET/SLET/SET/ equivalent Test passed qualification and exemption thereof are at par with the provisions as laid down under para-4 (b) and (c) along with Note.

**Note 1.** - Candidates without M.Ed, qualification may be appointed as

Assistant Professor subject to the condition that they shall obtain such degree upto December 31, 2012 or until any Govt. Order issued in this regard, whichever is earlier.

## 6. Subject equivalence:

Qualifications for the post of Assistant Professor in certain other subjects (as mentioned in col.2 below) in which Master's Degree and Honours Degree in the same subject are not essential will be as follows:-

Sl. No.	Assistant Professor (Subject)	Subject required at the Master Deg. stage	Subject required at the Hons/ Major Deg. Stage
1	Education	Education	Education / Any subject
2	Film Studies	Film Studies	Any subject
3	Fine Arts	Fine Arts/ Visual Arts	Any subject
4	Defence Studies	Defence Studies / Defence & Strategic Studies / Military Studies	Any Science Subject
5	Microbiology	Microbiology / Biochemistry	Microbiology / Chemistry / Biochemistry / Any discipline of Life Science/Molecular Biology
6	Molecular Biology	Molecular Biology / Cell Biology / Genetics	Molecular Biology/ Physics/ Chemistry/ Biochemistry/ Any discipline of Life Science/ Microbiology
7	Law	Law	Law / Any Subject
8	Physical Education	Physical Edn./M.P.Ed.	Physical Edn. / B.P.Ed.
9	Journalism	Journalism / Journalism & Mass Communication	Any Subject
10	Music*	Music	Music / Any subject
11	Human Development	Human Development	Any subject
12	Santali	Santali	Any subject
13	French	French	Any subject
14	Tibetan	Tibetan	Any subject
15	Political Science	Political Sci./ International Relations	Political Sci./ International Relations

\*- A traditional or professional Artist with a highly commendable professional achievement in Music may be considered for the post of Assistant Professor of Music.

## 7. Reservation :

Except minority colleges the State Govt, norms [S.C. - 22%, S.T. - 6%, O.B.C. -(i) 10% for Category-A (ii)7% for Category-B, and Differently- abled Categories - 3%) subject to revision by the State Govt, from time to time to be followed.

Following of reservation norms of the State Govt, is not mandatory in case of minority colleges except reservation for Differently-abled categories as stipulated above.

## Compendium

### 8. Age :

The upper age limit is 37(Thirty Seven) years on the 1st January of the year of advertisement, relaxable upto 5 years for SC/ST, 3 years for OBC and 10 years for Differently-abled categories. Age relaxation of 5 years is also available to the candidates possessing Doctorate Degree.

Existing teachers serving in the UGC scale of pay/pay structure can change college by way of fresh appointment only upto a maximum of 50 years of age, on the 1st January of the year of advertisement.

Exceptionally qualified over-aged candidates may be called for interview at the discretion of the College Service Commission/College authority for minority college. But their recruitment will depend on the condonation of their overage by the Government from case to case on merit only.

Note : The qualifications as prescribed above are not mandatory to the candidates who are in service as Lecturer or equivalent grade/cadre on permanent basis in the UGC scale of pay prior to 19.09.1991 and where appointed by the recommendation of duly constituted Selection Committee as per Notification/Govt. Order issued from time to time in this regard. However, these teachers are eligible for changing their colleges by way of fresh appointment through aforesaid selection procedure.

Those affiliated Degree Colleges or University teachers who are in-service on or after 19.09.1991 and are possessing the qualifications mentioned under para 4 and 5 of the Notification may change college by way of fresh appointment through aforesaid selection procedure of the College Service Commission/College authority (minority colleges), provided these teachers have rendered at least 5 years' continuous service in any affiliated college/university in the State.

This Order is issued in supersession of all previous Orders in this regard.

Sd/-

(Satish Chandra Tewary,IAS.)

Principal Secretary to the Govt, of West Bengal.

No.981/1(19) -Edn(CS)/8R-1/10

Dated, Kolkata, the22nd December,2010.

Copy forwarded for information and necessary action to the :

1. Director of Public Instruction, West Bengal.
2. Registrar, Calcutta University.
3. Registrar, Vidyasagar University.
4. Registrar, North Bengal University.
5. Registrar, Burdwan University.
6. Registrar, Gour Banga University.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

7. Registrar, West Bengal State University.
8. Registrar, Kalyani University.
9. Registrar, Presidency University.
10. Registrar, Rabindra Bharati University.
11. Registrar, Sidhu Kanhu Birsha University.
12. Secretary, West Bengal College Service Commission.
13. Member Secretary, W.B.S.C.H.E.
14. Computer Cell of this Deptt.
15. Appointment Branch of this Deptt.
16. University Branch of this Deptt.
17. P.S. to M.I.C.
18. P.A. to Principal Secretary.
19. Guard file.

Joint Secretary.

*Compendium*  
**Government of West Bengal**  
**Department of Higher Education**  
**(C.S Branch)**

**Bikash Bhavan, Salt Lake, Kolkata-700091**

No :1020-Edn(CS)/8R-1/10

Dated:31st day of December,2010

**MEMORANDUM**

Sub : Prescribed qualifications for recruitment to the post of Principal in Government aided affiliated Degree Colleges.

Pursuant upon issuance of UGC notification no. F.3-1/2009, dt. 30.06.2010 notified in Gazette of India on 18th September,2010, the State Govt., taking into account other local conditions, has decided in its discretion to prescribe the following qualifications and norms for recruitment to the post of Principal in Government aided affiliated Degree Colleges.

**1. Method of recruitment:**

By selection (direct recruitment) through the College Service Commission, West Bengal (excepting the Colleges administered by religious and linguistic minorities)

**2. Pay Scale : Pay Band of Rs.37400-67000/- plus Academic Grade pay Rs.10,000/-**

Special allowance: As per rules

**3. For General Degree Colleges :**

A) Academic Qualifications & Experience :

a) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized university.

\*Relaxation of 5% from 55% to 50% is admissible for candidates belonging to SC and ST categories and to those who have obtained Master's Degree prior to 19th September, 1991.

b) A Ph. D degree in concerned/allied/relevant discipline (s) in the institution concerned with evidence of published work and research guidance.

c) Associate Professor/Professor with a total experience of 15 years of teaching/research/administration in Universities, Colleges and other Institutions of Higher Education.

d) A minimum score as stipulated in the academic performance indicator (API) based Performance Based Appraisal System (PBAS) as set out in the UGC (minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of standards in higher education) Regulations, 2010 ).

B) AGE: Not below 40 years and not above 55 years on the 1st day of January of the year of advertisement.

**4. For B.Ed. Colleges**

A. Academic qualifications & experience :

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- a) A Master's degree with at least 55% marks (or equivalent grade in point-scale wherever grading system is followed) by a recognized University in any subject of Humanities, Arts, Science, Social Sciences, Commerce, Music, Fine Arts.
- b) M.Ed, with at least 55% marks (or an equivalent grade in point-scale where grading system is followed) from a recognized University/Institute.
- c) Ph. D in Education.
- d) Any other stipulation prescribed by NCTE/UGC/State Govt, from time to time.
- e) Age should not be below 40 years and above 55 years on the 1st day of January of the year of advertisement.

OR

- a) Master's degree in Education with at least 55% marks (or an equivalent grade in point-scale wherever grading system is followed) from a recognized University.
- b) B.Ed, with at least 55% marks (or an equivalent grade in a point-scale wherever grading system is followed).
- c) Ph. D in Education.
- d) Any other stipulation prescribed by the NCTE/UGC/State Govt.. from time to time.
- e) Age should not be below 40 years and above 55 years on the 1st day of January of the year of advertisement.

\*A relaxation of 5% from 55% to 50% is admissible to SC and ST categories and those who have obtained Master's degree prior to 19th September, 1991.

- B. A minimum score as stipulated in the API based PBAS as set out in the UGC Regulations, 2010
- C. 10 years teaching experience out of which at least 5 years' teaching experience in a Secondary Teacher Educational Institution.

Sd/-

(Satish Chandra Tewary, I.A.S.)

Principal Secretary to the Govt, of West Bengal.

No. 1020/1 (20)Edn(CS)/8R-1 /10

Dated, Kolkata, the 31st December, 2010.

Copy forwarded for information and necessary action to the :

1. Director of Public Instruction, West Bengal.
2. Registrar, Calcutta University.
3. Registrar, Vidyasagar University.
4. Registrar, North Bengal University.
5. Registrar, Burdwan University.

*Compendium*

6. Registrar, Gour Banga University.
7. Registrar, West Bengal State University.
8. Registrar, Kalyani University.
9. Registrar, Presidency University.
10. Registrar, Rabindra Bharati University.
11. Registrar, Sidhu Kanhu Birsha University.
12. Secretary, West Bengal College Service Commission
13. Member Secretary, W.B.S.C.H.E.
14. Computer Cell of this Deptt.
15. Appointment Branch of this Deptt.
16. University Branch of this Deptt.
17. P.S. to M.I.C.
18. P.A. to Principal Secretary.
19. Guard file.

Joint Secretary



**Government of West Bengal  
Department of Higher Education  
(CS Branch)**

**Bikash Bhavan, Salt Lake City, Kolkata-700 091**

**No. 10-Edn (CS)/10M-31/10**

**Dated, Kolkata, the 4th January, 2011**

From: M. Chakravarty

Joint Secretary (CS)

Department of Higher Education West Bengal

To : The Director of Public Instruction

Department of Higher Education, Bikash Bhavan, Saltlake,

Government of West Bengal

**Sub.: Contractual Whole Time Teachers(CWTTs) of the Govt, aided colleges in the State(EXCEPT SELF FINANCING COURSES).**

In continuation of Department's G.O. No. 952-Edn(CS) dated 09.12.2010 the undersigned is directed to say that the following guidelines have to followed by the college authorities for engagement of Contractual Whole Time Teachers(CWTTs) of the State Aided Non-Government Colleges. .

- 1. The college authority will submit the particulars as per Format-I, II & III (enclosed) in the first phase to get candidate-wise approval for CWTTs from the Department .**
- 2. On receiving the approval the college authority will submit a proposal as per prescribed Format- IV (enclosed) to the Education Directorate for fixation of remuneration in respect of approved CWTTs.**
- 3. On receipt of fixation memo(s) from the Education Directorate the college authority will submit the actual claim to the Directorate.**
- 4. Separate proposal for claiming higher remuneration as per para 7 of G.O. No. 952 Edn(CS) dated 09/12/2010 is required to be submitted each time.**

The college authority should submit

- The required information in the form of hard copy (paper documents) as well as **soft copy (CD)** as per enclosed Format (I-IV) (in **Excel format only**). All the documents should be submitted to this Directorate at an early date.

**Supporting documents have to be submitted for CWTTs as per the G.O. 952-Edn(CS) dated 09/12/2010.**

- Attested photocopy of letter of recommendation from the affiliating university for the extension of the subject concerned for which CWTTs are appointed.
- Attested photocopy of advertisement in two leading newspapers.

### Compendium

- Attested photocopy of the letter from the affiliated University nominating the subject expert for the selection committee.
- Attested photocopy of the merit -wise panel showing position of the incumbent supported by the signature of the members of the selection committee.
- Attested photocopy of the mark-sheets and testimonials pertaining to the incumbent's academic attainment.
- Attested documents proving the date of birth. (Photocopy of Madhyamik or equivalent Admit Card/ Certificate).
- Details of engagement as CWTTs is to be certified by the Principal / Teacher-in-Charge of the college referring to "the then" Governing Body's Resolution notifying the date of engagement and subsequent renewal. *Ex-post facto* G.B. resolution notifying engagement and extension will not be acceptable

**Or**

Duly audited Acquittance Roll is treated as an authentic document for determination of the details of engagement of a Contractual whole time teachers in absence of G.B resolution.

Duly audited Acquittance Roll attested by The Principal / Teacher-in-Charge of the concerned college showing the department-wise number of approved posts, name of the persons engaged as Contractual whole time teachers against those posts and the amount paid per month to each of them as remuneration are to be submitted and this statement of material is to be duly verified by the auditor appointed during 2008-09/2009-10 by the Education Directorate, Government of West Bengal with necessary certification (Year wise and Month wise from the date of Joining).

**Or**

The CWTTs of the Govt, aided colleges who have/are rendered/ rendering service in different academic assignments of the University (e.g. as examinations / paper setter / moderator etc), the certificate(s) of the respective Universities indicating the date(s) of such appointment(s) may also be taken into account for determining the detail of engagement.

- Declaration from the CWTTs as per the format enclosed.

Sd/-

M. Chakravarty

Jt. Secretary

C.S. Branch

Department of Higher Education

Government of West Bengal

**No. 10/I(14)-Edn (CS)/10M-31/10**

**Dated, Kolkata, the 4th January, 2011**

Copy forwarded for information and necessary action to:

1. Account General (A&E), West Bengal
2. Finance Department of this Government
3. Director of Public Instruction, West Bengal
4. Registrar, Calcutta University, Senate House, College Street, Kol-700073
5. Registrar, Burdwan University, Rajbati, Burdwan, Pin-713104
6. Registrar, Kalyani University, Kalyani, Nadia, Pin-741235
7. Registrar, Vidyasagar University, P.O. Vidyasagar University, Dist. Paschim Medinipur, Pin-721102
8. Registrar, Gour Banga University, Malda College, P.O. Malda, Dist. Malda, Pin-732101
9. Registrar, West Bengal State University(Barasat, North 24 Paraganas), Barasat Govt. College, P.O. Barasat, Dist. North 24 Paraganas, Pin-743201
10. Registrar, North Bengal University, Raja Rammohanpur, P.O. North Bengal University, Dist. Darjeeling, Pin-734430
11. Computer Cell of this Department
12. PS to MIC, Higher Education Department
13. PA to Principal Secretary of this Department
14. Guard File

Sd/-

M. Chakravarty  
Jt. Secretary  
C.S. Branch  
Department of Higher Education  
Government of West Bengal



Format-II

(For approval of CWTs)[ EXCEPT SELF FINANCING COURSES]

SL No	Name of the CWTs Teacher	2	3	Sanctioned Posts	Sanctioned Vacant Posts	Appointed in PG/ Hons./Gen	7	Any other higher qualifications (M.Phil/Ph.D/Net/ SE T etc.)	8	% of Marks in pg	9	Date of Birth	10	Date of initial engagement in the present college**	11	12	
																	Proposed amount of remuneration per month w.e.f. 01/01/2011 as per G.O. 952 Edn(CS) dt 09/12/2010

Principal/ Officer-in-charge  
 \*\*Supporting Documents attested by the College Authority should be furnished as per G.O.952 Edn(CS) dt 09/12/2010.

*Compendium*

**Format-III**

**(For approval of CWTTs)**

**DECLARATION FROM CONTRACTUAL WHOLE-TIME TEACHER**

I ....., do hereby declare that I am not engaged in any full time assignment including Contractual / Para teacher/ Part-time/ any other institution( Private) etc. elsewhere and at present I have been serving only in the ..... college as a contractual whole time teacher.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

-----

Signature of Contractual Whole Time Teacher

Signature & Seal

Principal/Teacher-in-charge  
**(the college from which proposal forwarded)**





*Compendium*  
**Government of West Bengal**  
**Department of Higher Education**  
**(C.S Branch)**  
**Bikash Bhavan.salt Lake.kolkata-700091**

No.09- Edn (C.S.)/5P-46/99(Pt)

Dated: 04.01.2011

To : The D.P.I.West Bengal Bikash Bhavan  
Salt Lake

In partial modification of this department's order no.235-Edn(CS) dated 24.03.10 regarding engagement of part time teachers, the undersigned is directed by order of the Governor to say that a relaxation of 5% may be provided from 55% to 50% of the marks scored at the post graduate level to candidates belonging to SC/ST category.

Sd/-  
Joint Secretary

No.09/1(10)-Edn(CS)/5P-46/99(Pt)

Dated:04.01.2011

Copy forwarded for information and necessary action to the:

1. Registrar, Calcutta University
2. Registrar, Burdwan University
3. Registrar, North Bengal University
4. Registrar, Vidyasagar University
5. Registrar, Gour Banga University
6. Registrar, Kalyani University
7. Registrar, West Bengal State University
8. Computer Cell of this Department
9. TP^Sto M.I.C.H.E Deptt.
10. Guard file

Joint Secretary

**Government of West Bengal**  
**Department of Higher Education**  
**(CS. Branch)**  
**Bikash Bhavan, Salt Lake, Kolkata-700091**

No.131-Edn(CS)/IP-20/98

Dated Kolkata, the 4th day of February, 2011

**MEMORANDUM**

Sub : Revision of Pension/Family Pension of Pre-1.1.2006 Pensioners/Family Pensioners in respect of teaching staff including Laboratory Instructors/Instructresses, Librarians, Assistant Librarians/Physical Instructors/Physical Instructresses and equivalent Category of Employees of State -aided non-govt. colleges including erstwhile sponsored college.

Consequent upon the Revision of Pension/Family Pension in terms of G.O. No. 561-Edn(CS) dated 09.09.2009, another G.O. numbering 493-Edn(CS) dt. 16.6.2010 was issued with a concordance table in annexure to that G.O. for implementation of the Para 4.3 of the G.O. No. 561-Edn(CS) dt. 09.09.2009.

After careful consideration of the matter, the undersigned is directed by the Governor to State, in continuation as well as in partial modification of the G.O. No. 493-Edn (CS) dt. 16.6.2010, that as per provision of Para 4.3 of the G.O. No. 561-Edn (CS) dt. 9.9.2009, the fixation of pension as per 4.1 of the said G.O. will be subject to the provision that the revised pension in no case will be lower than 50% of the minimum of the pay in the pay Band Plus the Academic Grade Pay in the revised pay structure corresponding to the pre-revised Scale of pay from which the Pensioner had retired. It is clarified that as per para 4.3 of the G.O. 561-Edn (CS) dt. 9.9.2009, the revised pension of those who retired before 01.01.2006 after completing 33 years of qualifying service cannot be less than the pension indicated in col.8 of the table in Annexure-I will be reduced pro-rate if the pensioner had less than 33 years of qualifying Service and in no case it will be less than 3300/- p.m. In case the Pension consolidated as per Para 4.1 of the G.O. No. 561-Edn(CS) dt. 9.3.2009 is higher than the pension calculated in the manner as above, the same (the higher Pension) will be treated as basic Pension.

The revised Family Pension in respect of those pensioners who retired before 1.1.2006 and the teachers including the Principal who died before 01.01.2006 cannot be less than the Pension as indicated in col. 9 of the annexure-1 (i.e. 30% of the sum total of minimum of Pay Band Plus Academic Grade Pay corresponding to the Scale of Pay the teachers held at the time of retirement or death, as the case may be). In case the family Pension consolidated as per 4.1 of the G.O. No. 561-Edn (CS) dt. 9.9.2009 is higher than the family Pension indicated at col. 9 of the Annexure-1, the same (higher family Pension) will be treated as Basic Family Pension.

The Pension sanctioning authority will revise the Pension/Family Pension and send the same to the Account General (A & E) West Bengal with service Book and previous pension papers for issue of revised payment authority along with a copy to the respective treasuries and the treasuries in turn will start payment of revised pension provisionally until they receive revised payment order

## *Compendium*

from Accountant General (A & E) West Bengal. No formal sanction in single comprehensive form is necessary in such cases. The Accountant General (A & E), West Bengal after due check at his end will issue revised authority to Pension Disbursing Authority concerned and a copy of the same may be endorsed to Pension Sanctioning Authority concerned.

A suitable entry regarding the revised pension shall be recorded by the Pension Disbursing Authorities in both halves of the Pension Payment Order. An intimation regarding disbursement of revised pension may be sent by the Pension Disbursing Authorities to the Office of the Accountant General (A & E), West Bengal which had issued the P.P.O. in the revised Form given at Annexure -III so that they can verify the pension so revised and update the P.P.O. register etc. An acknowledgement from Accountant General (A & E), West Bengal shall be obtained by the Pension Disbursing Authorities from the Office of the Accountant General (A & E), West Bengal.

With a view to simplify the procedure of Payment of Pension after revision to the pre-01.01.2006 pensioners/Family pensioners in term of para 4.3 of the G.O. No. 561-Edn (CS) dt. 9.9.2009, the Govt, further decides as follows :

- (a) The category of cases of pensioners whose pension after revision in terms of para 4.1 of the Govt, order No. 561-Edn (CS) dt. 09.09.2009 is lower than 50% of the minimum of the Pay in Pay Band plus the Grade Pay in the revised pay structure corresponding to the pre-revised Pay Scale from which the Pensioner had retired are required to be sent to the office of the Accountant General (A & E), West Bengal for authorization.
- (b) Similarly, the Category of cases of Family Pensioners whose family Pension after revision in terms of Para 4.1 of the G.O. No. 561-Edn (CS) dt. 09.09.2009 is lower than 30% of the minimum of the pay in the Pay Band plus the Grade Pay in the revised Pay Structure corresponding to the pre-revised scale where the deceased teacher belonged at the time of retirement or death are required to be sent to the office of the Accountant General (A & E), West Bengal for authorization.
- (c) In case the Pension/Family Pension consolidated in terms of para 4.1 of the G.O. No. 561-Edn (CS) dt. 09.09.2009 is higher than the Pension/Family Pension calculated in the manner indicated in Para 4.3 of the said G.O., the same (higher pension/Family Pension) will be treated as basic Pension/Family Pension. These cases need not be sent to the Accountant General (A & E), West Bengal for authorization.
- (d) The Pension sanctioning authority will be at liberty to revise the Pension/Family Pension of Pre-1.1.2006 Pensioners/Family Pensioners in terms of Para 4.3 of the G.O. No. 561-Edn(CS) dt. 9.9.2009 suo motu or on receipt of application of the beneficiaries.
- (e) In case where the Service Book is not traceable/available, the Pension Sanctioning Authority will send such case to Finance Deptt. Pension Branch along with duplicate Service Book or Basic Pay and the Scale of Pay to which the Pensioner/the deceased teacher was attached at the time of retirement/death for obtaining special order of dispensation.
- (f) In case where the Pensioners/Family Pensioners are drawing Pension/Family Pension from other States, the Pension Sanctioning Authority will revise the Pension in terms of Para 4.3

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

of the G.O. No. 561-Edn (CS) dt. 9.9.2009 and send the same to the Accountant General (A & E), West Bengal for arranging special seal authority for Payment through treasury/Bank of other States.

This order issues with the concurrence of Finance Department(Pension Branch) vide their U.O no.58 dated 02.02.2011.

Signed/-  
(M.CHAKRAVARTY)  
Joint Secretary

Memo no.131/l(II) Edn(CS)/1P-20/98

Dated Kolkata, the 4th day of February,2011.

Copy forwarded for information to the:-

- 1) Accountant General (A & E), West Bengal.
- 2) Finance Deptt. of this Govt.
- 3) Director of Public Instruction, West Bengal.

He is requested to take necessary steps for wide circulation of this order.

- 4) Kolkata Pay & Accounts Officer-I, 81/2/2, Phears Lane, Kolkata-700012.
- 5) Kolkata Pay & Accounts Officer-II, P-1, Hyde Lane, Kolkata-70073.
- 6) Director of Treasuries, New India Assurance Building, 4, Lyons Range (2nd & 3rd floor) Kolkata-700001.

He is requested to take necessary steps for circulation of this order among the Treasuries/Sub-Treasuries under his control.

- 7) Joint Director of Public Instruction (A/cs & Pen), West Bengal.
- 8) Computer Cell of this Deptt.
- 9) P.S. to the M.I.C., H.E. Deptt.
- 10) P.A. to the Principal Secretary of this Deptt.
- 11) Guard file.

Signed/-  
Joint Secretary.

**Annexure-1 : to the Memo No. 131- Edn(CS) Dated 4th February, 2011.**

Revised Pension based on Revised Pay Structure (Pay Bands & Academic Grade Pay/ Grade Pay) with effect from 01.01.2006 for posts carrying in Present Scale in respect of Demonstrators/Lecturers/Librarians (Sr. Scale)/Lecturers (SI. Grade)/Readers/Principals/Asstt. Librarians / Asstt. Librarians (Sr. Scale)/Asstt. Librarians (SI. Grade)/Librarians/Librarians (Sr. Scale)/Librarians (SI. Grade)/Graduate Lab Instructors/ Equivalent position of the State Aided Non-Govt. Colleges including erstwhile sponsored colleges as per U.G.C. scale of pay w.e.f. 01.01.1973, 01.01.1986, 01.01.1996 and corresponding Pay Bands and Academic Grade Pay w.e.f. 01.01.2006 vide G.O.No. 533-Edn(CS) dated 28.08.2009 and 534-Edn (CS) dated 28.08.2009.

(1) SI. No.	(2) Pre 01.01.1973 Pay Scale	(3) Pay Scale (UGC) w.e.f. 01.01.1973	(4) Pay Scale (UGC) w.e.f. 01.01.1986	(5) Pay Scale (UGC) w.e.f. 01.01.1996	(6) Revised Pay Structure (UGC) Pay Band + AGP w.e.f. 1.01.2006	(7) Corresponding AGP (Academic Grade Pay)	(8) Pension=50% of sum of min. PB+AGP	(9) Family Pension =30% of Sum of Min. PB+AGP
1.	250-400/- (for existing demons- trators only)	500-900 (For existing demonstrator incumbents only)	i. 2200 - 4000/- ii. 1740-60-2700- 75- 3000/-	i. 8000-13500/- ii. 5 5 0 0 - 1 7 5 - 9000/-	i. 15600- 39100/- ii. 9000- 40500/-	L 6000/-ii. 4700/-	L 10800/-ii. 6850/-	L.6480/- ii..3060/-
2.	Rs. 300- 25-600-40- 800/-	700-1600 (Retired with Basic Pay uptoRs.980/-)	2200-75-2800- 100-4000/-	8000-275-13500/-	15600-39100/-	6000/-	10800/-	6480/-
3.	Rs. 400- 30-640-40- 800/-	700-1600 (Retired with Basic Pay of Rs.1020 & above upto Rs. 1350/-)	3000-100-3500- 125-5000/-	10000-325-15200/-	15600-39100/-	7000/-	11300/-	6780/-
4.		700-1600 (Retired with Basic Pay of Rs. 1400/- & above.)	3700-125-4950- 150-5700 (Retired with the Basic Pay upto Rs. 4200/-)	12000-420-18300/- [Retired with Basic Pay upto Rs.12840/-]	15600-39100/-	8000/-	11800/-	7080/-
5.			3700-125-4950- 150-5700 [Retired with Basic Pay of Rs.4325/- & above)	12000-420-18300/- [Retired with Basic Pay of Rs. 13260/- or above]	37400-67000/-	9000/-	23200/-	13920/-
6.		(a) 1200 -1900/- (b)1500-2500/-	4500-150-5700- 200-7300/-	16400-450-20900- 500-22400/-	37400-67000/-	10000/-	23700/-	14220/-

Joint Secretary.

**ANNEXURE-II (A) to the Memo No. 131-Edn(CS) dt. 4th February, 2011.**

**(FOR PENSIONERS)**

**(TO BE SUBMITTED IN TRIPLICATE)**

1	Name of the Pensioner (in Block letters)	:
2	Designation of the teacher at the time of retirement	:
3	Name of the College from Where the Pensioner retired	:
4	Type of Pension admissible (Superannuation/Retiring Pension)	:
5	Date from which the Pension Commences	:
6	P.P.O. No.	:
7	Date of joining Service	:
8	Date of ending Service	:
9	Length of Qualifying Service	:
10	Scale of Pay held at the time of retirement	:
11	Basic Pay at the time of Retirement	:
12	Pay Band and Academic Grade Pay (w.e.f. 1.1.2006) corresponding to Sl.no. 10 and 11 (as in col. 6 and col. 7 of Annexure -1 to this memo.)	:
13	50% of the minimum of the Pay Band and AGP (as in col. 8 of the Annexure-I to this memo.)	:

Signature of the Principal / Teacher-in-Charge of the College.                      Signature of the Pensioner.

Encl : Copy of the P.P.O.

**ANNEXURE-II (B) to the Memo No. 131-Edn(CS) dt. 4m February, 2011.**

**(FOR FAMILY PENSIONERS)**

**(TO BE SUBMITTED IN TRIPLICATE)**

Name of the Family Pensioner(In Block Letters)	:
Name of the Spouse( teacher) retired or died in harness	:
Designation of the spouse (Teacher) at the time of retirement or death	:
Name of the College from Where the spouse (Teacher) retired or died in harness	:
Date of Death	:
Date from which the Family Pension commences	:
P.P.O. No.	:
Date of Joining Service of the spouse (Teacher)	:
Date of ending Service of the spouse (Teacher)	:
Length of Qualifying Service	:
Scale of pay held at the time of retirement or death	:
Basic Pay at the time of Retirement or Death	:
Pay Band and Academic Grade Pay (w.e.f. 1.1.2006) corresponding to Sl.no. 11 and 12 (as in col. 7 of Annexure -1 to this memo.)	:
30% of the minimum of the Pay Band and AGP (as in col. 9 of the Annex4 to this memo.) :	:

Signature of the Principal / Teacher-in-Charge of the College.                      Signature of the family Pension\*

Encl : Copy of the P.P.O.



Compendium

**Annexure II (C) to the Memo No. 131-Edn(CS) dt. 4th February, 2011.**

**(Declaration to be given by the Pensioner/Family Pensioner)**

I declare that if I am paid in excess of which I am entitled, the same will be recovered from my future Pension/Family Pension.

Signature of the Pensioner/ Family Pensioner

**ANNEXURE-III to the Memo No. 131-Edn (CS) dt. 04.02.2011.**

(Form of intimation by the Pension Disbursing Authority to the office of the Accountant General (A&E), West Bengal regarding the revision of Pension/Family Pension in terms of G.O. No. 561-Edn(CS) dt. 09/09/2009 read with G.O. No. 623-Edn(CS) dt. 12/10/2009 as well as this order).

1. Name of the pensioner/Family Pensioner
2. P.P.O No.
3. Date of Birth/Age
4. Date of retirement
5. Date of Death
6. Scale of Pay on the date of retirement/death
7. Basic Pay on the date of retirement/ death
8. Corresponding Pay Band and Academic Grade Pay w.e.f. 1.1.2006
9. Length of Qualifying Service
10. Savings Bank A/C No.
11. Name of the Bank/Paying Branch
12. Bank Code No.

**COMPUTATION OF PENSION**

**PART - A**

13. Computation of Consolidated Pension /Family Pension as per Para 4.1 of the G.O. No. 561-Edn(CS) dt. 09/09/2009

PENSION	(a) Family Pension (b) Enhanced Family Pension
i. Existing Basic Pension(including Commuted Portion and excluding the effect of merger of 50% D.R. ) =	(a)(i) Existing Family Pension (excluding the effect of the merger of 50% D.R.) =
ii. Consolidated Pension = (2) X2.26	(b)(i) Existing enhanced Family Pension (Excluding the effect of the merger of 50% D.R.) =
	(a)(ii) Consolidated Family Pension = (a)(i) X 2.26
	(b)(ii) Consolidated enhanced Family Pension = (b)(i)X 2.26



**PART-B**

14. Computation of Pension/ Family Pension in terms of Para 4.3 of the G.O. No. 561-Edn(CS) dt. 09/09/2009 and Annexure-I of this order [G.O. NO. 131-Edn(CS) dt. 04.02.2011].

PENSION	Family Pension
i. 50% of the minimum Pay Band + Academic Grade Pay =	i. 30% of the minimum of the Pay Band + Academic Grade Pay =
ii. Qualifying Service =	ii Family Pension = (i)
iii. Pension = (i X ii) 33	

15. Revised Pension /Family Pension Paid (Part A or Part B whichever is higher)

*Compendium*  
**Government of West Bengal**  
**Department of Higher Education**  
**(CS. Branch)**

**Bikash Bhawan, Salt Lake , Kolkata - 700091**

No. 163-Edn(CS)/2L-10/08

Dated Kolkata, the 17th day of February, 2011.

From : Shri M. Chakravarty, W.B.C.S (Exe).

Joint Secretary to the Govt, of West Bengal

To : The Director of Public Instruction

Sub : Leave carry forward

In continuation of para 15 of this Deptt.'s Memo No. 762-Edn (CS) dated 03.12.2009, the undersigned is directed by the order of the Governor to say that the Governor has been pleased to decide that earned leave available to the credit of a serving teacher including Principals prior to 03.12.2009 as per previous norms shall be carried forward and counted for calculation of total leave encashment at the time of superannuation.

This order issues with the concurrence of Finance Deptt. Vide their U.O. No. 609 Group - P (Service) dated 17.02.2011

Sd. / M. Chakravarty  
Joint Secretary

**Government of West Bengal  
Department of Higher Education  
(CS. Branch)  
Bikash Bhavan, Salt Lake, Kolkata-700091**

No. 188-Edn(CS)/5P-52/98 (Pt.-I)

Dated Kolkata the 25th day of February, 2011.

**MEMORANDUM**

With reference to this Deptt's Memorandum No. 852-Edn(CS) dt. 24.12.2009 and subsequent No. 461-Edn(CS) dt. 08.06.2010, representations have been received by this Department for reconsideration of the cut-off date upto which matter relating to CAS/Re-designation of Teachers can be processed following U.G.C. Regulations of 2000. These representations are particularly related to U.G.C. (Minimum Qualifications For Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures For The Maintenance Of Standards In Higher Education) Regulations, 2010 which has been finally issued vide No. F.3-1/2009 dt. 30.06.2010 by the U.G.C.

This matter has been under active consideration of the Government for some time past. After careful consideration of the matter, the Governor is pleased to decide that the matter of Re-designation/Placement of incumbent Reader/Lecturer (Selection Grade) in higher Pay Band of Rs.37,400-67000/- (P.B. -4) with A.G.P. of Rs.9,000/- on completion of 3 years' of continuous service in the pre-revised scale of pay of Rs.12000-18300/- shall continue upto 29.06.2010 as per U.G.C. Regulations, 2000. From 30.06.2010 onwards, the U.G.C. Regulations of 2010 issued vide No. F. 3-1/2009 dt. 30.06.2010 shall be effective for the purpose.

Sd/-

Joint Secretary

No. 188/1(10)-Edn(CS)/5P-52/98 (Pt.-I)

Dated Kolkata the, 25th day of February, 2011.

Copy forwarded for information and necessary action to the :-

1. Accountant General (A & E), West Bengal.
2. Finance Department of this Government.
3. Director of Public Instruction, West Bengal.
4. Pay & Accounts Officer, Kolkata-1, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata- 700 012.
5. Pay & Accounts Officer, Kolkata-II, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata- 700 073.
6. The Director of Treasuries, New India Assurance Bldgs. (2nd & 3rd Floor), 4, Lyons Range, Kolkata -1.
7. Computer Cell of this Department.
8. P.S. to M.I.C., Higher Education Department.
9. P.A. to Principal Secretary of this Department.
10. Guard File.

Joint Secretary.

*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**C.S.Branch**

**Bikash Bhawan, Salt Lake, Kolkata-700 091.**

No. : 358-Edn(CS)/2L-2/09

Dated, Kolkata, the 5th May. 2011.

From : Shri M.Chakravarty, W.B.C.S.(Exe).

Joint Secretary to the Govt, or West Bengal.

To : The Director of Public Instruction, W.B. Bikash Bhawan, Salt Lake, Kolkata-91.

Sub : Grant of cash equivalent for unutilized earned leave at the credit of Graduate Laboratory Instructors at the time of their retirement.

Ref: His notes dated 25.10.10 recorded in this Deptt.'s File No. 21-2/09.

The question of granting cash equivalent for unutilized earned leave at the credit of Graduate Laboratory Instructors attached to the non-Govt. colleges in the State at the time of their retirement has been under consideration of the Government for some time past. After careful consideration of the matter, the Governor has been pleased to decide that Graduate Laboratory Instructors in non-Government colleges shall be allowed accumulation of Earned Leave upto maximum 240 days and shall be paid cash equivalent to leave salary in respect of the period of earned leave at their credit at the time of retirement on superannuation subject to the condition that the payment of cash equivalent of leave salary shall be limited to a maximum of 240 (two hundred forty) days' earned leave.

This order issues with the concurrence of Finance Deptt. vide their U.O. No. 1070 Gr.P(Service) dated 30.03.2011.

Sd/- M.Chakravarty,  
Joint Secretary.

No. : 358/1(1 l)-Edn(CS)

Dated, Kolkata, the 5th May, 2011.

Copy forwarded for information and necessary action to the :-

1. Dy. Accountant General (Pen), W.B., Treasury Buildings, Kolkata-1.
2. Finance Deptt. of this Government.
3. Pay & Accounts Officer, Kolkata-1, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012.
4. Pay & Accounts Officer, Kolkata-11, Kolkata Pay & Accounts Office-H,P-1, Hyde Lane, Kolkata-700 073.
5. The Director of Treasuries, New India Assurance Bldgs. (2nd & 3rd Floor), 4, Lyons Range, Kolkata-1.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

6. Jt. Director of Public Instruction (Pen & A/cs), West Bengal.

7. University Branch of this Deptt.

With the request to take necessary steps to amend the Statute of the Universities accordingly.

8. Computer Cell of this Department.

9. P.A. to the Principal Secretary of this Deptt.

10. P.S. to the M-I-C, Higher Education Deptt.

11. Guard File.

Joint Secretary.

*Compendium*  
**Government of West Bengal**  
**Department of Higher Education**  
**(CS. Branch)**  
**Bikash Bhavan, Salt Lake, Kolkata-700091.**

No. 409-Edn(CS)/10M-34/07

Dated: 31.05.2011.

From: Joint Secretary to the Govt, of West Bengal.

To: Director of Public Instruction, West Bengal.

Government in the Department of Higher Education intends to provide financial support to all Government aided colleges within the budgetary ceiling of this financial year, for betterment of infrastructure facilities. With this end in view Principals /T.I.C.s may please be requested to:

- 1) Submit plan and estimate duly vetted by appropriate technical authority (Assistant Engineer/ Executive Engineer/Superintendent Engineer/Chief Engineer) along with resolution of the Governing Body favouring the proposal at the earliest.
- 2) Special Plans (S.C.P./T.A.S.P.) for colleges located in S.C./S.T. dominated areas are also invited.
- 3) While drawing up proposals in this regard it may kindly be ensured that every teacher is provided with individual locker, students' common room and class-rooms are in proper shape and girl students have separate toilet facilities.
- 4) Application for purchase of books and furniture are also invited.

While applying, the colleges are requested to ensure that Utilization Certificates of previous grants sanctioned by this Department are submitted along with the plan.

It may be communicated to all Government aided colleges so that they can submit the proposal directly to this Deptt. (CS.) Branch.

Joint Secretary.

No. 409/1(2)-Edn(CS)/10M-34/07

Dated: 31.05.2011.

Copy forwarded for information to the:-

- 1) Principal Secretary, Higher Education Deptt.
- 2) P.S. to M.I.C., Higher Education Deptt.

Joint Secretary.

**Government of West Bengal**  
**Department of Higher Education**  
**(CS. Branch)**  
**Bikash Bhavan, Salt Lake, Kolkata-700091**

No. 411-Edn(CS)/10M-16/11

Dated: 02.06.2011

From : Shri M. Chakravarty, W.B.C.S.(Exe.),

Joint Secretary to the Govt, of West Bengal.

To : Director of Public Instruction, West Bengal.

Sub : Uploading of merits lists (subject-wise) in the websites of the non-Govt. Colleges of the State for admission in the classes of under-Graduate level.

The undersigned is directed to draw his kind attention to the above mentioned subject and to request him to take necessary action for uploading the merit lists (subject-wise) along with marks, as may be prepared by the colleges, in the websites of the concerned colleges for admission in the classes of under-Graduate level for easy access of the interested persons in the matter and in case of nonexistence of website, the colleges concerned may take steps for developing such system with necessary Internet Security measures as immediately as possible. He is also requested to impress upon the Heads of colleges to ensure maintenance of parity in marks scored by candidates passing out from various Boards (Higher Secondary /C.B.S.E./I.C.S.E. etc.).

He is also requested to take appropriate steps to communicate this to all the non-Govt. colleges of the State.

Sd./M. Chakravarty

Joint Secretary to the Govt, of W.B.

No. 411/1(2)-Edn(CS)/10M-16/11

Dated: 02.06.2011

Copy forwarded for information to the:

- 1) Registrar, \_\_\_\_\_ University/Universities.
- 2) P.S. to the M.I.C. of this Department.

Joint Secretary.



*Compendium*  
**Government of West Bengal**  
**Department of Higher Education**  
**(C.S. Branch)**

**Bikash Bhavan, Salt lake, Kolkata-700091**

**No. 412-Edn(CS)/10M-31/10(Pt.)**

**Dated, Kolkata, the 3rd June, 2011**

From: Shri M. Chakravarty, W.B.C.S.(Exe.),  
Joint Secretary to the Government of West Bengal.

To: The Director of Public Instruction, West Bengal.

Sub: Modification Order regarding engagement of C.W.T.T.s.

In partial modification of this department's order no. 952 -Edn(CS)/10M-31/10 dated, Kolkata. the 9th December,2010 regarding engagement of Contractual Whole Time Teachers(CWTTs) in Government Aided Colleges of the State the undersigned is directed by order of the Governor to say that Clause No. 4(ii) to 4(vi) may please be read as follows :

**4(ii)** Attested photocopy of letter of recommendation from the affiliating university for the extension of the subject concerned for which CWTTs are appointed after 2005.

**4(iii)** Attested photocopy of advertisement in a leading newspaper exclusively for CWTTs.

**4(iv)** Attested photocopy of the letter from the affiliating university nominating the subject expert for the selection committee, if available. In case of non-availability a specific certification will have to be made by the Principal /Teacher-in-charge.

**4(v)** Attested photocopy of the merit panel exclusively for C.W.T.T.s.

**4(vi)** Attested photocopy of the P.G. level final mark sheet showing at least minimum 55% marks in aggregate for General Category candidates and 50% in case of S.C./S.T. Category candidates (applicable for post - 01.04.2009- appointees).

Conversion of part-time teachers to CWTTs would under no circumstances be entertained. If any such conversion is detected, Principal /Teacher-in-charge would be held personally responsible/liable for that.

Sd./M. Chakravarty  
Joint Secretary.

**No.412/l(15)-Edn(CS)/10M-31/10(Pt.)**

**Dated, Kolkata, the 3rd June, 2011**

Copy forwarded for information and necessary action to the:-

1. Accountant General (A&E), West Bengal.
2. Finance Department of this Government.
3. Director of Public Instruction, West Bengal.
4. Registrar, Calcutta University, Senate House, College Street, Kol-700073.
5. Registrar, Burdwan University, Rajbati, Burdwan, Pin-713104.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

6. Registrar, Kalyani University, Kalyani, Nadia, Pin-741235.
7. Registrar, Vidyasagar University, P.O. Vidyasagar University, Dist. Paschim Medinipur, Pin-721102
8. Registrar, Gour Banga University, Malda College, P.O. Malda, Dist. Malda, Pin-732101.
9. Registrar, West Bengal State University(Barasat, North 24 Paraganas), Barasat Govt. College, P.O. Barasat, Dist. North 24 Paraganas, Pin-743201.
10. Registrar, North Bengal University, Raja Rammohanpur, P.O. North Bengal University, Dist. Darjeeling, Pin-734430.
11. Additional Director of Public Instruction(Admn.), West Bengal.
12. Computer Cell of this Department.
13. PS to MIC, Higher Education Department.
14. PA to Principal Secretary of this Department
15. Guard File.

(M. Chakravarty)  
Jt. Secretary

*Compendium*  
**Government of West Bengal**  
**Department of Higher Education**  
**(C.S. Branch)**

**Bikash Bhavan, Salt lake, Kolkata-700091.**

**No. 438-Edn(CS)/4C-59/11(Pt.-I)**

**Dated Kolkata the, 15th day of June, 2011.**

From: Joint Secretary to the Govt, of West Bengal.

To: The Director of Public Instruction, West Bengal.

The undersigned is directed by order of the Governor to say that nomination of all persons/officials to act as Government nominees on the Governing Bodies of Government aided colleges of the State done prior to 01.05.2011 hereby stands withdrawn. Names of new Government nominees individual college-wise are being sent shortly.

This may kindly be communicated to all concerned non-Government colleges of the State.

Sd./M. Chakravarty  
Joint Secretary.

**No. 438/l(2)-Edn(CS)/4C-59/11(Pt.-I)**

**Dated Kolkata the, 15th day of June, 2011.**

Copy forwarded for information to the:-

- 1) P.S. to M.I.C., Higher Education Deptt.
- 2) P.A. to Principal Secretary, Higher Education Deptt.

**Government of West Bengal  
Higher Education Department  
C.S.Branch**

**Bikash Bhawan, Salt Lake, Kolkata-70.0 091.**

No. : 782-Edn(CS)/5P-46/99.

Dated, Kolkata. the 22nd July, 2011.

**MEMORANDUM**

Sub : Appointment of part-time teachers in non-Government colleges.

A number of Government aided colleges in different districts of the State are facing acute problem in academic activities due to non-availability of teachers from West Bengal College Service Commission. In consideration of this situation the undersigned is directed by order of the Governor to say that the Governor has been pleased to decide the followings:

- i) Colleges established in 2005-06 academic session and onwards and to which West Bengal College Service Commission has not recommended any whole time teacher for appointment, be allowed to engage one part-time teacher for each subject affiliation for which has been obtained from the University concerned ; in such engagement this Deptt.'s Memo No. 751-Edn(CS) dated 21.09.10 should" be strictly followed Prior permission in this regard is to be obtained from this department.
- ii) Colleges established *prior* to 2005-06 academic session and whose academic activities are seriously jeopardised due to lack of teachers, be allowed to engage superannuated teachers as per this Deptt.'s Memo No. 969-Edn(CS) dated 15.12.2010 only on receiving clearance in this regard from this Department.

Sd/- M.Chakravarty,  
Joint Secretary.

No. : 782/(13)-Edn(CS)

Dated, Kolkata, the 22nd July, 2011

Copy forwarded for information and necessary action to the :

1. Director of Public Instruction, West Bengal, Bikash Bhawan, Salt Lake, Kolkata-91.
2. Registrar, Calcutta University, Senalc House, College Street, Kol-700 073.
3. Registrar, Burdwan University, Rajbati, Burdwan, Pin-7 13 104.
4. Registrar, Vidyasagar University, P.O. Vidyasagar University, Dist. Paschim Medinipur, Pin-721 102.
5. Registrar, Kalyani University, Kalyani, Nadia, Pin-741 235.
6. Registrar, Gour Banga University, Malda College, P.O. Malda, Dist. Malda, Pin-732 101.
7. Registrar, West Bengal State University (Barasat, North 24 Parganas). Barasat Govt. College, P.O. Barasat, Dist. North 24 Parganas, Pin-743 201.

*Compendium*

8. Registrar, North Bengal University, Raja Rammohanpur, P.O. North Bengal University, Dist. Darjeeling, Pin-734 430.
9. Registrar, Sidho-Kanho-Birsha University, Paribesh Bhawan, 1 Floor, 10A, Block-LA.Sector-III, Salt Lake, Kolkala-700 098.
10. Computer Cell of this Department.
11. P.S. to the M-I-C, Higher Education Deptt.
12. P.A. to the Principal Secretary, Higher Education Deptt.
13. Guard file.

Joint Secretary

**Government of West Bengal  
Higher Education Department  
C.S Branch  
Bikash Bhavan. Salt Lake. Kolkata-91**

No. 942-Edn(CS)/:2L-02/09.

Kolkata. the 2nd Aug. 2011

From : Sri M. Chakraborty,

Joint Secretary to the Govt, of West Bengal.

To : The Director of Public Instruction, West Bengal,  
Bikash Bhavan, Sail Lake, Kolkala-91.

Sub Grant of cash equivalent for unutilized earned leave at the credit of  
Graduate Laboratory Instructors at the time of their retirement.

In continuation of this Department's Govt. order No.358-Edn(CS) dt.05.05.2011, the undersigned is directed by order of the Governor to say that the Governor has now been pleased to decide that the benefit awarded therein will take effect from 10<sup>th</sup> August 2006.

This order irues with the concurrence of Finance Department vide their U.O No.2198 Gr. dt. 13.07.2011

Joint Secretary

No.942/1(11)-Edn(CS)/2L-02/09)

Kolkata, the 2nd Aug. 2011.

Copy forwarded for information arid necessary action to ;

1. Deputy Accountant General (Pen), West Bengal, Treasury Bldgs.. Kolkata-01;
2. Finance Department of this Government;
3. Pay & Accounts Officcr-1, Kolkata Pay and Accounts Office, 81/2/2, Phears Lane, Kolkata - 12;
4. Pay & Accounts Officcr-II, P-1, Hyde Lane, Kolkata -73;
5. Director of Treasuries, New India Assurance Buildings, 2nd & 3rd floor. 4, Lyons Range, Kolkata -700 001
6. Jt. Director of Public Instruction (Pen & Accounts). West Bengal;
7. University Branch of this Department with the request to take necessary steps to amend the statute of the University accordingly;
8. Computer Cell of this Department;
9. PS. to the MIC, Higher Education department;
10. PA to the Pr Secretary of this Department;
11. Guard file

Assistant Secretary

*Compendium*

Government of West Bengal  
Department of Higher Education  
(C.S. Branch)

Bikash Bhavan, Salt Lake, Kolkata-700091

No. 1324-Edn(CS)/10M-51/11

Dated Kolkata the, 6th day of September, 2011.

From: M. Chakravarty

Joint Secretary to the Govt. of West Bengal.

To : Director of Public Instruction, West Bengal.

Bikash Bhavan, Salt Lake, Kolkata - 91.

Sub: Up-to-date audit in Govt. aided colleges in the State.

The undersigned is directed by order of the Governor to say that the Government is concerned about financial discipline of non-Govt. colleges in the State due to the fact that audit of several colleges are being pending for years together. Now all the Govt, aided colleges be instructed to complete up-to-date audit by the selected Govt. agency within 31 December, 2011, failing which strict action would be initiated.

He is requested to circulate this order among the non-Govt. colleges in the State immediately.

Joint Secretary.

ED - 403/2011

Dated Kolkata the, 16th day of September 2011

**Copy forwarded for Information and Necessary action**

To

Principal/ Teacher-in-Charge,

All Non Government colleges of West Bengal.

The order as above may please be seen and complied accordingly.

Sd. D. Khan  
For D.P.I. West Bengal



*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

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

No. 1325-Edn(CS)/10M-52/11

Dated Kolkata, the 6th day of September, 2011.

From: M. Chakravarty

Joint Secretary to the Govt, of West Bengal.

To : Director of Public Instruction, West Bengal. Bikash Bhavan, Salt Lake, Kolkata-91.

Sub: Abolition of posts beyond the sanctioned staff pattern in non-Govt. colleges of the State.

The undersigned is directed by order of the Governor to say that some Govt, aided colleges have been observed creating posts beyond the sanctioned staff pattern in the name of administrative convenience and one such post is that of Vice-Principal in many colleges. All Govt. aided colleges be directed to henceforth abolish such posts which do not have any legal sanction, excepting recognized minority institutions.

He is requested to circulate this order among the non-Govt. colleges in the State immediately.

Joint secretary.

ED - 404/2011

Dated Kolkata the, 16th day of September 2001

**Copy forwarded for Information and Necessary action**

To

Principal/ Teacher-in-Charge,

All Non Government colleges of West Bengal.

The order as above may please be seen and complied accordingly.

Sd. D. Khan  
For D.P.I. West Bengal

*Compendium*  
**Government of West Bengal**  
**Department of Higher Education**  
**(C.S. Branch)**

**Bikash Bhavan, Salt Lake, Kolkata-700091**

No. 1326-Edn(CS)/10M-53/11

Dated Kolkata the, 6th day of September, 2011.

From: M. Chakravarty

Joint Secretary to the Govt. of West Bengal.

To: Director of Public Instruction, West Bengal. Bikash Bhavan, Salt Lake, Kolkata-91.

Sub: Installation of CC TV. cameras in non-Govt. colleges.

The undersigned is directed by order of the Governor to say that in order to strengthen security measures in colleges, Principals of all Govt. aided colleges be requested to install CC T.V. cameras at all entry point and other important places as deemed fit by them cost of which would be borne by the college authorities.

He is requested to circulate this order among the non-Govt. Colleges of the State immediately.

Joint Secretary.

ED - 405/2011

Dated Kolkata the, 16th day of September 2001

**Copy forwarded for Information and Necessary action**

To

Principal/ Teacher-in-Charge,

All Non Government colleges of West Bengal.

The order as above may please be seen and complied accordingly.

Sd. D. Khan  
For D.P.I. West Bengal

**Government of West Bengal  
Department of Higher Education  
(C.S. Branch)**

**Bikash Bhavan, Salt Lake, Kolkata-700091.**

No. 2095-Edn(CS)/5P-52/98

Dated: 27.12.2011

From: M. Chakravarty, W.B.C.S.(Exe.)

Joint Secretary to the Govt, of West Bengal.

To: The Director of Public Instruction, West Bengal.

Bikash Bhavan, 6th Floor, Salt Lake, Kolkata-700 091.

Sub: Payment of 20% of arrears in connection with revision of pay structure under the U.G.C. Pay Revision Scheme of Principals, Teachers, Librarians, Asstt. Librarians and equivalent grade of the State-aided non-Govt. colleges including erstwhile sponsored colleges.

In continuation to this Deptt.'s Govt. Order No. 859-Edn(CS) dated 30.12.2009, the undersigned is directed by order of the Governor to say that the Governor has been pleased to sanction the payment of the 2nd instalment of arrear being one-third of 20% of arrear for the period from 01.01.2006 to 31.03.2009 in favour of Principals, Teachers, Librarians, Assistant Librarians and equivalent grade of the State-aided non-Govt. colleges including erstwhile sponsored colleges.

This issues with the concurrence of Finance Deptt. vide their U.O. No. 2712 Group- P (Pay) dated 23.11.2011.

Sd/- M. Chakravarty

Joint Secretary.

No. 2095/1(10)-Edn(CS)/5P-52/98

Dated: 27.12.2011

Copy forwarded for information and necessary action to the:

- 1) A.G. (A &E), West Bengal.
- 2) Finance Deptt. of this Government.
- 3) Pay & Accounts Officer, Kolkata-1, 81/2/2, Phears Lane, Kolkata-12. 4) Pay & Accounts Officer, Kolkata-11, P-1, Hyde Lane, Kolkata-73.
- 5) Director of Treasuries, New India Assurance Buildings, 2nd & 3rd floor, 4, Lyons Range, Kolkata-700 001. He is requested to take necessary steps for circulation of this order among the Treasuries under his control.
- 6) Statistical Cell of this Deptt.
- 7) Budget Branch of this Deptt.
- 8) P.S. to the M.I.C, H.E. Deptt.
- 9) P.A. to the Pr. Secy, of this Deptt.
- 10) File Copy.

Joint Secretary.

*Compendium*  
**Government of West Bengal**  
**Higher Education Department**  
**C.S. Branch**

**Bikash Bhavan, Salt Lake, Kolkata-91.**

No.24-Edn(CS)/5P-42/98(Pt - II).

Kolkata, the 4th January, 2012.

**MEMORANDUM**

The question of releasing the 3rd installment of arrears due to revision of pay and allowances as per this Department's Memo No.277-Edn(CS) dt.21.04.2009 in respect of the non-teaching employees of the non-govt. colleges employees of Day Students' Homes and West Bengal College Service Commission has been under consideration of the Govt. for some time past.

After careful consideration of the matter, the undersigned is directed by order of the Governor to say that 50% of the third installment of arrear as mentioned above para shall be released with immediate effect.

This order issues with the concurrence of Finance Department vide their U.O. No.2455, P(Pay) dt.30.12.2011.

Sd/- M. Chakraborty  
Joint Secretary

No.24-Edn(CS)/ 1(12)/5P-42/98(Pt - II).

Kolkata, the 4th January, 2012.

Copy forwarded for information and necessary action to the :

1. Accountant General (A&E), West Bengal;
2. Finance Department of this Government;
3. Kolkata Pay & Accounts Office-I;
4. Kolkata Pay & Accounts Office-II;
5. Director of Treasuries.  
He is requested to take necessary steps for circulation, of this order among the Treasuries/Sub-Treasuries under his control.
6. Director of Public Instruction, West Bengal;
7. Joint Director of Public Instruction, West Bengal;
8. Secretary, West Bengal College Service Commission;
9. P.S. to MIC, Higher Education Department;
10. P.A. to the Pr. Secretary of this Department;
11. Computer Cell of this Department;
12. Guard file.

Joint Secretary

**Government of West Bengal**  
**Higher Education Department**  
**C.S. Branch**  
**Bikash Bhavan. Salt Lake Kolkata - 700 091.**

No.33-Edn(C.S.)/5P-39/99 (Pt)

Dated, Kolkata, the 13th January, 2012.

From : Shri M. Chakraborty,

Joint Secretary to the Govt, of West Bengal.

To : Director of Public Instruction, West Bengal, Bikash Bhawan, Salt Lake.

Sub : Payment of arrears consequent upon revised pay structure in respect of the whole time teaching staff and librarian in Institute of English, Calcutta.

Ref. : His notesheet dated 22.06.11 and its enclosures.

In terms of this Deptt's Govt. Order No. 938-Edn(CS) dated 08.12.2010, the pay structure of the whole time teaching staff and librarian in Institute of English, Calcutta, has been revised as per ROPA, 2009 w.e.f. 01.01.2006 notionally and actual payment w.e.f. 01.04.2008.

The undersigned is now directed by order of the Governor to state that the Governor has been pleased to decide that the arrears consequent upon revised pay structure during the period from the 1st April, 2008 to 31st March, 2011 shall be paid in cash to the whole time teaching staff and librarian of Institute of English, Calcutta, in 3 (three) consecutive equal yearly instalments and the first instalment will be paid in the year 2011-12.

This order issues with the concurrence of Finance Deptt. vide their U.O. No. 1831 Group P (Pay) dt. 15.12.11.

All concerned are being informed accordingly.

Joint Secretary

*Compendium*  
**Government of West Bengal**  
**Department of Higher Education**  
**(C.S. Branch)**

**Bikash Bhawan, Salt Lake, Kolkata-700091**

No. 153-Edn(CS)/5P-52/98 (Pt-II)

Dated: 17.02.2012

From: Shri M. Chakravarty, I.A.S.

Joint Secretary to the Govt, of West Bengal.

To: The Director of Public Instruction, West Bengal.

Sub: Upgradation of pay of all Principals of the State-aided non-Government colleges Including erstwhile sponsored colleges.

The undersigned is directed by the order of the Governor to say the Governor has been pleased to allow upgradation of pay to all Principals of under-graduate colleges at a stage not below Rs. 43,000/- in the Pay band of Rs. 37,400 - Rs. 67,000/- with AGP of Rs. 10,000/- w.e.f. 01.01.2006.

This pay is allowed under provision in para 5.i of Ministry of Human Resource Development of Higher Education No. 1-32/2006-UI.(i) dated 31.12.2008.

This order issues with the concurrence of Finance Deptt. vide their U.O. No.4202 Group-P(Pay) dated 27.12.2011.

All concerned are being informed accordingly.

Sd/- M. Chakravarty  
Joint Secretary

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

No. 856- Edn(CS)/8R-01/10

Dated, Kolkata the 13th December, 2012

**MEMORANDUM**

**Sub: Prescribed Qualifications for Recruitment to the Post of Assistant Professor in Government-aided Affiliated Colleges.**

Pursuant upon issuance of UGC Notification No.F.3-1/2009, dt. 30.06.2010 notified in Gazette of India on 18th September, 2010, and in cancellation of the earlier Memorandum No.981-Edn(CS)/8R-1/10 dt. 22nd December, 2010 of this Department, the State Government in the Higher Education Department, taking into account local conditions, has decided to prescribe the following qualifications and norms for recruitment to the posts of Assistant Professor in Government-aided affiliated Degree Colleges.

**1. Post**

Assistant Professor in various subjects in different Government-aided Colleges (both General degree Colleges and Teachers' Training Colleges) in West Bengal.

**2. Method of Recruitment**

By selection (direct recruitment) through the West Bengal College Service Commission, West Bengal (except the colleges administered by religious and linguistic minorities)

**3. Pay scale:** Pay Band - Rs.15, 600-39,100/- plus Academic Grade Pay of Rs.6000/-

**4. Qualifications required in different subjects for General Degree Colleges other than B.Ed. Colleges and B.Ed. Department in General Degree Colleges.**

*(For subjects other than Law, Music/Dance, Fine (Visual) Arts, Drama and Physical Education)*

- (a) At least 55% marks or an equivalent grade or Grade Point at the Master's Degree level in the same or a relevant subject from a recognized University/Institute and at least a 3-year Bachelor Degree, preferably but not essentially with Honours in the same or a relevant subject, also from a recognized University/Institute.

*For Commerce, the following shall constitute additional desirable qualification:*

A Masters Degree in Business Management / Administration declared equivalent by AIU /Accredited by the AICTE / UGC;

Or,

A two- year full-time PGDM from any IIM or accredited by UGC/AICTE

Or,

Chartered Accountant /Cost Accountant / Company Secretary of the concerned statutory bodies



## Compendium

Or,

A Bachelor's degree in Law.

**For Computer Science and Electronic Science, M.Tech in the relevant subject shall constitute additional desirable qualification.**

- (b) The minimum qualifying marks of 55% is relaxable by 5% (from 55% to 50%) at Master's Degree Level for the Scheduled Caste/Scheduled Tribe/Differently-abled (physically and visually) categories for the purpose of eligibility.
- (c) The minimum qualifying marks of 55% is relaxable by 5% (from 55% to 50%) for the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19th September, 1991.

**Note-1:** The eligibility marks of 5% or 0% as the case may be (or an Equivalent Grade or Grade point whichever grading system is followed) shall not be inclusive of any grace mark procedures i.e. 3.5% and above or 45% and above shall not be rounded off to 5% or 0% respectively.

**Note-2:** By a recognized University/ Institute is meant a University/Institute affiliated to UGC/Other Statutory Apex Bodies like AICTE/NCTE/Bar Council of India, or recognized by the State or the Central Government as a Centre of Higher Learning. In case of a foreign University, the degree concerned should be recognized as equivalent to its Indian counterpart by the Association of Indian Universities.

- (d) The candidates, besides fulfilling the above qualifications, should have passed the National Eligibility Test (NET), in the same or a relevant subject, conducted for erstwhile Lecturers/ Assistant Professors, by the University Grants Commission or Council of Scientific and Industrial Research or a similar Test like State Eligibility Test (SET) or erstwhile State Level Eligibility Test (SLET) accredited by the University Grants Commission for the purpose of employment as Lecturer/Assistant Professor in the state of West Bengal.

However, the candidates who have been awarded PhD Degree in the same or in a relevant/allied subject (for which he/she is an applicant) in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree) Regulations, 2009 are exempted from appearing in the Eligibility Test(s) as mentioned above.

Clearance of NET/SET/SLET is not required for Master's Degree Programmes in disciplines for which any of the above-mentioned Tests are not conducted.

- (e) Good power of expression in Bengali and English (spoken and written). For posting in Colleges located in the hill areas in the district of Darjeeling (Darjeeling Sadar, Kalimpong and Kurseong), good power of expression in Nepali and English (spoken and written) is essential.

### 5. A. Qualifications for recruitment in B.Ed. Colleges and B.Ed. Department of General Degree Colleges: *Foundation Course*

- a) At least 50% marks or an equivalent grade or Grade Point (wherever grading system is followed) at the Master's Degree level in any subject of Commerce/Arts/Science from a recognized University/Institute and at least a 3-year Bachelor degree, preferably but not essentially with Honours, in the same or a relevant subject, also from a recognized University/Institute.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- (b) M.Ed, with at least 55% marks or an equivalent Grade or Grade Point (wherever grading system is followed) from a recognized University/Institute.

Or,

- (a) Master's Degree in Education with at least 55% marks or an equivalent grade or grade point (wherever grading system is followed) from a recognized University/Institute and at least a 3-year Bachelor degree, preferably but not essentially with Honours in Education, also from a recognized University/Institute.
- (b) B.Ed, with at least 55 % marks or an equivalent grade or Grade Point (wherever grading system is followed) from a recognized University/Institute.

***Methodology Course***

- (a) At least 50% marks or an equivalent grade or Grade Point (wherever grading system is followed) at the Master's Degree level in the same or a relevant subject from a recognized University/Institute and at least a 3-year Bachelor degree, preferably but not essentially with Honours, in the same or a relevant subject, also from a recognized University/Institute.
- (b) M.Ed, with at least 55% marks or an equivalent Grade or Grade Point (wherever grading system is followed) from a recognized University/Institute.

**Provided that, for the purpose of clause 5A -**

- (i) Relaxation of marks from 55% to 50% for certain categories of candidates,  
(ii) Absence of any grace facility in respect of minimum marks,  
(iii) NET/SLET/SET passed qualification and exemption thereof,  
(iv) Language requirement

are at par with the provisions as laid down under clause- 4(b), (c), (d) and (e) read with relevant Notes. The NET/SLET/SET qualification can be obtained either in Education or the subject of post-graduation.

**5 B. Qualifications for recruitment in Physical Education Colleges and Physical Education Department of General Degree Colleges:**

- (a) MPED with at least 55% marks or an equivalent grade or a grade point (wherever grading system is followed) from a recognized University/Institute.

**Provided that, for the purpose of this clause 5b-**

- (i) Relaxation of marks from 55% to 50% for certain categories of candidates, subject to the exception noted below.  
(ii) Absence of any grace facility in respect of minimum marks,  
(iii) NET/SLET/SET passed qualification and exemption thereof,  
(iv) Language requirement

are at par with the provisions as laid down under clause- 4(b), (c), (d) and (e) read with relevant Notes.

However, for the purpose of this clause 5B, differently-abled (physically and visually) candidates **are not** eligible for any marks relaxation.

The NET/SLET/SET qualification should be obtained in Physical Education.

**6. Qualifications for recruitment in Law Colleges and Law Department of General Degree Colleges:**

- (a) At least 55% marks (or an equivalent grade or grade point wherever grading system is followed) at the Master's Degree level in Law from a recognized University/Institute and at least a Second Class Bachelor degree in Law, also from a recognized University/Institute.
- (b) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) in Law conducted by the UGC or SLET/SET in Law accredited by UGC as valid for the State of West Bengal.
- (c) However, the candidates who have been awarded PhD Degree in Law in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree) Regulations, 2009 are exempted from appearing in the Eligibility Test(s) as mentioned above. Provided that for the purpose of this **clause 6-**
  - (i) Relaxation of marks from 55% to 50% for certain categories of candidates,
  - (ii) Absence of any grace facility in respect of minimum marks,
  - (iii) Language requirementare at par with the provisions as laid down under clause-4(b), (c) and (e) read with all the relevant Notes.

**7. Qualifications for the Music/Dance Discipline:**

At least 55% marks (or an equivalent grade or grade point wherever grading system is followed) at the Master's Degree level, in a relevant subject from a recognized University/Institute.

The candidates, besides fulfilling the above qualification should have passed the eligibility test (NET) conducted for erstwhile Lecturers/ Assistant Professors, by the University Grants Commission or a similar Test like State Eligibility Test (SET) or erstwhile State Level Eligibility Test (SLET) accredited by the University Grants Commission for the purpose of employment as Lecturer/Assistant Professor in the state of West Bengal in the relevant discipline.

However, the candidates who have been awarded PhD Degree in the concerned subject or in a relevant/allied subject in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree) Regulations, 2009 are exempted from qualifying in the Eligibility Test(s) as mentioned above.

Clearance of NET/SET or similar other Tests is not required for Master's Degree Programmes in disciplines for which any of the above mentioned Tests are not conducted.

Provided that for the purpose of this **clause 7-**

- (i) Relaxation of marks from 55% to 50% for certain categories of candidates,
- (ii) Absence of any grace facility in respect of minimum marks,
- (iii) Language requirement

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

are at par with the provisions as laid down under clause-4(b), (c) and (e) read with all the relevant Notes.

**Or**

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who

- (a) Should have studied under noted/reputed traditional masters and has thorough knowledge to explain the subject concerned;
- (b) Should be a high grade artist of AIR/TV, widely known for his eminence; and
- (c) Should have the ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline, besides fulfilling the language requirement as laid down in clause 4 (e) above.

**8. Qualifications for the Fine (Visual) Arts Discipline and Drama:**

At least 55% marks (or an equivalent grade or grade point wherever grading system is followed) at the Master's Degree level, in a relevant subject from a recognized University/Institute.

The candidates, besides fulfilling the above qualifications should have passed the eligibility test (NET), in the concerned or a relevant/allied subject, conducted for erstwhile Lecturers/Assistant Professors, by the University Grants Commission or a similar Test like State Eligibility Test (SET) or erstwhile State Level Eligibility Test (SLET) accredited by the University Grants Commission for the purpose of employment as Assistant Professor in the state of West Bengal.

However, the candidates who have been awarded Ph.D Degree in the concerned subject or in a relevant/allied subject in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree) Regulations, 2009 are exempted from qualifying in the Eligibility Test(s) as mentioned above.

Clearance of NET/SET or similar other Tests is not required for Master's Degree Programmes in disciplines for which any of the above mentioned Tests are not conducted.

Provided that for the purpose of this **clause 8-**

- (i) Relaxation of marks from 55% to 50% for certain categories of candidates,
- (ii) Absence of any grace facility in respect of minimum marks, and
- (iii) Language requirement

are at par with the provisions as laid down under clause-4(b), (c) and (e) read with all the relevant Notes.

**OR**

A Professional artist with highly commendable professional achievement, and widely known for his eminence in the concerned subject, who:

- (a) should have a first class Diploma in Visual (Fine) Arts discipline from a recognized Institution of India/Abroad [for Fine (Visual) Arts]; **or**, should be a professional artist with

## Compendium

first class degree/diploma from National School of Drama or any other such approved Institution in India or abroad (for Drama discipline);

- (b) should have five years of experience of holding regular regional/National exhibitions/ Workshops with evidence [for Fine (Visual) Arts) or, five years of regular acclaimed performance in regional/ national/ international stage with evidence (for Drama discipline); and
- (c) Should have the ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in the concerned discipline, besides fulfilling the language requirement as laid down in clause 4 (e) above.

9. **Reservation:** As per the current State Govt, rules, that is,

- a) SC - 22%
- b) ST- 6%
- c) OBC-A- 10%
- d) OBC-B- 7%
- e) PWD - 3% (at least 40% disability is required to avail of the reservation opportunity) A candidate claiming to be S.C., ST., O.B.C. or a person with disability (40% and above) must have a certificate in support of his / her claim from a competent authority of West Bengal as specified below :

### **For S.C., S.T. & O.B.C. Candidates**

- i) In the district, the Sub-Divisional Officer of the Sub-Division concerned, and
- ii) In Kolkata, the District Magistrate, South 24-Parganas or such Additional District Magistrate, South 24-Parganas, as may be authorized by the District Magistrate, South 24-Parganas, in this respect.

### **For Persons with Disabilities (PWD)**

[vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999]

A Medical Board constituted at Government Medical College Hospitals, District Hospitals, Sub-divisional Hospitals and Block Level Hospitals.

10. **Age**

- (a) The upper age limit is 37 (Thirty Seven) years on the 1st January of the year of the Advertisement relaxable up to 5 years for SC/ST and 3 years for OBC category candidates. Differently-abled candidates (except in the Physical Education department) are entitled to an age relaxation of 10 years. Age relaxation of 5 years is available to the candidates possessing Doctorate Degree.
- (b) However, for approved Part-time teachers (PTTs) and approved Contractual Whole-time teachers (CWTs) as defined in the WBCSC Act, 2012, the upper age limit is **42** (Forty-two) years on the 1st January of the year of advertisement, subject to the same principles and quantum of relaxation as mentioned above in clause 10 (a), which will be counted from the base level of 42 years for these two categories of candidates (PTTs and CWTs).



*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

Existing teachers serving on permanent basis in substantive approved posts in the UGC scale of pay under the pay-packet scheme of the Government **in Non-Government aided Colleges in West Bengal** (to be called '**In-Service Teachers**') can change college by way of fresh appointment only up to a maximum of **52** years of age, as on the 1st January of the year of the Advertisement.

Exceptionally qualified over-aged candidates may be called for interview at the discretion of the College Service Commission in the rarest of cases. But their recruitment will depend on the condonation of their overage by the Government on a case-to-case basis, purely on merit, normally not exceeding one per cent of the total size of the concerned panel, rounded off to the next whole number.

Note- 3

- (a) The qualifications as prescribed above are not mandatory (**except language requirement**) for the candidates who are '**In service teachers**' subject to the condition that they are continuously so ('**In service teachers**') from a date prior to 19th September, 1991, and that they were appointed on the recommendation of a duly constituted Selection Committee as per Notification/Govt. Order issued from time to time in this regard. However, these teachers are eligible for changing their colleges by way of fresh appointment through the aforesaid selection procedure.
- (b) Those '**In service teachers**' working from on or after 19.09.1991 and possessing the qualifications mentioned under clauses **4-8** above may change college by way of fresh appointment through the aforesaid selection procedure of the College Service Commission.
- (c) Exceptional qualification shall normally imply at least a PhD degree, with evidence of significant post-doctoral research work.
- (d) *The Government would consider the claim for protection of pay only for teachers serving on permanent basis in substantive approved posts in the UGC scale of pay in Government/Non-Government aided Colleges/ State-aided Universities in West Bengal provided these teachers have rendered at least 5 years' continuous service as on the last day of applying in response to an advertisement and provided they apply through proper channel*

*Sd/- Vivek Kumar*  
Secretary

No. **856/1(21)- Edn(CS)/8R-01/10**

**Dated, Kolkata the 13th December, 2012**

Copy forwarded for information and necessary action to the:

1. Chairman, West Bengal College Service Commission.
2. Director of Public Instruction, West Bengal.
3. Registrar, Calcutta University.

## *Compendium*

4. Registrar, Burdwan University.
5. Registrar, North Bengal University.
6. Registrar, Gour Banga University.
7. Registrar, West Bengal State University (Barasat, North-24 Pgs).
8. Registrar, Presidency University.
9. Registrar, Sidho Kanho Birsha University
10. Registrar, Jadavpur University.
11. Registrar, Kalyani University.
12. Registrar, Rabindra Bharati University.
13. Registrar, Vidyasagar University.
14. Registrar, Bengal Engineering & Science University.
15. Registrar, Netaji Subhas Open University.
16. Secretary, West Bengal College Service Commission.
17. Chairman, West Bengal State Council of Higher Education.
18. P.S. to M.I.C. (HE).
19. P.A. to the Secretary, Higher Education Department.
20. CS Branch of Higher Education Department
21. Appointment Branch of Higher Education Department.
22. University Branch of Higher Education Department.
23. Integrated Law Cell
24. Guard file.

Joint Secretary



**Government of West Bengal  
Higher Education Department  
College Sponsored Branch**

**Bikash Bhavan, Salt Lake, Kolkata - 700091**

No. 857- Edn(CS)/8R-01/10

Dated, Kolkata the 13th December, 2012

**MEMORANDUM**

**Sub:** *Prescribed Qualification for Recruitment to the Post of Librarian in Government aided affiliated Colleges in West Bengal*

Pursuant upon issuance of UGC Notification No.F.3-1/2009, dt. 30.06.2010 notified in Gazette of India on 18th September, 2010, the State Government in the Higher Education Department, taking into account other local conditions, has decided in its discretion to prescribe the following qualifications and norms for recruitment to the posts of Librarian in Government-aided affiliated Degree Colleges.

**1. Post**

Librarian in Government-aided Colleges (both General degree Colleges and Teachers' Training Colleges) in West Bengal.

**2. Method of Recruitment**

By selection (direct recruitment) through the West Bengal College Service Commission, West Bengal (except the colleges administered by religious and linguistic minorities)

3. Pay scale: Pay Band - Rs.15, 600-39,100/- plus Academic Grade Pay of Rs.6000/-

4. Qualifications for recruitment in the post of Librarian

- a) A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade or grade point wherever grading system is followed) with knowledge of computerization of library.
- b) Qualifying in Library Science at the National Eligibility Test conducted by the UGC or any other test like SET/SLET accredited by the UGC for the purpose of recruitment in West Bengal.
- c) However, candidates, who have been awarded Ph.D. degree in the subjects mentioned in clause 4(a) in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009", shall be exempted from the requirement of the minimum eligibility condition of NET/SET/SLET.

**Desirable Qualification**

- d) A Master's Degree in any subject from the Arts/Science/Commerce stream from a recognized University/Institute, preceded by a three-year Bachelor's Degree with Honours.

**Note- 1**

- a) **Reservation:** In case of Colleges with a single approved post of Librarian, the post shall be treated as unreserved. In case of Colleges with more than one post existing reservation rules of the State Government shall be followed.

*Compendium*

- b) **Age: 37** years as on the 1st day of the year of the Advertisement, relaxable by 5 years for SC/ST candidates and 3 years for OBC (A and B candidates), and 10 years for differently-abled candidates. PhD degree holders are also entitled to 5 years of age relaxation. Serving whole-time Librarians in approved posts under the pay-packet scheme of the Government in **Non-Government aided Colleges in West Bengal** are eligible to apply for change of posting up to a maximum age of 52 years (as calculated on the 1st day of the year of the Advertisement), but will have to fulfill the above-mentioned qualification and go through the normal selection process.
- c) **Language requirement:** Good power of expression in Bengali and English (spoken and written). For posting in Colleges located in the hill areas in the district of Darjeeling (Darjeeling Sadar, Kalimpong and Kurseong), good power of expression in Nepali and English (spoken and written) is required.
- d) **Marks Relaxation:** The minimum qualifying marks of 55% is relaxable by 5% (from 55% to 50%) in case of SC/ST/Differently-abled candidates. A relaxation of 5% from 55% to 50% is also admissible to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19,th September, 1991.
- e) The Government will consider the claim for pay-protection only for those serving Librarians who are rendering continuous service in some **Government/ Government-aided Colleges/ State-aided Universities in West Bengal for at least 5 years** as on the last date of applying in response to the advertisement, provided they apply through proper channel.

*Sd/- Vivek Kumar*  
**Secretary**

No. 857/1(20)- Edn(CS)/8R-01/10

Dated, Kolkata the, 13th December, 2012

Copy forwarded for information and necessary action to the:

1. Chairman, West Bengal College Service Commission.
2. Director of Public Instruction, West Bengal.
3. Registrar, Calcutta University.
4. Registrar, Burdwan University.
5. Registrar, North Bengal University.
6. Registrar, Gour Banga University.
7. Registrar, West Bengal State University (Barasat, North-24 Pgs).
8. Registrar, Presidency University.
9. Registrar, Sidho Kanho Birsha University
10. Registrar, Jadavpur University.
11. Registrar, Kalyani University.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

12. Registrar, Rabindra Bharati University.
13. Registrar, Vidyasagar University.
14. Registrar, Bengal Engineering & Science University.
15. Registrar, Netaji Subhas Open University.
16. Secretary, West Bengal College Service Commission.
17. Chairman, West Bengal State Council of Higher Education.
18. P.S. to M.I.C. (HE).
19. P.A. to the Secretary, Higher Education Department.
20. CS Branch of Higher Education Department
21. Appointment Branch of Higher Education Department.
22. University Branch of Higher Education Department.
23. Integrated Law Cell
24. Guard file.

Joint Secretary

*Compendium*

**Government of West Bengal  
Higher Education Department  
C. S Branch Bikash Bhavan, Salt Lake, Calcutta-91**

No. 920-Edn(CS)/5P-52/98

Date: 31.12.2012

From : Shri Vivek Kumar, IAS  
Secretary to the Govt of West Bengal.

To : The Director of Public Instruction  
Govt of West Bengal

**Sub : Applicability of the terms and conditions towards Redesignation & Career Advancement Scheme for the teachers, librarians, physical instructors of the Government aided Colleges including erstwhile sponsored colleges in West Bengal.**

Sir,

Consequent on implementation of revised pay structure under the UGC Pay revision scheme in terms of this Department's memo no. 533-Edn (CS) dt. 28.08.2009, references were received in this Department seeking clarification as regards the redesignation of teachers librarians, physical instructors subsequent to revision of their pay and also seeking guidelines in regards to applicability of Career Advancement Scheme (CAS) in the light of UGC Regulations on **Minimum Qualification for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010.**

2. Now, after careful consideration and keeping in view of the local conditions applicable in the state, the Governor has been pleased to decide that the **Career Advancement Scheme and Other Service Conditions of Teachers, Librarians, Physical Instructors in Government aided Colleges including erstwhile sponsored colleges in West Bengal**, as annexed, will be followed by all Government-aided Colleges in West Bengal under the administrative control of this Department in regard to Redesignation and Career Advancement Scheme of Teachers so that the revised pay structure as introduced in terms of G.O. No. 533 - Edn (CS) dated 28.08.2009 and the scheme of Career advancement and other service conditions of teachers of Government-aided Colleges, as annexed, will be considered a composite one.
3. The above scheme will be applicable only in respect of the teachers, librarians, physical instructors of Government-aided Colleges including erstwhile sponsored colleges under the administrative control of this Department and will take effect from 01.11.2012 with the concurrence of Finance Department vide their U.O. No. 978 Group -P (Pay) dt 05.09.2012.
4. This order is in continuation of the earlier orders of this Department numbered 609 -Edn(CS) dt 24.9.2009, 733-Edn (CS) dt. 17.11.2009 and 852 - Edn(CS) dt. 24.12.2009, 461-Edn(CS) dt. 08.06.2010, 188 Edn(CS) dt 25.02.2011, 201 Edn(CS) dt 28.02.2011, 280 Edn(CS) dt 16.04.2012 issued in this regard as and where applicable. The annexed scheme will be effective from 01.11.2012 except in cases where the date of effect has been specified separately in any individual paragraph of the Scheme.

Yours faithfully,

**Sd/-Secretary.**

Enclo : As stated.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

No. 920 -Edn(CS)/5P-52/98

Date: 31.12.2012

Copy forwarded for information and necessary action to:-

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

Joint Secretary

ANNEXURE TO G.O. No. 920 -Edn(CS)/5P-52/98 dated : 31.12.2012

**GUIDELINES FOR REDESIGNATION AND SCHEME PRESCRIBING THE CAREER ADVANCEMENT AND OTHER SERVICE CONDITIONS OF TEACHERS, LIBRARIANS, PHYSICAL INSTRUCTORS OF GOVERNMENT-AIDED COLLEGES INCLUDING ERSTWHILE SPONSORED COLLEGES IN WEST BENGAL.**

1. This Scheme should be called **Career Advancement Scheme and Other Service Conditions of Teachers, Librarians, and Physical Instructors of Government-aided colleges including erstwhile sponsored Colleges in West Bengal** (hereafter referred to as "Scheme")

2. **Coverage**

These would apply to the Teachers, Librarians, and Physical Instructors of Government-aided including erstwhile sponsored Colleges in West Bengal.

3. **Redesignation of Reader/Lecturer (Selection Grade) to Associate Professor**

This redesignation will be automatic without undergoing any screening or selection process, if the incumbent concerned becomes a Reader/Lecturer (Selection Grade) or Assistant Professor in the revised pay structure (2006) with AGP of Rs. 8000/- as the case may be on or before 29.06.2010, and such redesignation will take effect after completion of three years of service in the post of Reader/Lecturer (Selection Grade). *Example: One, who has become a Reader/Lecturer (Selection Grade) on 29.06.2010 will be redesignated as an Associate Professor with effect from 29.06.2013 and the remuneration will be fixed in Pay Band 4 with the Academic Grade Pay (AGP) of Rs. 8000/- from that date. If there still remains any ambiguous or non-obvious case, prayer for clarification and/or condonation may be placed through proper channel before the Higher Education Department, Government of West Bengal, on a case to case basis.*

4. **Qualifications and Other Service Conditions**

4.1 No person shall be appointed in Government-aided including erstwhile sponsored Colleges if he/she does not fulfill the minimum qualifications and other conditions as stipulated by the Government of West Bengal on the basis of U.G.C. guidelines.

4.2 Constitution of an Internal Quality Assurance Cell (IQAC) in the line prescribed by the NAAC (National Assessment and Accreditation Council) is compulsory for each college and university and equivalent academic institution in West Bengal. It is emphasized that all the bodies and posts or positions formed/created in the institutions must always remain committed and true to the spirit behind their creation; any undesirable deviation from this has to be promptly and strictly dealt with and rectified by the competent hierarchical authority(ies). All actions or activities performed at any scale and at any level in the academic institutions must have to be buttressed not only on sound logic, but also on proper, honest, practical, rational, and legally and morally defensible basis, viewed in the short, medium as well as long term.

5. **Pay Scales**

The revised pay scales (see table 5.1) have already been notified by the Department of Higher Education vide G.O. No 533-Edn (CS) dated 28/08/2009.



## 5.1 Table I: Revised Pay scales of Teachers

Post	Revised Pay Band	Academic Grade Pay
Assistant Professor(stage 1)	Rs 15,600-Rs 39,100	Rs 6,000
Assistant Professor(stage 2)	Rs 15,600-Rs 39,100	Rs 7,000
Assistant Professor(stage 3)	Rs 15,600-Rs 39,100	Rs 8,000
Associate Professor(stage 4)	Rs 37,400-Rs 67,000	Rs 9,000

### 6. Career Advancement for Teachers (effective from 01/11/2012);

**6.1 This Scheme will be effective in respect of the incumbents whose career advancement is due on and from 01/11/2012. In respect of all cases where the career advancement was due from 30.06.2010 to 31.10.2012 the scheme will also be effective from 01/11/2012. In respect of all other cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No.118-Edn (CS) dated 04.02.1999.**

**6.2** As per the revised pay scales already notified, Assistant Professors, after entering into the service (in Stage 1), would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.

**6.2.1** An entry level Assistant Professor, possessing Ph.D. Degree in the relevant discipline will be eligible, for moving to the next higher grade (stage 2) after completion of four years of service as Assistant Professor (Stage 1).

**6.2.2** An entry level Assistant Professor possessing M. Phil. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, such as L.L.M. / M.Tech., etc. shall be eligible for the next higher grade (stage 2) after completion of five years of service as Assistant Professor (Stage 1).

**6.2.3** An entry level Assistant Professor without Ph.D./M.Phil./M.Tech/L.L.M. or equivalent professional degree will be eligible for the next higher grade (stage 2) only after completion of six years of service as Assistant Professor (Stage 1).

*[Note: The upward movement from the entry level grad (stage 1) to the next higher grad (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS (Performance Based Appraisal System) conditions as laid down in this Scheme (UGC Regulation,2010).]*

**6.2.4** Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible, subject to meeting the API based PBAS requirements as laid down in this Scheme, to move up to next higher grade (stage 3).

**6.3.1** Incumbents continuing pre-revised designations of Readers or Lecturers (Selection Grade) or redesignated Assistant Professors who have been placed in the Stage 3 (Pay band 15,600-39,100 with AGP of Rs. 8,000) up to 29.06.2010, will be eligible for placement (without screening) in the next higher stage (Stage 4 with Pay band of Rs 37,400-67,000 and AGP Rs. 9,000) with consequent re-designation as Associate Professor as and when they complete 3 years of continuous service in stage 3. **Example: Incumbent Reader/Lecturer (Selection**



## Compendium

*Grade) who has reached Stage 3 (Pay band Rs. 150 390 with AGP of Rs 0 on 29. 200 will be re-designated as an Associate Professor with effect from 29. 2013 and the remuneration will be fixed in Stage 4 (Pay band Rs. 37,400-67,000 with AGP of Rs.0 0 from that date.*

**6.3.2** Effective 30.06.2013 and onwards, Assistant Professors completing three years of continuous service in stage 3, will be eligible to move to the next higher grade (stage 4) and to be designated as Associate Professor by qualifying in the requisite selection process (CAS), subject to fulfillment of the minimum requirements (including necessary API scores using PBAS proforma) prescribed under this Scheme.

### **7. Formation of Screening/Selection Committee:**

**7.1** In the case of the intra-grade career progression of Assistant Professors, a 3-member Screening Committee will be constituted, which will consist of the Head of the Institution as the Chairman, and one subject expert nominated by the respective University, one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by Director of Public Instruction, West Bengal as the two other members of the Committee.

**7.2** In the case of the career progression from the grade of Assistant Professor to that of Associate Professor, a 4-member Selection Committee will be constituted, which will consist of the concerned Head of the Institution as the Chairman, two subject experts nominated by the respective university and one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by Director of Public Instruction, West Bengal. The quorum in the Selection Committee meeting would be obtained if only the Chairman, one nominee of the respective University and one expert nominated by Director of Public Instruction, West Bengal are present

*[In order to ensure rational utilization of time, energy and public money, effort has to be made for dealing with an optimum number of career advancement cases by each Screening/Selection Committee.]*

### **8 Career Advancement Scheme (CAS) for Librarians etc. (Assistant Librarian/College Librarian)**

**This Scheme will be effective in respect of the incumbents whose career advancement is due on and from 01/11/2012. In respect of all cases where the career advancement was due from 30.06.2010 to 31.10.2012 the scheme will also be effective from 01/11/2012. In respect of all other cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No 677-Edn (CS) dated 29.10.2008.**

**8.1.** Assistant Librarian/College Librarian in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 6,000 possessing Ph.D in Library Science at the entry level, after completing 4 years of service in the AGP of Rs. 6,000 will be eligible for promotion under CAS to the post of Assistant Librarian(Sr. Scale)/College Librarian (Sr. Scale) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 7,000, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- 8.2.** Assistant Librarian/College Librarian in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 6,000 possessing M.Phil in Library Science at the entry level, after completing 5 years of service in the AGP of Rs. 6,000 will be eligible for promotion under CAS to the post of Assistant Librarian(Sr. Scale)/College Librarian (Sr. Scale) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 7,000, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt 30.06.2010.
- 8.3** Assistant Librarian/College Librarian in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 6,000 without Ph.D and M.Phil in Library Science at the entry level, after completing 6 years of service in the AGP of Rs. 6,000 will be eligible for promotion under CAS to the post of Assistant Librarian(Sr. Scale)/College Librarian (Sr. Scale) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 7,000, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt 30.06.2010.
- 8.4.** Assistant Librarian(Sr. Scale)/College Librarian (Sr. Scale) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 7,000 on completion of five years service in the AGP of Rs. 7,000 will be eligible for promotion under CAS to the post of Assistant Librarian(Selection Grade)/College Librarian (Selection Grade) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 8,000, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt 30.06.2010.
- 8.5.** Incumbents continuing pre-revised designations of Assistant Librarian(Selection Grade)/College Librarian (Selection Grade)who have been placed in the Pay band 15,600-39,100 with AGP of Rs. 8,000 up to 29.06.2010, will be eligible for placement (without screening) in the next higher stage of Pay Band Rs 37,400-67,000 with AGP Rs. 9,000 as and when they complete 3 years of continuous service in pre-revised designations of Assistant Librarian(Selection Grade)/College Librarian (Selection Grade).

*Example: Incumbent Assistant Librarian(Selection Grade)/College Librarian (Selection Grade) who has reached in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 8,000 on 29.06.2010 will be placed in the higher Pay Band 37,400-67,000 and AGP Rs. 9,000 with effect from 29.06.2013 and the remuneration will be fixed in the Pay band Rs. 37,400-67,000 with AGP of Rs. 9,000 from that date.*

- 8.6.** Effective 30.06.2013 and onwards, Assistant Librarian/College Librarian in the Pay Band Rs.15,600-39,100 with AGP of Rs. 8,000 completing three years of continuous service in the AGP of Rs. 8,000, will be eligible to move to the Pay Band 37,400-67,000 and AGP Rs. 9,000 by qualifying in the requisite selection process (CAS), subject to fulfillment of the minimum requirements (including necessary API scores using PBAS proforma) prescribed in this Scheme vide Gazette Notification No. F.3-1/2009 dt 30.06.2010.
- 9. Formation of Screening/Selection Committee in respect of Assistant Librarian/College Librarian**
- 9.1** In the case of the intra-grade career progression of Assistant Librarian /College Librarian, a 3 member Screening Committee will be constituted, which will consist of the Head of the Institution as the Chairman, and one subject expert nominated by the respective University,

one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by Director of Public Instruction, West Bengal as the two other members of the Committee.

- 9.2. In the case of the career progression from the grade of Assistant Librarian/College Librarian in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 8,000 completing three years of continuous service in the AGP of Rs. 8,000 to that of higher grade pay of Rs.9,000, a 4 member Selection Committee will be constituted, which will consist of the concerned Head of the Institution as the Chairman, two subject experts nominated by the respective university and one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by Director of Public Instruction, West Bengal.

The quorum in the Selection Committee meeting would be obtained if only the Chairman, one nominee of the respective University and one expert nominated by Director of Public Instruction, West Bengal are present

**10. Career Advancement Scheme (CAS) for Physical Instructor/Instructress:**

**This Scheme will be effective in respect of the incumbents whose career advancement is due on and from 01/11/2012. In respect of all cases where the career advancement was due from 30.06.2010 to 31.10.2012 the scheme will also be effective from 01/11/2012. In respect of all other cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No 677-Edn (CS) dated 29.10.2008.**

- 10.1 Every Physical Instructor/Instructress who is in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 6,000 will be eligible for promotion under CAS to the successive higher stages, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010 in correspondence with the respective scale of Pay of Assistant Director of Physical Education and College Director of Physical Education. The time period required for promotion (CAS) to the higher stages from AGP of Rs. 6,000/7,000/8,000 to the AGP of Rs. 7,000/8,000/9,000 respectively will be regulated by the said UGC guidelines. The screening Committee and the selection Committee for the purpose of CAS will be constituted as per the said UGC guidelines. Existing Physical Instructor/Instructress who have been placed in the Pay band 15,600-39,100 with AGP of Rs. 8,000 up to 29.06.2010, will be eligible for placement (without screening) in the next higher stage of Pay Band Rs 37,400-67,000 with AGP Rs. 9,000 as and when they complete 3 years of continuous service.

**11. Counting of Past Service for Promotion Under CAS**

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organization such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., should be counted for promotion under CAS of a teacher as Assistant Professor, Associate Professor provided that:

- a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor as the case may be.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader with three years of continuous service).
- c) The concerned Assistant Professor, Associate Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor, as the case may be.
- d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/ Concerned Institutions, for such appointments.
- e) The previous appointment was not as guest lecturer for any duration, or an ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that:
  - (i) the period of service was of more than one year duration;
  - (ii) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and
  - (iii) The incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service, without any break.

[Note: While counting of past services for CAS, no distinction will be made with reference to the nature of management of the institution where the previous service was rendered (private/local body/Government etc.) by the concerned incumbent, provided the earlier service rendered was in the same or equivalent level as at present]

**12. Service Agreement and Fixing of Seniority**

12.1 The service of the teachers of the Government-aided Colleges including erstwhile sponsored colleges will be regulated by the relevant provisions of the UGC guidelines, 2010 and statutory provisions of the concerned affiliating Universities/and also rules or regulations notified by Government

12.2 The self appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service agreement/record.

**13. Other Service Conditions**

**13.1 Teaching Days**

The Government-aided Colleges including erstwhile sponsored colleges must adopt at least 180 working days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, foundation day etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays.

Particulars	Number of weeks: 6 day a week pattern
Teaching & learning Process	30 weeks (180 days)
Admissions/ Examinations/ preparation for Examination	12 weeks
Vacation	8 weeks
Public Holidays	2 weeks
<b>Total:</b>	<b>52 weeks</b>

### 13.2 Workload

The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the College for which necessary space and infrastructure should be provided by the College. Direct teaching-learning process hours should be as follows:

Post	Direct Teaching-Learning hours
Assistant professor	16 hours/week
Associate Professor	14 hours/week

A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

### 13.3 Accountability;

Promotion in service through Career Advancement Scheme (CAS) as envisaged in the UGC Regulations, 2010, is a well-deserved as well as a coveted benefit for the teachers working in the universities and equivalent academic institutions in the country. No doubt, higher position or rank entails higher responsibility and accountability, and demands a stronger sense of commitment and dedication in the incumbents concerned.

- a) Constitution of an Internal Quality Assurance Cell (IQAC) in the line prescribed by the NAAC (National Assessment and Accreditation Council) is compulsory for each Government-aided including erstwhile sponsored colleges in West Bengal. It is emphasized that all the bodies and posts or positions formed/created in the institutions must always remain committed and true to the spirit behind their creation; any undesirable deviation from this has to be promptly and strictly dealt with and rectified by the competent hierarchical authority(ies). All actions or activities performed at any scale and at any level in the academic institutions must have to be buttressed not only on sound logic, but also on proper, honest, practical, rational, and legally and morally defensible basis, viewed in the short, medium as well as long term.
- b) Attendance of the teachers in their work-place must be recorded in the appropriate register(s) regularly by noting their arrival and departure times and by mentioning the number of classes allotted and actually taken by them and also by noting the other administrative work, academic work, research work, co-curricular and extra-curricular work etc. done by them on the day in the interest of the institution.
- c) At the end of every calendar year, each teacher will have to submit a Self-Assessment Report (SAR) along with signed copies of all supporting documents to the Head of the Institution concerned, where the scores based on API (Academic Performance Indicators) would be calculated by the incumbent teacher himself/herself. These would be subsequently authenticated after necessary verification by the IQAC (Internal Quality Assurance Cell) of the institution. Each such authenticated report (SAR) would be ultimately in the Personal Files of the teachers maintained by the respective office of the Government-aided Colleges including erstwhile sponsored colleges.



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- d) Though it may sound obvious, still it is emphasized that the active presence of teachers in their work-place (i.e. in the concerned academic institutions) for the full working hours is a basic and primary requirement; any frequent or repetitive failure to do so without legally acceptable reason and proper approval (written/verbal) from the competent authority in the institution would be considered as a serious negligence of duty and also as a bad precedence in society. Apart from carrying out their usual teaching and research assignments, spontaneous and dedicated participation of the teachers is strongly advised in all the jobs assigned to them by the institutional authority for ensuring the smooth running and the fulfillment of the objectives of setting up of the institutions. Institutional authority will keep a proper record (confidential or open) of all the acts of deliberate aberrations from this. Such records of acts of undesirable deviations or aberrations from what is normally expected will be taken serious note of while deciding on the career progression of the teachers.
- e) No remunerative private tuition by a Government-aided College including erstwhile sponsored college teacher will be permitted and, apart from any other action to be taken by competent authority in this regard, this practice will be a disability for promotion through CAS.

**14.1** A teacher's career progression must not suffer simply due to the non-availability or inadequate availability of the Refresher Course(s) in the country in his/her subject of specialization.

14.2 If /when a teacher faces such a scarcity of Refresher Course, he/she may immediately inform the matter in writing through the head of the institution to the Director of the Academic Staff College of the affiliating university and seek a solution after proposing a list of the alternative allied subjects. The Director of the Academic Staff College on verifying the authenticity of the problem and in consultation with the competent authority in the university will prepare and communicate to the concerned teacher an approved list of the alternative allied subjects in which the Refresher courses are readily available for the teacher. The teacher may then choose and attend the Refresher Course most suited to his/her purpose.

15. Certain important points on eligibility for CAS promotion;

15.1 Candidates who fulfill the minimum API scores indicated in Tables (as applicable) as per Gazette notification no F.3-1/2009 dt 30.06.2010 should offer themselves for promotion by submitting an application and the required proforma. They can do so three months before the due date if they consider themselves eligible. Candidates, who do not consider themselves eligible, can also apply at a later date.

15.2 If, however, on final assessment, candidates do not either fulfill the minimum criteria under the prescribed tables or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.

15.3 (i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.

## *Compendium*

- (ii) If however, the candidate finds that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effective from that date of eligibility.
  - (iii) If the candidate does not succeed in the first assessment, but succeeds in a later assessment, his/her promotion will be effective from the later date.
16. Superannuation Benefits:  
Superannuation benefits will be governed by existing relevant rules and Government orders as may be issued from time to time in respect of Govt. aided Colleges including erstwhile Sponsored Colleges..
17. Leave Rules:  
These will be governed by the existing leave rules applicable to the Govt aided Colleges including erstwhile Sponsored Colleges.
18. Code of Professional Ethics:  
Code of professional ethics for teaching and non-teaching staff of Government-aided Colleges including erstwhile sponsored colleges will be governed as per the existing norms/regulations or as may be issued from time to time by the Govt in Higher Education Department
19. Academic Performance Indicators (API) in recruitment and Career Advancement Scheme of (CAS) in respect of Government-aided Colleges including erstwhile sponsored college Teachers,  
This will be governed as per provisions and relevant tables enumerated in the Gazette notification no. F.3-1/2009 dt 30.06.2010
20. Accountability and attendance of Refresher Course in respect of Assistant Librarian/ College Librarian /Physical Instructor/Instructress will be guided by the same principles as laid down in this scheme vide point no. 13.3 and 14 above.
21. Anomalies  
The Redesignation and CAS guidelines outlined here have been prepared in the light of the UGC Regulations, 2010. If any particular issue is not specifically dealt with hereunder, the UGC guidelines on that issue will be followed. If any issue arises which is not covered either here or in the UGC Regulations, 2010, the statutory authority of the academic institution concerned, after due consultation with the State Government, will settle the issue. Any difficulty which may arise in implementing the provisions enumerated in these guidelines may be brought to the notice of the State Government for necessary clarification.

Joint Secretary



**Government of West Bengal**  
**Higher Education Department**  
**(CS Branch)**  
**Bikash Bhaban, Salt Lake City Kolkata-700091**

No.114-Edn (CS)/5P-47/12

Dated Kolkata The 11th February, 2013

**ORDER**

In exercise of the powers conferred under Section 12 read with section 11 of The West Bengal Colleges (Payment of Salaries) Act, 1978 and in continuation of earlier orders No. 686-Edn (CS) dated 17.09.2012 and 796-Edn (CS) dated 26.11.2012 issued by this Department, the Governor is hereby pleased to decide the following:

- I. For the purpose of the Orders mentioned above, the term “actual income” as defined under The West Bengal Colleges (Payment of Salaries) Act, 1978, shall mean the tuition fees collected during an academic year.
- II. The college authority shall deposit to the State Government in the appropriate head of account (A/c Code: 0202-01-103-003-27), fifty percentum (50%) of the tuition fees collected during an academic year and rest fifty percentum of the tuition fees may be retained, for interalia, meeting the expenses on remunerating Part Time Teachers or Whole-time Contractual Teachers, or Guest Lecturers, etc. engaged by the concerned college on their own to meet the exigency of imparting education.
- III. The accounts showing receipts of tuition fees during an academic year by the college authority and its deposit (to the extent of 50%) in favour of the State Government shall be submitted to the Director of Public Instruction, West Bengal, along with the claim for pay packet.

This order shall take immediate effect.

Sd/-

Joint Secretary  
Higher Education Department  
Government of West Bengal

No.114/1(14)Edn (CS)/5P-47/12

Dated Kolkata The 11th February, 2013

Copy forwarded for information and/or necessary action:

1. Principal Accountant General (A & E), West Bengal,
2. Director of Public Instruction, West Bengal, with request to circulate the order to all colleges under his jurisdiction,
3. Director of Treasuries, West Bengal, with request to circulate the order to all the Treasuries in West Bengal,
4. Addl DPI (Admn), West Bengal,

*Compendium*

5. Jt DPI (UGC), West Bengal,
6. Jt. DPI (NGC), West Bengal,
7. Jt. DPI (PPS), West Bengal,
8. Addl DPI (P&S), West Bengal,
9. Deputy Director of Public Instruction, West Bengal,
10. P. S. to Hon'ble Minister-in-Charge, H.E. Department,
11. P.A to Secretary, H.E. Department,
12. Computer Cell of this Department,
13. College Sponsored Branch,
14. Integrated Law Cell,
15. Guard File

Assistant Secretary

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

**Govt. of West Bengal  
Higher Education department  
C. S. Branch  
Bikash Bhavan, 6<sup>th</sup> floor. Salt Lake City. Kolkata - 700091**

**No.418-Edu (CS)  
5P-46/99 (Pt-II)**

**Date 30.04.2013**

From: The Joint Secretary to the Govt. of West Bengal

To : The Director of Public Instruction & E.O. Secretary,  
Higher Education Department,  
Bikash Bhavan. 6<sup>th</sup> floor, Salt Lake City, Kolkata- 700091

Sub: Enhancement of remuneration of Part-time Teachers (PTTs) of Govt.-aided Colleges.

Sir,

I am directed by order of the Governor to say that the Governor is pleased to allow 10% (ten percent) one time increase in consolidated remuneration fixed in terms of G.O. No. 751-Edn. (CS) dated 21.09.2010 in respect of the Part-time Teachers of Govt.-aided Colleges (excluding the superannuated teachers of the Colleges) who will complete 10 years of engagement in the State-aided Non-Govt. Colleges on or after 01.10.2013.

The existing provision of allowing 5% (five percent) enhancement at an interval of every 3 (three) years as laid down in G.O. No. 751-Edn (CS) dated 21.09.2010 will continue as usual until further order.

This order issues with the concurrence of Finance Department vide their U.O. No. 659, Group -P2 dated 17.04.2013.

Yours faithfully.

Joint Secretary  
to the Govt. of West Bengal

**No. 418/1 (21)-Edn (CS)  
5P-46/99 (Pt-II)**

**Date 30.04.2013**

Copy forwarded for information and necessary action to:-

- 1) The Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata -700001.
- 2) Registrar,.....University,.....
- 3) Finance Department, Group- P2, Writers' Buildings, Kolkata - 700001.
- 4) The P.S. to MIC, Higher Education Department
- 5) P.A. to the Secretary. Higher Education Department
- 6) Computer Cell of this Department.
- 7) Guard file.

Joint Secretary  
to the Govt. of West Bengal

*Compendium*

**GOVERNMENT OF WEST BENGAL**

**Higher Education Department**

**C.S. Branch**

**Bikash Bhavan (6<sup>th</sup> floor), Salt Lake, Kolkala - 700 091**

**No. 550 -Edn (CS) / 4A - 3 / 2013**

**Dated, Kolkala, the 5th June, 2013**

From: Secretary to the Govt. of West Bengal,  
Higher Education Department

To : Director of Public Instruction & Ex-Officio  
Secretary to the Govt. of West Bengal  
Salt Lake, Bikash Bhavan, 6<sup>th</sup> floor,  
Kolkala-700 091.

**Sub:** Delegation of administrative and financial powers to the Director Public Instruction & ex-officio Secretary to the Govt. of West Bengal in respect of yearly renewal and approval of remuneration as per existing Govt. order relating to approved Part-Time Teachers (PTTs) & Contractual Whole Time Teachers (CWTTs) of State-aided non-Govt. Colleges.

In order to expedite the process of yearly renewal and to ensure timely release of remuneration of approved Part-time teachers (PTTs) and Contractual Whole Time Teachers (CWTTs) of the State-aided Non-Govt. Colleges, the undersigned, in terms of Rule 15 of the Delegation of Financial Power Rules, 1977 hereby delegates the administrative and financial powers to the Director of Public Instruction & ex-officio Secretary to the Govt. of West Bengal to approve yearly renewal of Part-Time Teachers (PTTs) & Contractual Whole Time Teachers (CWTTs) as per existing Govt. order as well as to confirm the authenticity of the quantum of remuneration released viz. considering the slab-change benefits and increment to be certified by the concerned college Authority / Governing Body of the concerned college as and where applicable, in favour of PTTs and CWTTs from the academic session 2013-14 and until further order. The Director of Public Instruction & ex-officio Secretary to the Govt. of West Bengal shall not further delegate these powers to any of his subordinate officers. He will arrange to submit quarterly reports to this Department in a suitable format showing the number of renewals made.

However, the eases of fresh approval of PTTs and cases of re-engagement after discontinuation of PTTs will need to be assented by this Department as usual in the manner as laid down in this Department G.O. No. 751-Edn(CS), Dated 21.09.2010.

This order issues with the approval of Hon'ble MIC, Higher Education Department.

All concerned are being informed accordingly.

Sd/-  
Secretary



*Office of the Director of Public Instruction, W B  
Higher Education Directorate  
Bikashpally, Kolkata - 700 031 Ph & Fax 23389*

Memo No. ED

Date: 2/07/2013

*From: Prof. (Dr.) Dipak Ranjan Mandal  
Director of Public Instruction W. B &  
Ex-officio Secretary to the Govt. of West Bengal*

To  
All Principals/ TIC/ Administrator  
Of Govt.-aided College in West Bengal

***Sub: Timely submission of papers for pensionary benefits in favour of the teaching and non-teaching staff members of the colleges.***

It is imperative on the part of the College Authorities to follow strictly the provisions as laid down in the G.O. No. 63 Edn. (CS) dated 12.01.1999 in respect of submission of pension papers before six months from the date of retirement on superannuation to the sanctioning authority positively. Consequences of failure in submitting pension papers along with supportive documents as required in time would lie on the College authorities.

This is regretted to note that, most of the College authorities are reluctant to comply with the matters contained in the said Government Order causing unnecessary delay in receiving the pensionary benefits by the retiree.

With a view to speed up the matter, the College authorities are further requested to take necessary action in submitting the papers under reference to this office before eight months from the date of retirement on superannuation of the concerned employee positively, so that, the same may be scrutinized and transmitted to the office of the Accountant General, WB in time.

Prof. (Dr.) Dipak Ranjan Mandal  
Director of Public Instruction. W.B &  
Ex-officio Secretary to the Govt. of West Bengal

Compendium

**GOVERNMENT OF WEST BENGAL  
HIGHER EDUCATION DEPARTMENT  
COLLEGE SPONSORED BRANCH  
BIKASH BHABAN, SALT LAKE CITY  
KOLKATA-700091**

No.558-Edn (CS)/5P-52/98 (Pt-III)

Dated Kolkala The 14th June, 2013

**ORDER**

In exercise or the powers conferred under Section 12 read with section 11 of The West Bengal Colleges (Payment of Salaries) Act. 1978 and in continuation of earlier orders No.920-Edn (CS) dated 31.12.2012 issued by this Department, the Governor is hereby pleased to direct to give the following clarifications for information and guidance to all concerned:

Sl. No.	Points	Clarification
1.	Re designation of Reader/Lecturer (Selection Grade) with three years of continuous service to the post of Associate Professor up to 29.06.2010 has already been done. Now, what will be tie date of effect if Re-designation of Reader/Lecturer (Selection Grade) with three years of continuous service is getting completed on a date during e period 30.06.2010 to 31.10.2012	For the Re-designation of Reader/Lecturer(Sclection Grade) to the post of Associate Professor, falling due during the period 30.06.2010 to 31.10.2012. and the claim/entitlement under the Career Advancement Scheme for teachers, librarians, physical instructors arising during the period 30.06.2010 to 31.10.2012. the date of implementation/effect will be 01.11.2012 as per <b>G.O No.920-Edn(CS) dt.31.12.2012 vide ANNEXURE to G.O. para 6.1.</b>
2.	If any incumbent enters the service after 01.01.2006 with Ph.D / M.Phil / L.L.M/M.Tech Degree or acquires these Degree in-service, what will be benefit in terms of incentives as per UGC Regulation 2010	A clarification in this regard is being sought from the UGC. On receiving the same, the matter will be processed further.
3.	If any incumbent wants to acquire the Ph.D Degree during his/her service. whether he/she will get any leave to complete the requisite course work as per UGCs New Regulation for Ph.D	Special study leave/Extra Ordinary Leave (EOL) with pay for Ph.D course work, a maximum period of six months may be allowed provided least academic loss is caused to the concerned college/students and subject to successful completion of the course work as reflected in the completion certificate issued by the University. A proposal along these lines is being sent to the Finance Department for approval.
4.	If any incumbent is under Faculty Development Programme (FDP)/ Faculty Improvement Programme (FIP) and remains absent in the college for a certain period, whether his/her date of effect for promotion on CAS will be deferred or not	The incumbent who is under FDIV/ FIP scheme, his/her CAS benefit will not be deferred as he/she is on leave with pay with normal increment but the screening/ selection committee will be formed alter the incumbent returns to the concerned post. However, the Career Advancement Scheme for teachers falling due on and from 30.06.2010 to 31.10.2012. the date of implementation of the scheme will be effective from 01.11..2012 as per G.O. No 920-Edn(CS) dt.31.12.2012.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

<b>Sl. No.</b>	<b>Points</b>	<b>Clarification</b>
5.	If any incumbent remains on duty-approved Extraordinary Leave (EOL) without pay, what will be the required eligibility period for CAS	If any person remains on duly-approved Extraordinary Leave (EOL) without pay on personal ground other than medical grounds/ higher study, his/ her normal annual increment as well as CAS benefit will be deferred in the light of existing G.O. No 2728F dt.07.04.2009.

This order shall take immediate effect.

Sd/-

Joint Secretary  
Higher Education Department  
Government of West Bengal

**No.558/1 (14)Edn (CS)/5P-47/12**

**Dated Kolkata The 14<sup>th</sup> June, 2013**

Copy forwarded for information and/or necessary action:

1. Principal Accountant General (A & E). West Bengal.
2. Director of Public Instruction. West Bengal, with request to circulate the order to all colleges under his jurisdiction.
3. Director of Treasuries. West Bengal, with request to circulate the order to all the Treasuries in West Bengal.
4. Addl DPI (Admn), West Bengal.
5. Jt DPI (UGC), West Bengal.
6. Jt. DPI (NGC), West Bengal,
7. Jt. DPI (PPS), West Bengal,
8. Addl DPI (P&S), West Bengal.
9. Deputy Director of Public Instruction. West Bengal,
10. P. S. to Hon'ble Minister-in-Charge, H..E. Department,
11. P.A. to Secretary, H.E. Department.
12. Computer Cell of this Department.
13. College Sponsored Branch,
14. Integrated Law Cell.
15. Guard File

Joint Secretary



**GOVERNMENT OF WEST BENGAL  
HIGHER EDUCATION DEPARTMENT  
COLLEGE SPONSORED BRANCH  
BIKASH BHAVAN, SALT LAKE,  
KOLKATA-700091**

No. 666 -Edn(CS)/8R-1/10

Dated -19.08.13

**MEMORANDUM**

Pursuant upon issuance of UGC Notification No.F.3-1/2009, dt. 30.06.2010 notified in Gazette of India on 18<sup>th</sup> September, 2010, and in cancellation of the earlier Memorandum No.1020-Edn(CS)/8R-1/10 dt.31<sup>st</sup>December, 2010 of this Department, the State Government in the Higher Education Department, taking into account local conditions, has decided to prescribe the following qualifications and norms for recruitment to the post of Principal in Government-aided / affiliated Degree Colleges.

**1. Method of recruitment:**

By selection (direct recruitment) through the College Service Commission, West Bengal (excepting the Colleges administered by religious and linguistic minorities).

**2. Pay Scale: Pay band of Rs. 37,400-67,000/- plus Academic Grade pay Rs. 10,000/-**

Special Allowance: As per rules.

**3. For General Degree Colleges:**

**A. Academic Qualifications and Experience:**

- a) A Master's Degree with at least 55% marks (or an equivalent grade or grade point wherever grading system is followed) from a recognized University/Institution.

*However, relaxation of 5% from 55% to 50% is admissible for candidates belonging to SC and ST categories and to those who have obtained Master's Degree prior to 19<sup>th</sup> September, 1991. The percentage calculation should not involve any rounding-off procedure, that is, 54.5% and 49.5% (and above) should not be rounded off to 55% and 50% respectively.*

- b) A Ph.D. Degree from a recognized University/Institution in a discipline which has relevance to the subjects taught in the College concerned.
- c) At least holding the rank of an Associate Professor in University/College/institution of higher education.
- d) At least 15 years of teaching/research/administrative experience in recognized Universities, Colleges and other Institutions of Higher Education, as clarified in **Note 1** below.
- e) A minimum score in the academic performance indicator (API) based Performance Based Appraisal System (PBAS), with emphasis on published work, designed in accordance with UGC guidelines. It is also desirable, but not essential, that the candidate should have

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

experience of guiding research.

**Note 1:** Teaching Experience: As a whole time faculty at least in UGC scale of pay recognized University College/ Institution of Higher Education.

Research Experience: Post-doctoral research experience in any recognized Institution of Higher Education.

Administrative Experience: Experience of working in an administrative capacity in any recognized University /College /Institution of Higher Education in at least Assistant Professor Scale.

**Note 2:** API format shall be designed in accordance with the UGC guidelines

#### **4. For B.Ed. Colleges**

##### **A. Academic qualifications and experience:**

- a) A Master's degree with at least 50% (marks or an equivalent grade/grade point wherever grading system is followed) from a recognized University/Institution in any subject of Humanities, Arts, Science, Social Sciences, Commerce, Music and Fine Arts.
- b) M. Ed with at least 55%\* marks (or an equivalent grade/grade point wherever grading system is followed) from a recognized University/ Institute.
- c) Ph.D. in Education

OR

- a) Master's degree in Education with at least 55%\* marks (or an equivalent grade/grade point wherever grading system is followed) from a recognized University.
- b) B. Ed, with at least 55%\* marks (or an equivalent grade/grade point wherever grading system is followed).
- c) Ph.D. in Education

*\*Relaxation of 5% from 55% to 50% is admissible at the Master's degree and M. Ed level for (i) candidates belonging to SC and ST categories and for (ii) those who have obtained the said Master's Degree prior to 19<sup>th</sup> September, 1991. The percentage calculation should not involve any rounding-off procedure, that is, 54.5% and 49.5% (and above) should not be rounded off to 55% and 50% respectively.*

- B.** 10 years teaching experience out of which at least 5 years teaching experience in a Secondary Teacher Education Institution.

**Note 3:** Lady Candidates are preferred for Girls' Colleges (for both General degree and B.Ed Colleges).

*Sd/- Vivek Kumar*  
Secretary to the

*Compendium*

**Government of West Bengal**

No. **666/I(38)-Edn(CS)/8R-01/10**

Dated - 19.08.2013

Copy forwarded for information and necessary action to the:

1. The Vice Chancellor..... University;
2. The Registrar,.....University;
3. The Director of Public Instruction, Govt. of West bengal, Bikash Bhavan, Salt Lake;
4. The Chairman, West Bengal College Service Commission;
5. The Member Secretary, West Bengal State Council of Higher Education,
6. P.S. to MIC, Higher Education Department, Bikash Bhavan, Salt Lake.

Additional Secretary

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

No. ED-840/2013

Dated : Kolkata , the 12th September. 2013

**ORDER**

**Subject :** Grant of Ad-hoc Bonus to the Govt, approved Pail Time Teachers (PTTs) and Contractual Whole Time Teachers (CWTTs) of the State Aided Non-Govt. Colleges including erstwhile Sponsored Non Govt. Educational Institutions for the year 2012-13.

The undersigned is to state that, in terms of Para 2(V) of Finance Deptt.. Audit Branch. Govt, of West Bengal Memorandum No. 6606 - F(P) dated 30/7/2013. the Part Time Teachers (PTTs) and Contractual Whole Time Teachers (CWTTs) of the Slate-Aided Non-Govt. Colleges including erstwhile Sponsored Non Govt. Educational Institutions, who are not covered by any of the pro activity linked bonus scheme and whose consolidated pay in the year 2012-13 did no exceed to Rs. 22000/- per month are entitled to get the ad-hoc bonus for the accounting year 2012-13 at the rate of Rs 2600/- per head.

The employees who were in service on 31/3/2013 and rendered at least 6 (six) months continuous service during the year 2012-13 will be eligible for payment of ad-hoc bonus under this order according to the following formula : -

$$\frac{\text{Emoluments as on 31/3/2013 X Eligibility period in number of months}}{12}$$
$$\frac{\text{Total amount of salary earned during the year 2012-13}}{12} =$$

The amount of ad-hoc bonus subject to maximum amount of Rs. 2600/- only.

The eligibility period being taken in terms of number of months of service (rounded off to the nearest number of months) rangirg from six months to full year. A fraction of 15 days or more should be counted as on month.

The charge of this account shall be debitaole to the detailed head. "Ad-hoc Bonus" under the respective minor and sub-heads; subordinate to the major head. "2202-General Education"- in the budget for the 2013-14.

This order has got the concurrence of the Secretary, Higher education Department.

The Accountant General West Bengal. The Pay & Accounts Officer. Kolkata Pay & Accounts Office and the Director of Treasuries & Accounts. W.B. are being informed.

Director of Public Instruction, W B &  
Ex-officio Secretary, Higher Education Deptt.

*Compendium*

**GOVT. OF WEST BENGAL  
HIGHER EDUCATION DEPARTMENT  
COLLEGE SPONSORED BRANCH  
BIKASH BHAVAN, SALT LAKE,  
KOLKATA-700091.**

NO:-780-Edn.(C.S)/10M -96/13

DATE - 25<sup>th</sup> September.2013

**MEMORANDUM**

In pursuance of utilisation of the Budget Grant for the ASSISTANCE TO THE NON GOVT. COLLEGES AND INSTITUTES, The State Government in the Higher Education Department, taking into account local conditions, has decided to prescribe *the following Guidelines for submission of proposal for financial grant regarding New Construction of Building & others Civil infrastructure of the College for the current financial year 2013-2014, as -*

- 1) Proposal of the **Estimate which should be vetted by the competent authority, & duly countersigned by the Principal/TIC in Original.**
- 2) Certificate of GB resolution in College Official Pad with **indicating Agenda No. & Resolution duly Signed by the Members of the Building Committee & countersigned by the Principal/TIC in Original.**

[**Enclosed** with photocopies of GB Resolution Book **showing** the attend GB Members' Position, Signature & Date with **Highlighting the Agenda No. & the Resolution** at the **respective GB meeting,**]

- 3) Photocopy of the **Utilisation Certificate of the previous-received Grant.**
- 4) **THE PROPOSAL SHOULD BE SUBMITTED - To THE JOINT SECRETARY, HIGHER EDUCATION DEPARTMENT (C.S BR.) WITHIN - 31 - 10- 2013.**

Sd/-

Sukumar Ganai  
Addl. Secretary, to the  
Govt. of West Bengal

**Government of West Bengal  
Higher Education Department  
C. S. Branch  
Bikash Bhavan, Salt Lake, Kolkata - 700 091**

No. 878-Edn(CS)/10M-96/13

Dated, Kolkata, the 14<sup>th</sup> November, 2013

**MEMORANDUM**

In continuation of this Department's Memorandum No. 780-Edn (C.S)/10M-96/13 dated 25.09.2013 on the same subject the State Government in the Higher Education Department has decided to extend the date of submission of the proposal upto 1st December, 2013.

Sd/- S. Ganai  
Additional Secretary

No. 878/1(4)-Edn (CS) dated 14.11.2013

Copy forwarded for information & taking necessary action to :-

1. The Director of Public Instruction, West Bengal.
2. The P.S. to M.I.C, Higher Education Department.
3. The Senior P.A. to Secretary, Higher Education Department.
4. Guard File.

Sd/- S. Ganai  
Additional Secretary

*Compendium*

**Government Of West Bengal  
Higher Education Department  
C.S. Branch, Bikash Bhavan,  
Salt Lake, Kolkata - 700 091**

No. 972-Edn(CS)/2L-24/13

Date : 20.12.2013.

**MEMORANDUM**

The matter of allowing cash-equivalent of leave salary in respect of whole-time teachers & Principals of Government aided colleges Including erstwhile sponsored colleges In West Bengal had been settled in the Leave Rules framed by this Dept. in para 15 of this Dept.'s G.O. No. 762-Edn(CS) dated 03.12.2009 and the Universities were asked to amend their statutes suitably.

After careful re-consideration of the matter the Governor has been pleased to say that Pares 13 and 14 of the G.O. no. 762 dated 03.12.2009 stand deleted with Immediate effect. It is further clarified that every whole time teacher & Principal of Government aided colleges including erstwhile sponsored colleges shall be entitled to leave salary of the earned leave accumulated at his/her credit after cessation of his/her service by way of retiring on superannuation / voluntary retirement or death-in-harness provided the maximum number of accumulated leave and maximum leave encashable shall be 300 days subject to the Universities making suitable amendments to their Statutes, in the light of the G.O. no. 762 dated 03.12.2009 as amended by the instant Memorandum.

Subject to the Universities amending their Statutes In this regard this will take effect from 3<sup>rd</sup> December, 2009 taking into account this Dept.'s G.O. No. 762-Edn(CS) dated 03.12.2009.

All concerned are being informed accordingly.

Sd/-

Joint Secretary

Date : 20.12.2013.

No. 972/1(30)-Edn(CS)/ 21-24/13

Copy forwarded for Information and necessary action to :

1. The Pr. Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata - 700 001.
2. The Director of Treasuries and Accounts, 4 Lyons Range, Kolkata - 700 01. He is requested to circulate the order to all the Treasuries & sub-treasuries under his control.
3. The Director of Public Instruction, West Bengal, Bikash Bhavan, Salt Lake, Kolkata - 91.
4. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -I, 81/2/2, Phears Lane, Kol-12.
5. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - II, P-I, Hyde Lane, Jahar Buildings, Kol - 73.
6. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - III, 1B Block, Salt Lake, Sector - III, Kol - 106.



*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

7. Registrar, \_\_\_\_\_, University \_\_\_\_\_.
8. Member Secretary, West Bengal State Council of Higher Education, 147A Rash Behari Avenue, Kolkata - 700 029.
9. Computer cell of this Department
10. P.S. to M.I.C, Higher Education Department.
11. P.A. to the Secretary, Higher Education Department
12. President, All Bengal Principal's Council.
13. Guard File. .

Joint Secretary

*Compendium*

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

No. 348 -Edn (CS)/ 1C-166L/2005

Date: 24.04.2014

From:

Jt. Secretary to the Government of West Bengal

To:

Director of Public Instruction. West Bengal

**Subject: Service conditions and other matters related to Librarians/  
Assistant Librarians/ Deputy Librarians of Government-aided  
Colleges in West Bengal**

This is with reference to:

- a) The Order dated 07.02.2011 passed by Hon'ble Justice Maharaj Sinha in W.P. No. 1916 of 2005 West Bengal Librarians' Association vs the State of West Bengal & others:
- b) The Order dated 14.03.2014 passed by Hon'ble Justice Ashok Kumar Dasadhikary in C.C. no. 148 of 2013 issuing Rule under Contempt proceedings; and
- c) Letter no. 527-C dated 08.05.2013 from the Director of Public Instruction. West Bengal

In compliance of the solemn order dated 07.02.2011 passed by Hon'ble Justice Maharaj Sinha in W.P. No. 1916 of 2005. and the Order dated 14.03.2014 passed by the Hon'ble Justice Ashok Kumar Dasadhikary in C.C. No. 148 of 2013 and the issuance of a Rule under Contempt of Court proceedings, and in reference to the above- mentioned letter of the Director of Public Instruction, W.B, the undersigned has been directed to convey the following, for immediate implementation:

1. The Librarians of Government Colleges and the Librarians/ Assistant Librarians/ Deputy Librarians of Government-aided Colleges in West Bengal shall be considered as teaching staff of the colleges and shall, accordingly, enjoy such financial and other benefits in consonance with their work pattern, which are extended to the teachers of the colleges, from time to time.
2. The Librarians of Government Colleges shall be appointed on the recommendation of the Public Service Commission. West Bengal and their service conditions shall be guided by the rules and regulations of the State Government as applicable to a regular Government employee and shall continue to be treated as the non-vacational teaching staff of the college.
3. The Librarians of Government-aided colleges shall be appointed on the recommendation

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- of the West Bengal College Service Commission.
4. The eligibility criteria and qualifications for appointment of Librarian in Government Colleges and Government-aided colleges shall be notified by the State Government from time to time in accordance with the relevant UGC Regulations.
  5. The scales of pay including the benefit of Career Advancement Scheme (CAS) of the Librarian of Government colleges and the Librarians' Assistant Librarians/ of the Government-aided colleges shall be guided in terms of the Order no. 1196- Edn (A) dated 31.12.12 and Order no. 920-Edn (CS) dated 31.12.2012 and such other subsequent orders as may be issued by the State Government, from time to time in this regard.
  6. The service conditions, relating to the duty hours and the nature of duties of the Librarians/ Assistant Librarians/ Deputy Librarians of all the Government-aided colleges shall be guided by the relevant provisions of the Statute of the affiliating University. They shall continue to be treated as non-vacational teaching staff of the college.
  7. The Librarians/ Assistant Librarians.' Deputy Librarians of all the Government-aided colleges shall enjoy all such leaves as are extended to the teachers of the colleges in terms of the Order no. 762-Edn (CS) dated 03.12.2009 read with Order no 163-Edn (CS) dated 17.02.2011 and such other order as may be issued by the State Government from time to time. However, the Librarians who had retired from service on superannuation or otherwise, prior to 03.12.2009. would be entitled to leave as per extant Government order in force at that material point of time.
  8. Accumulation of leave of the Librarians/ Assistant Librarians/ Deputy Librarians of Government-aided colleges shall henceforth be guided by the Order no. 762-Edn (CS) dated 03.12.2009 and such other orders as may be issued by the State Government, from time to time. However, the Librarians/ Assistant Librarians/ Deputy Librarians who retired from service prior to 03.12.2009, on superannuation or otherwise, shall be entitled for such accumulation of leave as has been determined by the College Authority and duly entered into the Service Book. For calculating the accumulated leave for the purpose of encashment, the entire service period rendered shall be taken into account. However, the entitlement of leave encashment shall be limited to such period as determined by the State Government, by order, from time to time.
  9. The Death-cum-Retirement benefit of the Librarians/ Assistant Librarians/ Deputy Librarians of Government-aided colleges would continue to be guided by the existing Orders issued by the State Government from time to time.
  10. This cancels this Department's Order No. 876-Edn (CS) dated 30.09.2004.
  11. This order is issued in terms of the Finance Department's Order no. 1885-F (P) dated 02.03.2012 and in compliance of the Orders of Hon'ble Calcutta High Court referred to above.
  12. All concerned are directed to take necessary action forthwith.
  13. All State-aided Universities are advised to take expeditious steps to amend their Statutes accordingly.

SD/- S. Basuray

*Compendium*

No. 348/1(9) - Edn (CS)/ 1C-166L/2005

Joint Secretary  
Date: 24.04.2014

Copy forwarded for information and/or necessary action to:

1. Additional Secretary (Univ), H.E Deptt. Bikash Bhaban, Kolkata-700091,
2. Jt. Secretary (Appt), H.E Deptt. Bikash Bhaban, Kolkata-700091,
3. The President, West Bengal College Librarians' Association. 24-B. Bachhu Chatterjee Street. Kolkata-700009,
4. The Registrar.\_University.
5. The Inspector of Colleges,\_University.
6. Integrated Law Cell, H.E Deptt. Bikash Bhaban, Kolkata-700091.
7. P.S to Hon'ble MIC, H.E Deptt. Bikash Bhaban, Kolkata-700091.
8. P.S to Secretary, H.E Deptt. Bikash Bhaban, Kolkata-700091.
9. Shri Ratul Biswas, Advocate Calcutta High Court 12, Old Post Office Street, (Ground Floor), Kolkata-700001.

Joint Secretary

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

Government of West Bengal  
Higher Education Department  
C.S. Branch  
Bikash Bhavan, Salt Lake, Kolkata-91.

No.425-Edn(CS)/4A-01/13.

Kolkata, the 29<sup>th</sup> May, 2014

From : Assistant Secretary to the Govt. of West Bengal.

To : Director of Public Instruction & Ex-Officio Secretaiy to the Government of West Bengal.

Sub : Delegation of administrative and financial powers to the Director of Public Instruction & Ex-Officio Secretary to the Government of West Bengal in respect of yearly renewal and approval of remuneration as per existing Govt. order relating to approved Superannuated PTTs of State-aided Non-Govt. Colleges.

In order to expedite the process of yearly renewal and to ensure timely release of remuneration of approved superannuated PTTs of the State aided Non-Govt. Colleges, die undersigne in terms of Rule 15 of the Delegation of Financial Power Rules, 1977 hereby delegates the Administrative & Financial Power to the Director of Public Instruction & Ex-Officio Secretary to the Govt. of West Bengal to approve yearly renewal of Superannuated PTTs as per this Department's G.O.No.969-Edn(CS) dt. 15.12.2010 from the academic session 2013-2014 and until further order. The Director of Public Instruction shall not further delegate these powers in any of his subordinate officer. He will arrange to submit quarterly reports to this Department in a suitable format showing the number of renewals made

However, the cases of fresh approval of Superannuated PTTs will need to be assented by this Department as usual in the manner as laid down in this Department's G.O. No 969-Edn(CS) dt. 15.12.2010.

This order issues with the approval of Secretary, Higher Education Department.

Assistant Secretary

*Compendium*

**Government of West Bengal  
Higher Education Department  
College Sponsored Branch  
Bikash Bhavan: Salt Lake: Kolkata-700091**

**No. 466 -Edn(CS) /10M-96/2013**

**Dated, Kolkata the 12<sup>th</sup> June, 2014**

**MEMORANDUM**

For expeditious release/ utilization of Budget Grants for financial assistance to Govt. aided Colleges and Institutions, the State Govt. in the Higher Education Department has decided to prescribe the following guidelines for submission of proposal for financial grant for construction of Building & other Civil Infrastructure of Govt.-aided Colleges for the current financial year, i.e., 2014-2015, as :-

1. Estimate, in original, should be vetted by the competent authority [i.e. by Assistant Engineer up to Rs. 3 lakhs, by Executive /District Engineer up to Rs. 45 lakhs, by Superintending Engineer upto Rs. 2 crores & by Chief Engineer for more than Rs. 2 crores], as prescribed in Finance (Audit) Department's Order No.5458-F(Y) dt.27.06.2012) and duly countersigned by the Principal/Teacher-in-charge of the concerned college. The vetting power will be determined on the total estimated amount proposed for the current financial year not in division.
2. Photocopy of Resolution Book of Governing Body meeting containing Specific Agenda and signatures of the members present in the meeting, duly authenticated by the Principal/Teacher-in-charge.
3. Photocopy of Resolution Book of Building committee meeting containing Agenda, Signatures of the members present and seal & signature of the Engineer Member (minimum at the rank of an Assistant Engineer) duly authenticated by the Principal/Teacher-in-charge of the concerned college.
4. Utilization Certificate, in original, in prescribed format (Rule S.R. 330A of W.B.T.R.-Vol.-I), of last-received grant from State Govt./Govt. of India/UGC along with seal & signature of the Engineer Member of the Building Committee, duly authenticated by the Principal/Teacher-in-charge.
5. Photographs in support of the construction done against the grant received earlier (if any) prominently displaying the name of the College, in the form of banner or hoarding or plaque.
6. The proposal for Building Grant should be submitted to the Secretary, Higher Education Department (C.S. Branch) through Director of Public Instructions, Government of West Bengal not later than within 31<sup>st</sup> August, 2014.
7. The Govt. aided colleges, who had already submitted their proposals in the above-mentioned format along with the said documents laid down in this order in the last financial year, may not submit their proposals again.

This order issues with the approval of the Secretary of this Department.

**Assistant Secretary to the Govt. of West Bengal**

**Dated, Kolkata the 12<sup>th</sup> June,2014**

**No. 466/1 (6)-Edn(CS) /10M-96/2013**

Copy forwarded for information to:-

1. The Joint Secretary, Higher Education Department, C.S. Branch
2. The Director of Public Instruction, West Bengal - with a request to take necessary steps for circulation of the Memorandum to all the Govt. aided colleges and to forward the proposals with his recommendation to the College Sponsored branch of Higher Education Department.
3. The Section Officer-II, College Sponsored Branch with a request to comply with.
4. The PS to the Secretary, Higher Education Department.
5. Guard File
6. Office copy.

**Assistant Secretary to the Govt. of West Bengal**



*Compendium*

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

No. 892 - Erin (CS)/4C- 5/2014

Dated 21-08-2014

**ORDER**

Whereas the State Government have felt it necessary to review the Statutes of all the State Universities of this State with a view to introducing parity and uniformity in the content of Statutes of all the State Universities;

And Whereas it has been felt necessary to prepare the draft of omnibus Statutes which may be adopted by all the State Universities;

And Whereas it is felt necessary to constitute a Statute Drafting Committee in this regard, which will submit its recommendations alongwith the draft of omnibus Statutes to the State Government in the Higher Education Department within six (6) months from the date of its first meeting;

Now, therefore, the Governor is pleased to order that a Statute Drafting Committee, the composition of which is given below, be constituted in this regard:-

1. Prof. Suranjan Das, Vice Chancellor, Calcutta University - Chairman;
2. Prof. Subha Sankar Sarkar, Vice Chancellor, Netaji Subhas Open University - Member
3. Nominee of the Vice Chancellor, Burdwan University - Member
4. Nominee of the Vice Chancellor, Kalyani University - Member
5. Nominee of the Vice Chancellor, Vidyasagar University - Member
6. Nominee of the Vice Chancellor, North Bengal University - Member
7. Director of Public Instruction, or Additional DPI as his nominee - Member
8. Sri Jayanta Dhali, Law Officer, Higher Education Department — Member
9. Sri Shiladitya Basu Roy, Joint Secretary, Higher Education Department - Member & Convenor

The terms of reference of the Committee are -

- To identify deficiencies, difficulties and shortcomings in the present Statutes of the State Universities and recommend solutions to address / remove them;
- To draft omnibus Statutes with a view to introducing parity and uniformity in the contents of Statutes of all the State Universities and to cover *interalia* maintenance of academic standards, election of members of various authorities of universities and colleges, affiliation or recognition and disaffiliation or withdrawal of colleges or institutions, leave rules and conduct and disciplinary rules for employees of universities and colleges, composition / constitution of governing bodies of the affiliated colleges, terms and conditions of recruitment / appointment

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

of teachers, officers and non-teaching staff of universities as well as Principals, teachers and non-teaching staff of colleges, Provident fund rules for the employees of universities and that of affiliated colleges, terms and conditions of post retirement employment for teachers of universities, establishment matters, etc.;

- To shortlist issues which may require amendment in the Acts of different universities and suggest solutions to the Department of Higher Education.

The Calcutta University shall provide secretarial and logistics assistance and support to the Committee. The members may utilize transport facilities / draw travelling allowance from their respective establishments.

This order shall take immediate effect.

By order of the Governor,  
Sd/- **Vivek Kumar**  
Secretary

**No. 892 /] ( 15) - Edn (CS)/4C- 5/2014**

**Dated 21-08-2014**

Copy forwarded for information and taking necessary action to :-

1. Prof. Suranjan Das, Vice Chancellor, Calcutta University ;
2. Prof. Subha Sankar Sarkar, Vice Chancellor, Netaji Subhas Open University ;
3. Vice Chancellor, Burdwan University;
4. Vice Chancellor, Kalyani University;
5. Vice Chancellor, Vidyasagar University;
6. Vice Chancellor, North Bengal University;
7. Director of Public Instruction, West Bengal;
8. Sri Shiladitya Basu Roy, Joint Secretary, University Branch, Higher Education Department;
9. Sri Jayanta Dhali, Law Officer, Higher Education Department;
10. Private Secretary to the Minister in charge of Higher Education Deptt;
11. Private Secretary to the Minister of State of Higher Education Deptt;
12. Senior P.A. to the Secretary, Higher Education Deptt;
13. University Branch, Higher Education Deptt;
14. College Sponsored Branch, Higher Education Deptt;
15. Guard File.

Additional Secretary

*Compendium*

**Government of West Bengal  
Department of Higher Education  
College Sponsored Branch  
Bikash Bhavan, Salt Lake, Kolkata-91**

**No. 893 - Edn(CS)/4C-05/14**

**Dated, Kolkata, the 21<sup>st</sup> August, 2014.**

From : Shri Kartik A charya,  
Deputy Secretary,  
Govt. of West Bengal

To : The Director of Public Instruction,  
Govt. of West Bengal,  
Bikash Bhavan, Salt Lake,  
Kolkata-700 901

**Sub : Educational qualification for members of Governing Bodies of the Non-Govt. aided Colleges including erstwhile Sponsored Colleges.**

Sir,

I am directed to say that for some time past Government have been feeling the necessity to prescribe educational qualification for members of Governing Bodies of the Non-Govt. aided Colleges including erstwhile Sponsored Colleges. Presently, Governing Bodies of Non-Govt. aided Colleges generally consist of the following members in accordance with the provision of the Statutes of the respective university:-

- 1) Nominees of the Undergraduate Council / Executive Council / Syndicate of the University ;
- 2) Teachers to be elected amongst themselves by wholetime teachers / Librarian of the College;
- 3) State Government's nominee(s);
- 4) Representatives of non-teaching employees of the College, to be elected from among themselves;
- 5) General Secretary of the Students' Union / a duly elected student's representative;
- 6) Donors to be nominated by the Vice chancellor where applicable;
- 7) Ex-officio Members, viz, local Councilor / Chairman of Municipality / Sabhapati of Panchayat Samiti having jurisdiction over the respective College and not being a teacher / non-teaching employee / student of the College.

After careful consideration of the entire matter and keeping in view the necessity of ensuring a healthy academic atmosphere on the campuses, and for better day to day administration of Non-Govt. aided Colleges (including erstwhile Sponsored Colleges), the Governor is pleased to decide that the members under category (1) and (3) above shall be required to have a minimum educational qualification of being a Graduate degree holder from any recognized University in India or abroad.

I am further directed to request you to inform all concerned.

Yours faithfully,

Deputy Secretary



**GOVERNMENT OF WEST BENGAL**  
**Higher Education Department**  
**College Sponsored Branch**  
**Bikash Bhavan, Salt Lake, Kolkata - 700 091**

No. 691-Edn(cs)/10M-95/2014

Date: 25.08.2014

From: The Additional Secretary to the Government of West Bengal

To: The Director of Public Instruction,  
West Bengal.

**Sub: Introduction of online Admission process from academic Session 2015-2016 and implementation of COSA from the current financial year (preferably from September, 2014) in all the Government-aided General Degree Colleges of this State and Sanction of grant amounting to Rs. 1.5 lakhs to each of such Colleges for the said purpose**

With reference to the subject-matter, the undersigned is directed to state that the Government in the Higher-Education Department has decided to introduce Online Admission process from academic session 2015-2016 and implement COSA from the current financial year, i.e., 2014-2015 (preferably from September, 2014) in all the Government-aided General Degree Colleges of this State.

To implement the above mentioned decisions in time, it is also decided that a grant of Rs.1.5 (Rupees one & half lakhs) only will be sanctioned to each of such Colleges from the budget provision of the current financial year so that the Colleges can purchase Computer & other accessories, electrical fittings, Computer table & Chair, Web portal, Softwares for both COSA & Online Admission and develop internet connectivity with immediate effect.

Since it is a time-bound job, urgent initiative in this regard is to be taken.

This order issues in terms of the provisions laid down in Finance Department's Memo No. 6037-F(Y) dated 13.07.2012.

The undersigned is further directed to request him to furnish an up-to-date list of Government-aided General Degree Colleges of this State to this Department at the earliest.

Sd/-  
Additional Secretary

*Compendium*

No. 691-1(6)/Edn(cs)/10M-95/2014

Date: 25.08.2014

Copy forwarded for information to:-

1. The President, All Bengal Principals' Council, Kolkata.
2. The General Secretary, All Bengal Principals' Council, Kolkata.
3. The PS to the MIC, Higher Education Department.
4. The Personal Secretary to the Secretary, Higher Education Department.
5. Guard File.
6. Office Copy.

Deputy Secretary

GOVERNMENT OF WEST BENGAL  
Higher Education Department  
College Sponsored Branch  
Bikash Bhavan, Salt Lake, Kolkata - 700 091

No. 696-Edn(cs)/10M-103/2014

Date: 26.08.2014

**MEMORANDUM**

For expeditious release/utilization of Budget Grants for financial assistance to Government-aided Colleges and Institutions, the State Government in the Higher Education Department has decided to prescribe the following guidelines for submission of proposal for financial grant for purchase of books, furnitures, laboratory equipments, computer & its allied instruments, electrical fittings etc. of Government-aided Colleges for the current financial year, i.e., 2014-2015:-

1. Photocopy of Resolution Book of Governing Body meeting containing specific Agenda and signatures of the members present in the meeting, duly authenticated by the Principal/Teacher-in-charge.
2. Utilization Certificate, in original, in prescribed format (as per Finance Department Memo No. 8327-F(Y) dated 03.10.2012), of last-received grant for any purpose from State- Government/ Government of India/UGC, duly authenticated by the Principal/Teacher-in-Charge.
3. A Tender Notice inviting quotations from willing companies/concerns will be displayed at the College Notice Board. For the proposals amounting to Rs. 10,00,000/- or above, tender advertisement will be published in at least two daily newspapers, alongwith the notice board notification. In case of electrical equipments/fittings etc., estimate, in original, vetted by the concerned Engineer of P.W.D (Electrical) Department (as admissible) and duly countersigned by the Principal/Teacher-in-charge of the concerned College is to be submitted. Photocopy of Tender Notice displayed at the College Notice Board and newspaper cuttings of the tender advertisement (if applicable), duly authenticated by the Principal/Teacher-in-charge is to be furnished alongwith the proposal.
4. For purchase of books, the list of books should contain books published by the West Bengal State Book Board, which will be at least 25% of the total proposed amount.
5. A comparative statement, in original, consisting of name & description of item, quantity of item, name of company, rate, acceptance of lowest rate etc., duly authenticated by the members of the Purchase Committee and Principal/Teacher-in-Charge. Such statement will be prepared on the basis of at least 3(three) lowest quotations. In absence of Purchase Committee in a Government-aided College, Signatures of at least 3(three) Governing Body members are required to be placed on the Comparative Statement.
6. At least 3(three) sets of lowest rated quotations, in original.
7. The proposal of such grant should be submitted to the Secretary, Higher Education Department not later than 29<sup>th</sup> September, 2014.

*Compendium*

8. The Government-aided Colleges, who had already submitted such proposals in the above mentioned format alongwith the said documents laid down in this order in the last financial year, may not submit their proposals again.

This order issues with the approval of the Secretary of this Department.

Sd/-  
Deputy Secretary

No. 696/1(7)- Edn(cs)/10M-103/2014

Dated: 26.08.2014

Copy forwarded for information to:-

1. The Additional Secretary, College Sponsored Branch, Higher Education Department.
2. The Director of Public Instruction, West Bengal.
3. The Section Officer-II, College Sponsored Branch - with a request to comply with.
4. The PS to the MIC, Higher Education Department.
5. The PS to the Secretary, Higher Education Department.
6. Guard File.
7. Office copy.

Deputy Secretary



**Government of West Bengal  
Higher Education Department  
College Sponsored Branch  
Bikash Bhavan Salt Lake, Kolkata-700091**

No. 700-Edn(cs)/10M-105/2014

Date. 26.08.2014

**NOTIFICATION**

The State Government has been considering for some time past, the need of transparency in fund management related to all Government/Government-aided Colleges of this State.

Now, after careful consideration of the matter, the Governor is pleased to decide adoption of computerised accounting system in all Government/Government-aided Colleges. For the purpose of developing an accounting format for all such Colleges, the Governor is further pleased to constitute a committee with the following members:-

1. Director of Public Instruction, West Bengal - Chairman.
2. Joint Secretary, University Branch - Member.
3. Shri S. K. Ghosh, Accounts Officer &  
Ex-officio Joint Secretary - Member.
4. Joint D.P.I (Accounts) - Member.
5. Financial Adviser, Education - Member.

By Order of the Governor

Sd/-

Additional Secretary

No. 700/1(9)-Edn(cs)/10M-105/2014

Date: 26.08.2014

Copy forwarded for information & necessary action to:

1. The Director of Public Instruction, West Bengal.
2. The Joint Secretary, University Branch, Higher Education Department.
3. Shri S. K. Ghosh, Account Officer & Ex-officio Joint Secretary, Higher Education Department.
4. The Joint DPI (Accounts).
5. The Financial Adviser, Education.
6. The PS to the MIC, Higher Education Department.
7. The PS to the Secretary, Higher Education Department.
8. Office copy.
9. Guard File.

Deputy Secretary

*Compendium*

Government of West Bengal  
Higher Education Department  
C.S. Branch  
Bikash Bhavan, Salt Lake, Kolkata - 700 091.

No.702-Edn(C.S.)/5P-39/99 (Pt)

Dated, Kolkata, the 27<sup>th</sup> August, 2014.

From : The Deputy Secretary to the Govt. of West Bengal.

To : Director of Public Instruction, West Bengal, Bikash Bhawan, Salt Lake, Kolkata.

Sub : Payment of arrears consequent upon revised pay structure in respect of the whole time teaching staff and librarian in Institute of English, Calcutta.

Ref. : His proposal dated 31.03.2014.

In terms of this Deptt's Govt. Order No. 938-Edn(CS) dt. 08.12.2010 the pay structure of the whole time teaching staff and librarian in Institute of English, Calcutta, has been revised as per ROPA, 2009 w.e.f. 01.01.2006 notionally and actual payment w.e.f. 01.04.2008 as per the said G.O. the arrears on account of revised pay structure is to be paid equally in three consecutive years and the 1<sup>st</sup> and 2<sup>nd</sup> instalments have been paid in the year 2011-12 & 2013-14 respectively.

The undersigned is now directed by order of the Governor to state that the Governor has been pleased to decide that the 3<sup>rd</sup> and final instalment of arrears amounting to Rs. 2,86,511/- only consequent upon revised pay structure during the period from the 1<sup>st</sup> April, 2008 to 31<sup>st</sup> March, 2011 in respect of the whole time teaching staff and librarian of the Institute of English, Calcutta, be paid in the Financial year 2014-2015.

This order issues with the concurrence of Finance Deptt. vide their U.O. No. 641 Group 'P' (Pay) dt. 30.07.2014.

All concerned are being informed accordingly.

Sd/-  
Deputy Secretary



GOVERNMENT OF WEST BENGAL  
Higher Education Department  
Budget Branch, Bikash Bhaban,  
Saltlake, Kolkata

Tel:23589662

Fax:23212550

Memo No: 302(Sanc)/EH/P/CS/10M-95/2014

Date :08/09/2014

### ALLOTMENT ORDER

Sub: Allotment of fund under Major Head- 2202 - Higher Education for the financial Year 2014 - 2015

Sanction is hereby accorded to the allotment of fund of Rs. 64950000 (in words Rs. Six Crore Forty Nine Lakh Fifty Thousand Only.) under various Heads of accounts in favour of to the Sub-Allotting Officers/DDOs as per annexure enclosed to meet the expenditure related to their own establishment and/or establishment, within their financial powers.

The fund hereby allotted and placed under the disposal of the Sub-Allotting Officers/DDOs shall not be used for any other purpose.

Rs.64950000/- is hereby released for subsequent allotment of the same in favour of 433 No.of Government aided colleges as per enclosed list @ Rs.1.5 lakhs each for the purpose of implementation of COSA & Online admission process from the academic year 2015-16.LLC. in proper format will be submitted to this Department within 3 months. Asset Register will be maintained Vide G.O.No. 4365-F dt.15.06.2006. This order issues with the concurrence of FA.,Edn.Vide U.O.No.491 FA/Education dt.03.09.2014.

This Order is not an authority to incur any expenditure which is not permitted under West Bengal Financial Rules or any order of the State Government. Utmost Care should be taken at the time of preparation of the bill so that the accounts code as indicated against each item of expenditure along with detailed head of account are mentioned on the bill correctly.

\*\*This Order issues in exercise of the powers delegated under Finance Department Memo. No. 500-F.B. dated 30.07.2014.

DEPUTY SECRETARY  
Education(Hiqher)

*Compendium*

Memo No:302(Sanc)/EH/P/CS/10M-95/2014

Memo Date:08/09/2014

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), Treasury Buildings, Kolkata-700001
2. The Principal Accountant General (Audit), Treasury Buildings, Kolkata-700001
3. The Principal Accountant General (Receipt, Works & Local Bodies Audit), CGO Complex at Salt Lake, Kolkata-700091
4. DIRECTOR OF PUBLIC INSTRUCTION, WEST BENGAL
5. The Financial Advisor, Education Department
6. The Budget Branch of this Department
7. P.S. to M.I.C. of this department
8. P.S. to Secretary of this department
9. Office copy

DEPUTY SECRETARY

**Government of West Bengal  
Higher Education Department  
College Sponsored Branch  
Bikash Bhavan Salt Lake, Kolkata-700091**

No. 768-Edn(cs)/10M-105/2014

Date. 15.09.2014

**NOTIFICATION**

The State Government has been considering for some time past, the feasibility of uniformity in the fee structure related to all Government / Government-aided Colleges of this State.

For the said purpose, the Governor is pleased to constitute a committee with the following members:-

1. Director of Public Instruction, West Bengal - Chairman.
2. Shri Gopal Chandra Purkait, Senior Accounts Officer - Member.
3. Md. M. Alam, Law Officer - Member.
4. Dr. Dipak Kumar Kar, Principal, Ashutosh College, Kolkata - Member.

The committee will assess the prevailing fee structure in various Government/Government-aided Colleges and submit a report to the State Government alongwith their recommendation on implementation of uniform fee structure including Tution Fees.

By Order of the Governor

Sd/-  
Principal Secretary

No. 768/l(9)-Edn(cs)/10M-105/2014

Date: 15.09.2014

Copy forwarded for information & necessary action to:-

1. The Director of Public Instruction, West Bengal.
2. Shri Gopal Chandra Purkait, Senior Accounts Officer.
3. Md. M. Alam, Law Officer.
4. Dr. Dipak Kumar Kar, Principal, Ashutosh College, Kolkata.
5. The PS to the MIC, Higher Education Department.
6. The PS to the Secretary, Higher Education Department.
7. Higher Education Department Website.
8. Office copy.
9. Guard File.

Deputy Secretary

*Compendium*

**GOVERNMENT OF WEST BENGAL  
Higher Education Department  
Merit-Cum-Means Scholarship Branch  
Bikash Bhavan, Salt Lake, Kolkata-700091**

**No 19 (10)/EH/M.&MS-05/2008**

**Dated, Kolkata, the 13<sup>th</sup> October, 2014**

From: S. K.. Ghosh.  
A.O.& E.O. Joint Secretary  
to the Govt. of West Bengal

To: 1) The Principal Secretary, Health & Family Welfare Department, West Bengal-Member  
2) The Principal Secretary, Higher Education Department, West Bengal-Member  
3) The Secretary School Education Department, West Bengal-Member  
4) The Principal Secretary. Technical Education and Training Department, West Bengal-Member  
5) The Special Secretary, Finance Department, Group-N, West Bengal-Member  
6) The Director of Public Instruction, West Bengal-Member  
7) The Commissioner of School Education, West Bengal-Member  
8) Director of Technical Education, West Bengal-Member  
9) Director of Medical Education, West Bengal-Member  
10) The Director of Technical Education and Training, West Bengal-Member

**Sub:** Minutes of the 15<sup>th</sup> meeting of the Steering Committee held on 29/08/2014 at 2=30 PM on Swami Vivekananda West Bengal Government Merit-Cuun-Means Scholarship Scheme.

Sir,

I am directed to forward herewith a copy of the minutes of the above mentioned meeting held on 29/08/2014 in the office chamber of the Hon'ble Minister-in-Charge, Higher Education Department, Government of West Bengal for your information and taking necessary action.

Yours faithfully,

Enclo- As staled above.

A.O. & E.O. Joint Secretary  
to the Govt. of West Bengal

**Dated, Kolkata, the 13<sup>th</sup> October, 2014**

**Minutes of the 15<sup>th</sup> meeting of the Steering Committee for Swami Vivekananda West Bengal Merit-cum-Mcans Scholarship held on 29.08.2014 at 2.30 p.m. in the chamber of the Hon'ble Minister-in-Charge, Higher Education Department.**

Hon'ble Minister-in-Charge, Higher Education Department, the following members and convenor of the Committee attended the meeting:-

- |  |   |          |
|--|---|----------|
| 1) Hon'ble MIC, Higher Education Department  | - | Chairman |
| 2) Principal Secretary, Technical Education & Training Department (Representative) | - | Member   |
| 3) Secretary, Higher Education Department  | - | Member   |
| 4) Secretary, School Education Department  | - | Member   |
| 5) Director of Technical Education, West Bengal                                    | - | Member   |
| 6) Director of Technical Education & Training, WB                                  | - | Member   |
| 7) Commissioner of School Education (Representative)                               | - | Member   |
| 8) Director of Medical Education, WB (Representative)                              | - | Member   |
| 9) A.O. & E.O. Joint Secretary, Higher Education Deptt.                            | - | Convenor |

The meeting was also attended by some other officers as invitees.

Hon'ble Minister-in-Charge, Higher Education Department took the chair.

Discussion was held agenda-wise and the following decisions were taken.

**1) Agenda No. 1**

**Confirmation of the minutes of the 14<sup>th</sup> meeting of the Steering Committee held on 02.09.2013.**

Minutes of the 14<sup>th</sup> meeting of the Steering Committee held on 02.09.2013 were read and confirmed. It was decided that the family income ceiling of the scholars would continue to be less than Rs. 80,000 per annum and not Rs. 1,20,000 per annum as proposed in the 14<sup>th</sup> Steering Committee meeting considering the fact that enhancement of income ceiling would lead to an even higher no. of applications, which would exceed the budgetary allocation.

**2) Agenda No. 2**

**To Review the physical and financial progress of West Bengal Govt. Merit-cum-Means Scholarship Scheme since inception till date.**

It was decided that in view of the budgetary constraints, cases pending prior to 2011 would not be considered.

Further, it was decided that henceforth scholarship should be sanctioned by the concerned Directorate subject to the availability of fund, strictly within the ambit of Budgetary Provision. In no case should the budgetary allocation be exceeded by any Directorate.

**3) Agenda No. 3**

**Requirement of fund for the cases sanctioned upto 2013-14.**

It was assessed that an amount of Rs. 40.00 crore (Rupees forty crore) approx. would be required to liquidate the arrear liability from the year 2011-12 to 2013-14. To meet the arrear



## Compendium

liability the entire budget provision of Rs. 39,20,40,000/- for 2014-15 would be exhausted leaving no found for 2014-15

It was decided that Finance Department be moved for providing additional fund of Rs. 30.00 crore for Swami Vivekananda West Bengal Govt. Merit-cum-Means Scholarship. Fending receipt of a response from Finance Department, Higher Education Department in consultation with different Directorates would fix the Directorate-wise budgetary allocation for 2014-15 based on the approved Budget Estimate of Rs. 39,20,40,000/, and proceed on the principle that 50% of the budgetary allocation would be for pending new cases / renewal cases and remaining 50% for fresh cases of 2014.

### 4) Agenda No. 4

#### **Mode of submission of application for 2014-15.**

It was decided that like last year, both online and offline / manual system of submission of application would be followed this year also. However, scholarship cases should be processed in the Directorates exclusively online, i.e. all the manually submitted application would also be entered into the online system by the Directorates through engagement of Data Entry Operators, as required. Thereafter the application should be arranged on the basis of marks obtained, apart from income / means criteria and scholarship would be sanctioned as per availability of fund and based on merit list.

### 5) Agenda No. 5

#### **Advertisement for scholarship for 2014-15 with eligibility criteria.**

It was decided that advertisement be published in one Bengali daily and one English daily as well as in the website of 'Banglar Mukh' and the website of Higher Education Department latest by 26.09.2014. Last date for receiving applications for 2014 would be 31.12.2014.

### 6) Agenda No. 6

#### **Miscellaneous**

- a) As pointed out by the Assistant Director of Technical Education, it was decided, for sanctioning renewal cases, the minimum marks for Higher Secondary level to Under Graduate level and Post Graduate students should invariably be 60% and 50% respectively.
- b) As per **requirement**, Data Entry Operators would be engaged through WEBEL.
- c) The IT & Electronics Department, Govt. of West Bengal would be technically responsible for running the online system in all the Directorates. It will be requested to provide the necessary technical support and training to the Directorate personnel.

There being no item for discussion the meeting ended with thanks to and from the chair.

*Sd -*

(Dr. Partha Chatterjee)  
Minister-in-Charge,  
Higher Education Department & Chairman,  
Steering Committee

**Government of West Bengal  
Higher Education Department  
College Sponsored Branch  
Bikash Bhavan, Salt Lake, Kolkata - 700091**

**No: 922 - Edn (CS) /5P - 52/98**

**Date: 14.11.2014**

From: Shri Vivek Kumar, I.A.S.  
Principal Secretary to the Govt. of West Bengal

To: The Director of Public Instruction,  
West Bengal, Bikash Bhavan,  
Kolkata-700091

**Sub: Applicability of the terms and conditions towards Redesignation & Career Advancement Scheme for the teachers and equivalent academic staff of the Government / Government-aided colleges and State-aided Universities in West Bengal**

Sir,

In partial modification of this Department's Order No. 920-Edn (CS)/5P-52/98 dated 31.12.2012 and in cancellation of the clarification made at Serial No. 1 of this Department's Memo No. 558-Edn CCS) /5P-52/98(Pt-III) dated 14.06.2013, the Governor is pleased to decide that for the teachers, librarians and physical education personnel equivalent to academic staff whose Career Advancement and Redesignation falls due on a date during the period from 30.06.2010 to 31.10.2012 (both days inclusive), the Career Advancement Scheme (CAS) and Redesignation will be effective notionally on the date when it is due, and actually from 01.11.2012.

Accordingly, in the paragraphs 6, 6.1, 8 and 10 of the Annexure to order No. 920-Edn (CS) /5P-52/98 dated 31.12.2012, the date of effect of the Career Advancement Scheme (CAS) and Redesignation is modified to read as follows -

“6 Career Advancement and re-designation for the Teachers for the period starting from 30.06.2010 to be effective notionally from the date it becomes due, and actually from 01.11.2012.”

“6.1 This Scheme will be effective in respect of the incumbents whose career advancement or redesignation is due on and from 30/06/2010. In respect of all cases where the career advancement or re-designation was due on a date falling between 30.06.2010 to 31.10.2012 (both days inclusive), the scheme will be effective notionally i.e. pay fixation to be made notionally from the date on which Career Advancement or re-designation becomes due, and actually from 01.11.2012. The arrear liability which will arise from 01.11.2012 to 30.09.2014 will be paid in 3 (three) equal instalments in 3 (three) financial years commencing from 2015-2016.”

“8. Career Advancement for Librarians etc. (Assistant Librarian/College Librarian) for the period starting from 30.06.2010 to be effective notionally from the date it becomes due, and actually from 01.11.2012.

### *Compendium*

This Scheme will be effective in respect of the incumbents whose career advancement is due on and from 30/06/2010. In respect of all cases where the career advancement was due on a date falling between 30.06.2010 to 31.10.2012 (both days inclusive), the scheme will be effective notionally i.e. pay fixation to be made notionally from the date on which Career Advancement becomes due, and actually from 01.11.2012. The arrear liability which will arise from 01.11.2012 to 30.09.2014 will be paid in 3(three) equal instalments in 3(three) financial years commencing from 2015-2016.”

“10. Career Advancement for Physical Instructor/ Instructress for the period starting from 30.06.2010 to be effective notionally from the date it becomes due, and actually from 01.11.2012.

This Scheme will be effective in respect of the incumbents whose career advancement is due on and from 30/06/2010. In respect of all cases where the career advancement was due on a date falling between 30.06.2010 to 31.10.2012 (both days inclusive), the scheme will be effective notionally i.e. pay fixation to be made notionally from the date on which Career Advancement becomes due, and actually from 01.11.2012. The arrear liability which will arise from 01.11.2012 to 30.09.2014 will be paid in 3(three) equal instalments in 3(three) financial years commencing from 2015-2016.”

In respect of all the cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No. 118-Edn(CS) dated 04.02.1999 and No. 677-Edn (CS) dated 29.10.2008.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group P2/2014-2015/2306 dated 30/10/2014.

Yours faithfully,

Principal Secretary

**GOVERNMENT OF WEST BENGAL  
HIGHER EDUCATION DEPARTMENT  
C.S. BRANCH  
BIKASH BHAVAN. SALT LAKE. KOLKATA-91**

No. 1023-Edn(C.S.)/1P-20/98

Dated, Kolkata, the 19/12/14

**MEMORANDUM**

Sub: Payment of arrears in respect of Pre-01.01.2006 Pensioners/Family Pensioners in respect of Teaching Staff including Graduate Laboratory Instructors, Librarians/Asstt. Librarians Physical Instructors and equivalent category of employees of State-aided Non-Govt. Colleges including erstwhile Sponsored Colleges.

The undersigned is directed to state that the Government in Higher Education Department had allowed Pension/Family Pension of Pre-01.01.2006 in respect of teaching staff and equivalent grades of State-aided non-Govt. Colleges including erstwhile sponsored Colleges notionally w.e.f. 01.01.2006 and with actual effect from 01.04.2008 vide para 4.1 of this Deptt's G.O. No.561-Edn(CS) dt. 9.9.2009.

After careful consideration, the Governor has now been pleased to decide that the Pre-01.01.2006 Pensioners/Family Pensioners in respect of Teaching Staff including Graduate Laboratory Instructors, Librarians, Physical Instructors and equivalent category of employees of State-aided Non-Govt. Colleges including erstwhile Sponsored Colleges will be entitled to get revision of Pension/Family Pension with actual effect from 01.01.2006 in place of 01.04.2008 to make it at par with Pre-2006 Pensioners/Family Pensioners of Govt. College teachers.

The arrear of revised Pension/Family Pension payable for the period from 01.01.2006 to 31.3.2008 will be paid to the Pensioners/Family Pensioners of Pre-01.01.2006 in one lump sum.

This order is issued with the concurrence of Finance Department, Pension Cell vide their U.O. No. 951-F(Pen) dt 27.11.14.

The Accountant General and concerned others are being informed.

Sd/- M.Ray  
Addl. Secretary

*Compendium*

No. 1023/1(1 1)-Edn(C.S.)/1P-20/98

Dated, Kolkata. the 19/12/14

Copy forwarded for information and necessary action to the :-

1. Deputy Accountant General (Pen), West Bengal, Treasury Buildings, Kolkata-700001.
2. Finance Deptt, Pension Branch, Writers' Buildings, Kolkata-700001.
3. Director of Public Instruction,, W.B.  
He is requested to take necessary steps for wide circulation of this Order.
4. Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-12.
5. Kolkata Pay & Accounts Office-II. P-I, Hyde Lane, Kolkata-73.
6. Kolkata Pay & Accounts Office-III, Salt Lake.
7. Director of Treasuries, New India Assurance Buildings, 4, Lyons Range (2<sup>nd</sup> & 3<sup>rd</sup> floor), Ko1-1.  
He is requested to take necessary steps for circulation of this Order among the Treasuries/Sub-Treasuries under his control.
8. Jt Director of Public Instruction (A/cs. & Pen), West Bengal.
9. P.S. to M.I.C., H.E.Deptt
10. P.S. to Pr. Secretary., H.E.Deptt
11. Goard file.

Dy. Secretary

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

**Subject: Adoption of self-attestation in lieu of attestation by Gazetted Officer**

**NOTIFICATION**

**NO. 1064-Edn (CS)/10M-82/2014**

**Date: 29.12.2014**

In reference to the above mentioned subject, the Governor is hereby pleased to declare that the following documents will be accepted in all higher education institutions/ establishments under the aegis of this Department, on the basis of self-attestation, and shall no longer require attestation by a Gazetted Officer:-

1. Photo copies of Mark Sheets and Pass Certificates of examination such as Class X, XII, B.A., B.Sc, B.E., B.Tech., B.C.A., B.B.A., etc.;
2. Photo copies of School/ College-leaving certificate;
3. Photo copies of Migration Certificate;
4. Photo copies of SC/ST/OBC-A/OBC-B Certificates issued by the Competent Authority;
5. Photo copies of Birth Registration Certificate issued by the Gram Panchayat/ Municipality/ Municipal Corporation;
6. Photo copies of Voter's Identity Card, Adhar Card as proof of permanent address, domicile status, etc.

The Notification shall take effect at once.

By order of the Governor,

SD/- Vivek Kumar  
Principal Secretary

*Compendium*

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

No.1068-Edn(CS)/ 1C-63-L/2012.

Date : 30<sup>th</sup> December, 2014.

**Subject : Implementation of G.O. No. 874 Edn(CS) dated 28.10.2014 in the matter of Conferment of the status of Non-teaching to the Hostel/Mess employees and the benefit of General Provident Fund and Pension to the Hostel/Mess employees of State-aided Universities, Government-aided colleges including Government General Degree Colleges and Government Engineering and Technology Colleges in West Bengal.**

**MEMORANDUM**

Certain points have been raised in connection with the operation of the Government Order No.874 Edn(CS) dated 28.10.2014. The undersigned is directed to say that the Governor is pleased to issue the following clarifications for the information and guidance of all concerned.

Points raised	Clarification
1. Whether the Hostel/Mess employees of Government Colleges/Government aided colleges and Universities will be entitled to Non-teaching/Group-D status from the date of the respective appointment ?	1. The reply is in the affirmative. Necessary amendments in the University Statute may be made.
2. How the allowances will be fixed ?	2. The allowances shall be fixed notionally from the date of appointment, and actually w.e.f. 28.10.2014.
3. How will the pay be fixed ?	3. The pay in the respective pay scale shall be fixed from the date of respective appointment.
4. Whether the Hostel/Mess employees of Government colleges/Government aided colleges and Universities will be entitled to Career Advancement?	4. The Career Advancement of such employees will be given effect to notionally from the date of their respective appointment, and actual benefit will be given from 28.10.2014.
5. Whether the Hostel/Mess employees of Government colleges/Government aided colleges and Universities are entitled to pension prior to 1.2.2000 ?	5. The answer is in the negative.
6. Whether the Hostel/Mess employees of Government colleges/Government aided colleges and Universities are entitled to General Provident Fund ?	6. The said employees are already availing the facility of G.P. Fund w.e.f. 1.2.2000.



*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

<p>7. Whether the Hostel/Mess employees of Government colleges/Government aided colleges and Universities are entitled to House Rent allowances from the date of their respective appointment ?</p>	<p>7. The answer will be in the negative if the said employees have been allotted boarding and dormitory type accommodation free of cost by the Hostel/Central Student's committee as per para 5 of G.O. No. 1583 (100)-Edn(U) dated 19<sup>th</sup> October, 1981. The claim for HRA by the employees in service will be regulated/processed as per the relevant Government Orders on HRA.</p>
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By order of the Governor

Additional Secretary,  
Higher Education Department.

*Compendium*

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

No. 207- Edn(CS)/ 10M-20/15

Dated, Kolkata the 3<sup>rd</sup> March, 2015

From : The Additional Secretary to the Government of West Bengal.

To : **The Director of Public Instruction, West Bengal**

Sir,

In continuation to this Department's order no. 908-Edn(CS) dated 11.11.2014 regarding introduction of Online Admission into Under Graduate and Post Graduate courses from the academic session 2015 -2016, I am directed by the Governor to say that the admission to self-financed B. Ed. / B. P.Ed / M.Ed./ M.P.Ed. colleges / courses for the academic year 2015-2016 will be done by the affiliating University through centralized online system. The Govt. and Govt. aided B. Ed. / B. P.Ed / M.Ed./ M.P.Ed. colleges and State aided Universities will conduct on-line admission process on standalone basis.

Yours faithfully,

Additional Secretary

**Government of West Bengal  
Department of Higher Education  
College Sponsored Branch  
Bikash Bhavan, Salt Lake, Kolkata-91**

No. 290 - EdnCS)

Dated. Kolkata. the 30<sup>th</sup> March. 2015.

To : The Director of Public Instruction,  
Govt. of West Bengal,  
Bikash Bhavan, Salt Lake,  
Kolkata - 700 091.

**Sub : On-line Admission during Academic Year 2015-16**

The next meeting to review the preparedness for on-line Admission in UG and PG Courses will be held on 9 April, 2015 at 13.00 hours in the Derozio Hall of Presidency University. Kolkata. Dr. Partha Chatterjee. the Hon'ble MIC. Higher Education Department will preside over the meeting.

Every Govt. / Govt. aided College and State-aided University is being advised to provide the following information within 15<sup>th</sup> May, 2015 to the Education Directorate / Department of Higher Education positively :-

1. Details of web site of the college;
2. E-mail address of the college;
3. Details of seats in prescribed format (to be circulated by DPI shortly) -
  - i) Course wise & category wise,
  - ii) Subject wise & category wise.
  - iii) Academic facilities,
  - iv) Hostel & Other infrastructural facilities
4. On-line Registration fees fixed for on-line admission, if any;
5. Preparedness so as to start admission schedule within 7 days of the date of publication of Higher Secondary result / B.A.. B.Sc, B.Com. result;
6. Name and address with code no. of the Bank for payment of all fees by an applicant through on-line and /or off-line mode;
7. On-line Admission Committee details viz, name, telephone no., e-mail etc.;
8. Whether test run of software has been done or not;
9. Whether option for restarting admission process manually has been kept keeping in mind the need in case of any mechanical failure.

He is therefore, requested to inform the Principals / Officers-in-Charge / Teacher-in-Charge of all Govt. / Govt. aided Colleges of this State to provide the information as referred to above to the Education Directorate positively **within 15<sup>th</sup> May, 2015 and also to attend the meeting on 9<sup>th</sup> April, 2015 at 13.00 hours in the Derozio Hall of the Presidency University without fail** for a detailed discussion on the following issues:-

*Compendium*

- (i) On-line admission in U.G. and P.O. Courses from 2015-16:
- (ii) Mandatory Accreditation of Higher Educational Institutions; (iii) RUSA Funding;
- (iv) NCTE Regulations, 2014;
- (v) New Proposals for building grant / grant for purchase of books, furniture, equipments etc.;
- (vi) Further clarifications on COSA / e-tenders /e-pradan.

**Sd/- M.Ray**  
Additional Secretary

**No. 290/1(6) -Edn(CS)**

Dated. Kolkata. the 30<sup>th</sup> March, 2015.

Copy forwarded for information and taking necessary action to :-

1. The Vice-Chancellors of State aided Universities (All) with a request to attend the meeting on the scheduled date and venue for participating in the discussion and also to send the report as referred to above in the Higher Education Department by 15<sup>th</sup> May. 2015 positively;
2. Vice-Chancellor. Presidency University, 86/1 College Street, Kolkata - 73, with a request to arrange for the meeting in the meeting-hall of the University on 9<sup>th</sup> April. 2015 at 13.00 hours;
3. Vice-Chairman. West Bengal Suite Council of Higher Education. 147A Rash Behari Avenue, Kolkata - 29. for attending the meeting;
4. the Chairperson. West Bengal College Service Commission. Purta Bhavan, Salt Lake. Kolkata-91, for attending the meeting;
5. P.S. to MIC. Higher Education Department, with a request to place the matter before the MIC;
6. Sr. P.A. to Principal Secretary. Higher Education Department, Bikash Bhavan, Salt Lake. Kolkata -91.

Additional Secretary

**Government of West Bengal  
Higher Education Department  
Bikash Bhawan, Salt Lake, Kolkata - 700 091**

No: 312 - Edn (CS)/5P-43/2014

Date: 31-03-2015

From: The Additional Secretary  
to the Govt. of West Bengal

To : The Director of Public Instruction  
West Bengal, Salt Lake, Kolkata-91.

**Sub : Clarification on eligibility for placement in the post of Reader / Lecturer ( Selection Grade)**

Several representations have been received by the Higher Education Department regarding the total number of years required for promotion to the post of Assistant Professor Stage III [erstwhile Reader /Lecturer (Selection Grade)] from the post of Assistant Professor Stage II [erstwhile Lecturer (Sr. Scale)].

The matter was accordingly taken up with the University Grants Commission. The University Grants Commission, vide its clarification No.F.9-4/2010 (PS) Misc. dated 14.03.2014 has furnished a clarification in this regard to the effect that “Minimum length of service for eligibility to move in to the lecturer (Sr. Scale) would be four years for those with Ph.D., five years for those with M.Phil., and six years for others at the level of Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade)/Reader, the minimum length of service as Lecturer (Sr. Scale) shall be uniformly five years”.

In this connection, after careful consideration of the University Grants Commission’s clarification dated 14.03.2014 regarding the norms / eligibility for movement from Assistant Professor Stage II [erstwhile Lecturer (Sr. Scale)] to Assistant Professor Stage III [erstwhile Lecturer (Selection Grade) /Reader], the Governor is pleased to clarify that the minimum period of stay in service in Lecturer (Sr. Scale) stage shall be five years uniformly and, any pay-fixation inadvertently made earlier, which is contrary to the University Grants Commission’s above mentioned clarification, shall be accordingly revised / amended. Overdrawn amount, if any, paid previously shall be adjusted from the salary or arrear salary in suitable instalments in such manner that the full recoverable amount is adjusted over a period not exceeding three financial years starting from 2015 - 2016. In case of retired persons, the recoverable amount shall be adjusted against the arrear salary still due or against the terminal benefits or shall be deposited by the pensioner in the Treasury under the appropriate Head of Account, as the case may be.

This shall be informed to all concerned and in respect of those cases where the minimum service of five years while being promoted from Assistant Professor Stage II [erstwhile Lecturer (Sr. Scale)] to Assistant Professor Stage III [erstwhile Reader /Lecturer (Selection Grade)] was not maintained, revised /amended pay fixation orders shall be issued by him in cancellation of earlier pay fixation orders.

Additional Secretary

*Compendium*

**GOVT. OF WEST BENGAL  
HIGHER EDUCATION DEPARTMENT  
COLLEGE SPONSORED BRANCH  
BIKASH BHAVAN, SALT LAKE, KOLKATA - 700091.**

NO: - 320-Edn. (C.S)/10M - 96/13

DATE-01-4- 2015

**MEMORANDUM**

For expeditious release/ utilization of Budget Grants for financial assistance to Govt. aided Colleges and Institutions, the State Govt. in the Higher Education Department has decided to prescribe the following guidelines for submission of proposal for financial grant for construction of Building & other Civil Infrastructure of Govt.-aided Colleges for the C.F.Y, i.e. 2015-16, as:-

1. Estimate, in Original, should be vetted by the competent authority [i.e. by Assistant engineer up to `3 Lakh, by Executive / District Engineer up to `45 Lakh, by Superintending Engineer upto `2 Crores & by Chief Engineer for more than `2 Crores], as prescribed in Finance (Audit) Department's Order No. 5458-F(Y) dt. 27.06.2012) and duly countersigned by the Principal/ TIC of the concerned college. The vetting power will be determined on the total estimated amount proposed for the current financial year not in division.
2. Photocopy of Resolution book of Governing body meeting containing Specific Agenda and signatures of the members present in the meeting, duly authenticated by the Principal/Teacher-in-Charge.
3. Photocopy of Resolution book of Building Committee meeting containing Agenda, Signatures of the members present and seal & signature of the Engineer Member (minimum at the rank of an Assistant Engineer) duly authenticated by the Principal/ Teacher-in-charge of the concerned college.
4. Utilization Certificate, in original, in prescribed format [G.O N.0.8327-F(Y), dt. 3<sup>rd</sup> October, 2012 & SR 330A of WBTR Vol-I] of last received Grant from State Govt. / Govt. of India / UGC along with seal & signature of the Engineer Member of the Building Committee, duly authenticated by the Principal / Teacher-in-Charge.
5. Photographs in support of the construction done against the grant received earlier (if any) / for Proposed Construction Site, prominently displaying the name of the college, in the form of banner or hoarding or plaque.
6. Justification of the proposal, indicating — total no. of students (mentioning No. & percentage of S.C, S.T & O.B.C students), and last received 3(three) Sanctions from this Deptt. (mentioning Order No. & date, Amount, Purpose & status for Submission of U.C.).
7. The proposal for Building grant should be submitted to the Addl. Secretary, Higher Education Department (CS Branch) within 30<sup>th</sup> June, 2015.

This proposal issues with the approval of the M.I.C of this Department.

Sd/-  
Madhumita Ray  
Addl. Secretary,  
to the Govt. of West Bengal

**Govt of West Bengal  
Higher Education Department  
C.S. Branch  
Saltlake, Bikash Bhavan, 6<sup>th</sup> floor, Kolkata-91**

No.319 (11) Edn(CS)/10M-95/2014

Dated: 01/04/15

From:- The Additional Secretary to the Govt of West Bengal.

To:-

1. The Special Secretary of this Department.
2. The Joint Secretary (University Branch) of this Department.
3. The Joint Secretary ( C.G. Branch) of this Department.
4. The Joint Secretary (NCC Branch) of this Department.
5. The Joint Secretary (Budget Branch) of this Department.
6. The Director of Public Instruction, West Bengal.
7. The Director of Technical Education, West Bengal.
8. The Member Secretary, West Bengal State Council of Higher Education, 147A, Rashbehari Avenue, Kolkata-29
9. The Secretary, West Bengal College Service Commission, Purta Bhvan, DF-Block, 3<sup>rd</sup> floor, Kolkata-91
10. Director of State Archives, 6, Bhawani Dutta Lane, Kolkata-73
11. Member Secretary, West Bengal Joint Entrance Examinations Board, AQ 13/1, Sector-V, Kolkata-91

**Sub:** Implementation of COSA for teaching and non-teaching staff of the Grant in aid Colleges and State aided Universities.- Pointwise clarification on the queries.

Enclosed please find a copy of No. 2588-F(Y) dated 24.03.2015 as received from the Finance Department (Audit Branch) on the subject noted above and to request him to circulate / inform the Colleges/ Universities for implementation of COSA for all the teaching and non-teaching staff under the control of their institutions.

Enclosure: As Stated Above:

Sd/-  
Additional Secretary



*Compendium*

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

No. 405 -Edn(CS)/10M-95/2014

Dated, Kolkata the 4<sup>th</sup> April, 2015

From : The Additional Secretary to the Government of West Bengal

To : The Vice Chancellor,  
Netaji Subhash Open University  
DD-26, Sector-1  
Salt Lake Kolkata - 700 064

**Sub.: Training programme on e-tender for Govt./Govt.-aided Colleges  
and State-aided Universities of this State**

Sir,

Shri Amitava Bose, Technical Director, NIC, has agreed to conduct training programme on e-tender for Govt./Govt.-aided Colleges and State-aided Universities of this State from 11<sup>th</sup> May, 2015 to 16<sup>th</sup> May, 2015.

Principal/Officer-in-Charge/Teacher-in-Charge of each of the Govt./Govt.-aided Colleges, along with one Teacher/Head Clerk/Accountant/Cashier/Clerk of the concerned College will attend the training programme in the Conference Hall of Netaji Subhash Open University, as per schedule (copy enclosed)

In case of the State-aided Universities, the Registrar and the Finance Officer of each of the Universities will attend the training programme.

Shri Debashish Duta, Deputy Finance Advisor, Higher Education Department, will act as the Training Coordinator of this training programme and coordinate with the NIC, Universities, DPI as well as the Higher Education Department.

I am, therefore, directed to request you to spare the Auditorium of your University at DD-26, Sector-1, Salt Lake, Kolkata - 700 064 (near City Centre - 1) from 11/5/2015 to 16/5/2015 for the purpose of training programme on e-tender and arrange for laptop, screen and projector for the purpose of presentation during the training period and also drinking water, tea and snacks for the trainees and the trainers.

Yours faithfully,

Sd /-

Encl.: Schedule of the training programme

Additional Secretary

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

No. 405/1(6) -Edn(CS)/10M-95/2014

Dated, Kolkata the 4<sup>th</sup> April, 2015

Copy forwarded for information & taking necessary action to :-

- 1) The Director of Public Instruction, West Bengal - he is requested to inform all the Govt. / Govt. - aided Colleges of this State immediately to participate in the training programme, as per schedule.
- 2) Shri Shiladitya Basu Roy, Joint Secretary, University Branch - he is requested to inform all the State-aided Universities to participate in the training programme, as per schedule.
- 3) The Director, Technical Education, West Bengal - he is requested to inform all the Govt. Engineering Colleges to participate in the training programme, as per the schedule.
- 4) Shri Amitava Bose, Technical Director, NIC - he is requested to conduct the training programme on e-tender and to impart training to Govt./Govt.-aided Colleges and State-aided Universities, as per schedule.
- 5) Shri Debashis Dutta, Deputy Financial Advisor, Higher Education Department - he is requested to coordinate with NIC, all State-aided Universities, DPI and the Higher Education Department.
- 6) Shri Krishnendu Basak, Dy. Secretary, Higher Education Department - he is requested to upload this on the website of this Department.

**Sd/-**

**Additional Secretary**

*Compendium*

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

**No. 365-Edn (CS)/OM-9L/2015**

**Date: 21.04.2015**

**CIRCULAR**

**Subject: Implementation of the West Bengal State Higher Educational Institutions (Reservation in Admission), Act, 2013 and the West Bengal State Higher Educational Institutions (Reservation in Admission) Rules, 2014**

In exercise of the powers conferred by Section 9 of the West Bengal State Higher Educational Institutions (Reservation in Admission), Act, 2013, all the State Higher Educational Institutions coming under the purview of the aforesaid Act and the Rules are hereby advised that they shall continue to take steps in implementing the provisions of the Act and the Rules so that reservation of seats in all categories is continued for the academic session 2015-16 as specified in the Act and the Rules, i.e. by increasing the number of seats, within the available infrastructure, and without curtailing the number of un-reserved seats of the institution.

During allocation of seats to each reserved category as defined under the Act, it shall be kept in mind by every institution the percentage of reservation applicable to each reserved category (SC-22%, ST-6%) under the Act. shall be in commensurate with the total number of seats being increased in each course/ faculty. For OBC-A (10%) and OBC-B (7%) seats, implementation will be done over a six year period and the exercise has already commenced from the Academic year 2014-15. All institutions are accordingly advised to continue to increase seats in each subject/ Department/ Course/ Stream suitably, and to the extent practicable, so that required increase of overall 17 % seats can be achieved within the Academic Year 2020-21. New State-aided institutions being set up shall endeavour to achieve the specified reservation of seats for SCs (22%), (6%) and OBCs (10%+7%) at one go and not incrementally. All institutions shall take caution, de-reserving the reserved category seats in the event of non availability of respective reserved category candidates, as per the due process prescribed in the Rules, and under guidance of respective Reservation Commissioners. All other instructions, given previously in this regard, shall be complied with *mutatis mutandis*.

SD/- M. Ray  
Additional Secretary

**Government of West Bengal  
Department of Higher Education  
College Sponsored Branch  
Bikash Bhavan, Salt Lake, Kolkata-91**

**No. 492 - Edn(CS)/10M-95/2014**

**Dated, Kolkata, the 2<sup>nd</sup> June, 2015.**

From : Smt. Madhumita Ray, IAS  
Additional Secretary,  
Govt. of West Bengal

To : The Director of Public Instruction  
West Bengal

**Sub : Clarification in respect of setting up HELP DESK on the campus of State aided Universities and Colleges.**

A question has been raised in connection with the online admission being implemented from the academic year 2015-16 in the State aided Universities and Colleges whether the Students' Unions / Councils/ other bodies claiming to represent students can set up HELP DESK on the campus for guiding / counseling / assisting the applicants.

After a careful consideration of all aspects of the matter, including the need for an orderly and tranquil environment on the campuses, it is hereby clarified that **no** HELP DESK shall be allowed to be setup by anybody / Association / Union / Council, on the campus of State aided Universities and Colleges during the online admission process.

Sd/-

Additional Secretary

*Compendium*

**Government West Bengal  
Department of Higher Education  
College Sponsored Branch  
Bikash Bhavan, Salt Lake, Kolkata-91**

No. 494-Edn(CS)/10M-95/14

Dated, Kolkata, the 3rd June. 2015.

From : Smt. Madhumita Ray, IAS  
Additional Secretary,  
Govt. of West Bengal

To : The Director of Public Instruction,  
West Bengal,  
Bikash Bhavan, Salt Lake,  
Kolkata-700 091.

**Sub : Uploading of the Help Line on the Website of the Higher Education Department for the admission in Hons. & Gen. Courses in B.A./B. Sc. /B. Com. Stream in different Govt. /Govt. Aided / Erstwhile Sponsored Colleges for the Academic Session 2015-16.**

All concerned Candidates / Guardians / College Authorities may contact the Help Line number stated below from 9.00 A.M. to 6.00 P.M (Monday to Saturday) for their queries and assistance regarding admission in Hons. & Gen. Courses in B.A./B. Sc. /B. Com. Stream in different Govt. / Govt. Aided / Erstwhile Sponsored Colleges for the Academic Session 2015-16.

***The Help Line No.: 1800-103-7033***

Additional Secretary

**Government of West Bengal  
Department of Higher Education  
College Sponsored Branch  
Bikash Bhavan, Salt Lake, Kolkata-91**

No. 578 - Edn(CS)/4C-56/15

Dated. Kolkata. the 26th June. 2015.

From : Smt. Madhumita Ray, IAS  
Additional Secretary,  
Govt. of West Bengal

To : The Director of Public Instruction,  
West Bengal, Bikash Bhavan,  
6th Floor, Salt Lake, Kolkata - 91

**Sub : Implementation of New Sports Policy, 2015**

The undersigned is directed to state that the cabinet in its 83<sup>rd</sup> Meeting held on 26.05.2015 has approved the New Sports Policy, 2015. In order to achieve the policy objectives set forth in the New Sports Policy, 2015, the following initiatives need to be taken for implementation of the said policy:

- a) As per Para 4.6, "A suitable relaxation in total marks will be given for State- level position holders and national-level participants, for admission in undergraduate and postgraduate level for inspiration",
- b) As per Para 4.7, "Relaxation in percentage of attendance for appearing in the final examination will be allowed by the Higher Education Department for sportspersons participating in District/ State /National-level games and tournaments".

The undersigned is further directed to request that all the Universities and Colleges be informed for taking necessary action and implementation of the above mentioned Policy from the ensuing academic session.

Encl : Para 4.6 & 4.7 of New Sports Policy, 2015

Additional Secretary

No. 578/1(8) -Edn(CSV4C-56/15

Dated. Kolkata, the 26th June. 2015.

Copy forwarded for information an necessary action to:-

1. The Vice-Chancellor, .....
2. The Spl. Secretary/Jt.Secy. (U)/Jt.Secy(A) of this Department
3. The Director of Technical Education, West Bengal, Bikash Bhavan, 10<sup>th</sup> floor Salt Lake, Kol-91
4. P.S. to MIC of this Department,
5. P. A. to Principal Secretary of this Department;
6. Sri Krishnendu Basak, Deputy Secretary of this Department for website posting
7. Office copy
8. Guard file

Additional Secretary

**Department of Sports  
Government of West Bengal**

**Sub. : New Sports Policy, 2015 and its implementation by the Higher Education Department.**

1. The Cabinet in its 83<sup>rd</sup> Meeting held on 26.05.2015 has approved the new Sports Policy, 2015.
2. In order to achieve the policy objectives set forth in the new Sports Policy, 2015 the following initiatives need to be taken by the Higher Education Department for implementation of the said policy :
  - (a) As per Para 4.6, “A suitable relaxation in total marks will be given for state level position holders and national level participants for admission in undergraduate and postgraduate level for inspiration”;
  - (b) As per Para 4.7, “Relaxation in percentage of attendance for appearing in the final examination will be allowed by the Higher Education Department for Sportspersons participating in District/State/National level games and tournaments.
3. It is proposed that the Higher Education Department may kindly issue suitable Notification / Instructions to implement the aforesaid Policy objectives as approved in the New Sports Policy, 2015.

(Rajesh Pandey)  
Secretary

Principal Secretary,  
Higher Education Department



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

**No. 678 -Edn (CS)/ EH/O/CS/5P-14/2015**

**Date: 22.07.2015**

**From: Additional Secretary to the Government of West Bengal**

**To: Director of Public Instruction, West Bengal**

**Subject : Inadmissibility of counting of past service of the approved Par Time and Approved Whole Time Contractual Teachers in the event of full time appointment on substantive post on recommendation of WBPSC/ WBCSC/ University**

The question as to whether the services rendered by an approved Part-time teacher (PIT) or an approved Whole-time Contractual teacher (CWTT) or by a Guest teacher, appointed in a Government College, Government-aided College or in a State-aided University in West Bengal, will be counted as qualifying service or not, was under active consideration of the State Government for some time past.

After careful consideration of this issue, the Governor is hereby pleased to direct that the services rendered by an incumbent during engagement as an approved Part-time teacher (PTT), or as an approved Whole-time Contractual teacher (CWTT), or as a Guest teacher or in any capacity of like nature in any college or in any University under administrative control of this Department, shall not be counted for any purpose.

By order of the Governor,

Additional Secretary

*Compendium*

**Government of West Bengal  
Department of Higher Education  
College Sponsored Branch  
Bikash Bhavan, Salt Lake, Kolkata-91**

No. 685 - Edn(CS)/OM-123L/2015

Dated. Kolkata. the 23rd July. 2015.

From : Smt. Madhumita Ray, IAS  
Additional Secretary,  
Govt. of west Bengal

To : The Registrar,  
Jadavpur University,  
P.O. -Jadavpur. Kolkata - 32

**Sub : Clarification sought regarding preparation of separate merit list for unreserved seats and reserved seats for SC/ST/OBC Category applicants.**

*Ref. His letter No. R-PA/G-06/190/15 dated 20.07.2015*

Sir,

In reference to the above. I am directed to inform him that the provisions of clause (b) of sub-rule(1) of rule 6 of the West Bengal State Higher Educational Institutions (Reservation in Admission) Rules 2013 have been amended vide this Department's Notification NO. 621-Edn.(U) dated 25.06.2015. A copy of the said amendment is hereby enclosed for taking necessary action. In respect of admission into a single subject / course, the procedure as prescribed in rule 6(1) (a) of the aforesaid Rules, shall be followed.

In case the number of seats reserved for SC/ST/OBC-A/OBC-B candidates in post Graduate and Doctoral Courses is less than 0.5 in each stream, a 100 point roster for admission shall be followed for filling up the seats in terms of rule 6(e) of the aforesaid Rules.

If it is found that some seats reserved for SC/ST/OBC-A/OBC-B candidates remain unfilled during the academic session for want of suitable number of candidates from the respective categories even after following the provisions of sub-rule(d) of rule 6. those seats may be de-reserved and filled up by general candidates following the procedure as prescribed in rule 8 of the aforesaid Rules.

Encl : Notification NO. 621-Edn((U)/EH/1 U-89/13

Dt. 25.06.2015

**Sd/- M. Ray**  
Additional Secretary

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

**No. 685/1(41) -EdR(CS)/OM-123L/2015**

Dated. Kolkata, the 23<sup>rd</sup> July, 2015.

Copy forwarded along with enclosures for information to :-

1. The Vice-Chancellor.....University (All);
2. The Registrar.....University (All);
3. The DPI. West Bengal. Bikash Bhavan, Salt Lake. Kolkata-91:
4. The Jt. Secretary, University Branch, Higher Education Department, Salt Lake. Kol.-91; 5. The Dy. Secretary, Statistical Cell. He is request J to upload it on the Website.

Additional Secretary

*Compendium*

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

**No. 752 -Edn (CS)/10M-95/2014**

**Date: 10.08.2015**

**CIRCULAR**

**Subject:** Implementation of reservation rules in admission to UG/PG courses in Government-aided colleges for the Academic Session 2015-16.

It has been reported that in various Government-aided Colleges, some seats including seats reserved for SC/ST/OBC candidates remain vacant even after completion of first round of online admission/ counseling process. Representations from different colleges have been received in this Department seeking advice/clarifications on the issues as to whether the vacant seats can be filled up through off-line mode and the vacant reserved seats can be de-reserved or not. The representations have been examined in this Department and the undersigned has been directed to issue the following circular/ advisory to be strictly followed by the College authorities:

1. All colleges having vacant seats even after completion of first phase of on-line admission process shall re-advertise the vacant seats through their college's website and college's Notice Board, for further admission through online mode identifying clearly the seats reserved for SC/ST and OBC.
2. The merit list generated through the online system cannot be departed/ deviated from and shall form the basis for admissions. Also, each deposit shall continue to be made through bank.
3. At least 10 days' time to be given to the concerned candidates for making online application against those vacant seats.
4. Second phase of admission shall be conducted on the basis of such applications thereafter.
5. While admitting students in the reserved seats, the College authority shall, at the first instance, follow the procedure prescribed under clause (d) of sub-rule (1) of rule 6 of the West Bengal State Higher Educational Institutions (Reservation in Admission) Rules, 2013 and its amendments thereto.
6. If there are reserved seats vacant even after completion of second round of online admission process, and even after following the provisions of rule 6 (1) (d) of the Rules mentioned hereinabove, the College authority may apply for de-reservation of such reserved seats before the concerned District Magistrate (being District Commissioner for Reservation) or the Joint Commissioner for Reservation, as the case may be, in the manner prescribed under rule 8 of the said Rules.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

7. After de-reservation of seats, if any, the College authority shall undertake the third round of admission process for those de-reserved seats in the manner provided hereinabove.
8. The College authority shall submit a detailed report on admissions in the college within 15 days from completion of the whole process of admission.

Additional Secretary

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

**No. 872 -Edn (CS)/ 5P-14/2015**

**Date: 14/09/2015**

From: Additional Secretary to the Govt. of West Bengal

To: The Director of Public Instructions, West Bengal

Subject: Clarification to Department's Order No. 678-Edn (CS) dated 22.07.2015

In continuation of this Department's earlier Order No. 678-Edn (CS) dated 22.07.2015, it is hereby clarified that the benefit of age relaxation as well as other benefits given to an approved Part-time teacher or an approved Whole-time Contractual teacher for their services rendered by them in such capacity, by the West Bengal College Service Commission during selection process, shall continue to be given under the West Bengal College Service Commission Act, 2012 and the Regulations of the W. B. C. S. Commission, and that the order No. 678-Edn (CS) dated 22.07.2015 shall not preclude any such approved PTT/CWTT to get such benefit while appearing in the selection process of the West Bengal College Service Commission.

By order of the Governor,

Additional Secretary

**GOVERNMENT OF WEST BENGAL**  
**Higher Education Department**  
**Merit-Cum-Means Scholarship Branch**  
**Bikash Bhavan, Salt Lake, Kolkata-700091**

**No. 16 (10)/EH/M&MS-05/2008**

**Dated, Kolkata, the 14<sup>th</sup> September, 2015**

From: S. K. Ghosh,  
A.O. & E.O. Joint Secretary  
to the Govt. of West Bengal

- To:
- 1) The Principal Secretary, Health & Family Welfare Department, West Bengal-Member
  - 2) The Principal Secretary, Higher Education Department, West Bengal-Member
  - 3) The Principal Secretary, School Education Department, West Bengal-Member
  - 4) The Principal Secretary, Technical Education and Training Department, West Bengal-Member
  - 5) The Special Secretary, Finance Department, Group-N, West Bengal-Member
  - 6) The Director of Public Instruction, West Bengal-Member
  - 7) The Commissioner of School Education, West Bengal-Member
  - 8) The Director of Technical Education, West Bengal-Member
  - 9) The Director of Medical Education, West Bengal-Member
  - 10) The Director of Technical Education and Training, West Bengal-Member

**Sub:** Minutes of the 16<sup>th</sup> meeting of the Steering Committee held on 27.08.2015 at 12.00 noon on Swami Vivekananda West Bengal Government Merit-Cum-Means Scholarship Scheme.

Sir.

I am directed to forward herewith a copy of the minutes of the above mentioned meeting held on 27.08.2015 in the Conference Hall of the Bikash Bhavan. 5<sup>th</sup> floor. Salt Lake, Kolkata -700091 for your information and taking necessary action.

Yours faithfully.

**Encl:-** As stated.

A.O. & E.O.U. Joint Secretary  
to the Govt. of West Bengal



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### **Minutes of the 16<sup>th</sup> meeting of the Steering Committee for Swami Vivekananda West Bengal Merit-cum-Means Scholarship held on 27.08.2015 at 12.00 noon in the Conference Hall of the Bikash Bhavan, 5<sup>th</sup> floor, Salt Lake, Kolkata - 700091.**

Hon'ble Minister-in-Charge, Higher Education and School Education Department, the following members and convenor of the Committee attended the meeting:-

- |  |   |          |
|--|---|----------|
| 1) Hon'ble MIC, Higher Education Department  | - | Chairman |
| 2) Principal Secretary, Technical Education & Training Department (Representative) | - | Member   |
| 3) Principal Secretary, Higher Education Department                                | - | Member   |
| 4) Secretary, School Education Department  | - | Member   |
| 5) Director of Technical Education, West Bengal (Representative)                   | - | Member   |
| 6) Director of Technical Education & Training, WB                                  | - | Member   |
| 7) Commissioner of School Education, West Bengal                                   | - | Member   |
| 8) Director of Medical Education, WB (Representative)                              | - | Member   |
| 9) Additional Secretary, Higher Education Department<br>Convenor                   | - | -        |

The meeting was also attended by some other officers as invitees.

Hon'ble Minister-in-Charge, Higher Education Department took the chair.

Discussion was held agenda-wise and the following decisions were taken.

#### **1) Agenda No. 1**

##### **Confirmation of the minutes of the 15<sup>th</sup> meeting of the Steering Committee held on 29.08.2014**

Minutes of the 15<sup>th</sup> meeting of the Steering Committee held on 29.08.2014 were read and confirmed.

#### **2) Agenda No. 2**

##### **To Review the physical and financial progress of West Bengal Govt. Merit-cum-Means Scholarship Scheme since inception till date**

It has been decided that henceforth scholarship should be sanctioned by the concerned Directorate subject to the availability of fund as communicated by the Higher Education Department, strictly within the ambit of Budgetary Provision. In no case should the budgetary allocation be exceeded by any Directorate.

#### **3) Agenda No. 3**

##### **Requirement of fund for the cases sanctioned upto 2014-15**

It was informed that there is a Budget provision of Rs. 42,73,24,000/- only for 2015-16. It was decided that Higher Education Department in consultation with different Directorates

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

would fix the Directorate-wise budgetary allocation for 2015-16 in the following manner:-

- 1) Director of School Education, West Bengal - Rs. 20.00 crore.
- 2) Director of Technical Education, West Bengal - Rs. 1.25 crore.
- 3) Director of Medical Education, West Bengal - Rs. 0.70 crore.
- 4) Director of Public Instruction, West Bengal - Rs. 20.7842 crore.

The above Directorates have been advised to utilise the fund for payment of scholarship for fresh cases for 2014 and to liquidate the payment of residual amount for the renewal cases within the ambit of above budgetary allocation. The School Education Department could consider allocating additional funds for liquidating backlog cases.

**4) Agenda No. 4**

**Mode of submission of application for 2015-16**

It has been decided that like last year, both online and offline / manual system of submission of application would be followed this year also. However, applicants at UG and PG levels would have no option to file offline applications; they will necessarily have to file online applications only. In respect of applications received offline or in hardcopy, scholarship cases should be processed in the Directorates exclusively online, i.e. all the manually submitted application would also be entered into the online system by the Directorates through engagement of Data Entry Operators, as required. Thereafter the applications would be arranged in descending order on the basis of marks obtained, apart from income / means criteria, and scholarship would be sanctioned as per availability of fund and based on merit list.

**5) Agenda No. 5**

**Advertisement for scholarship for 2015-16 with eligibility criteria**

It was decided that advertisement be published in one Bengali daily and one English daily as well as in the website of 'BanglarMukh' and the website of Higher Education Department latest by 26.09.2015. The online process for submission of applications will start w.e.f. 1<sup>st</sup> October, 2015. Last date for receiving applications both online and offline for the academic year 2015-16 would be 31<sup>st</sup> December, 2015.

**6) Agenda No. 6**

**Miscellaneous**

- a) It has been assured by the representative of WEBEL that Data Entry of Merit-cum-Means Scholarship application Form for DPI, WB and DTE, WB would be completed by 15<sup>th</sup> September, 2015 after which the list of scholars arranged in descending order of marks obtained would be submitted by 30<sup>th</sup> September, 2015.
- b) School Education Department agreed to prepare Excel Sheets for merit lists and Bank advice and to release the payment accordingly at the earliest.
- c) As pointed out by the Assistant Director of Technical Education, it has been decided that for sanctioning renewal cases, the minimum marks for Higher Secondary level to Under Graduate level and Post Graduate students should invariably be 60% and 50%

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respectively.

- d) As per requirement, Data Entry Operators would be engaged by respective Directorate.
- e) The IT & Electronics Department, Govt. of West Bengal would be technically responsible for running the online system in all the Directorates. It will be requested to provide the necessary technical support and training to the Directorate personnel.

There being no item for discussion, the meeting ended with thanks to and from the chair.

*SA -*

(Dr. Partha Chatterjee)  
Minister-in-Charge,  
Higher Education and School Education  
Department & Chairman,  
Steering Committee

*Government of west Bengal  
Higher Education Department, C.S Branch  
Bikas Bhavan, Salt Lake, Kolkata*

**Memo No 888-Edn(CS) 4A-37/2015**

**Date 18.9.2015**

**ORDER**

**Sub : Grant of Ad-hoc Bonus to the Govt. approved Part Time Teachers (PTTs, excepting Superannuated Full-time teachers serving as PTTs) and Contractual Whole Time Teachers (CWTTs) of the Govt. General Degree Colleges, Govt.-aided Colleges including erstwhile sponsored Non-Govt. educational institutions for the year 2014-15**

The undersigned has been directed to state that, in terms of Finance Department. Audit Branch, Govt. of West Bengal, MEMORENDUM NO 5333-F(P-2) Hovvrah the 9th July. 2015 the Govt. approved Part Time Teachers (PTTs, excepting Superannuated Full-time teachers serving as PTTs) and Contractual Whole Time Teachers (CWTTs) of the Govt. General Degree Colleges, Govt.-aided Colleges including erstwhile sponsored Non-Govt. educational institutions, who are not covered by any of the productivity linked bonus scheme and whose revised emoluments did not exceed Rs.24,000/- per month as on 31<sup>st</sup> March, 2015 will be entitled to Ad-hoc Bonus for the accounting year 2014-15 at the rate of Rs. 3,200/- per head. The upper eligibility ceiling of Rs.24,000/- per month as on 31<sup>st</sup> March. 2015 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised scale of pay on fixed/ consolidated contracted pay.

The employees whose revised emoluments on 31.3.2015 exceeded Rs. 24,000/- p.m. but during the year 2014-15 their emoluments at least for six months were less than Rs. 24,000/- p.m. i.e. the said emoluments exceeded the eligibility ceiling of Rs.24,000/- p.m. on account of drawl of increment after remaining less than Rs.24,000/- p.m. for at least six months, will be entitled to Ad-hoc Bonus of Rs. 3,200/- per head under this referred order.

The employees who were in the service on 31.3.2015 and rendered at least for six months continuous service during the year 2014-15 will be eligible for payment of Ad-hoc Bonus under this order according to this formula :

$$\text{Emoluments as on 31.3.2015} \times \frac{\text{Eligibility period in numbers of months}}{12}$$

= The amount of Ad-hoc Bonus, subject to maximum amount Rs. 3,200/- only.

The eligibility period being taken in terms of numbers of months of service (rounded off to the nearest number of months) ranging from six months to full year. A fraction of 15 days or more should be counted as one month.

The charge of this account shall be debitable to the detailed head, "Ad-hoc Bonus" under the respective minor and sub-heads subordinate to the major head. "2202-General education" in the budget for the year 2014-15.

This is issued with the approval of the Principal Secretary, Higher Education Department, Govt. of west Bengal.

*Compendium*

The Accountant General, West Bengal, The Pay & Accounts Officer, Kolkata, Pay & Accounts office and the Director of Treasury & Accounts, W.B. are being informed.

**Additional Secretary,  
Govt. of West Bengal.**

**Memo No 888/l(14)-Edn(CS) 4A-37/2015**

**Date 18.9.2015**

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

1. Accountant General (A&E), West Bengal. Treasury Building, Kolkata-700001
2. Principal Accountant General (Audit) West Bengal, Treasury Building, Kolkata-700001
3. Director of Treasury & Accounts, WB, 3 & 4 Lyons Range, Kolkata—700001 with the request to inform all the Treasury Officers under his jurisdiction keeping in view of time constraint due to ensuing festivals.
4. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I. 81/2/2, Phears Lane, Kolkata-700073
5. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Hyde Lane, Kolkata-700073
6. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, 1B Market, 1<sup>st</sup> Floor, sector-III, IB Block, Kolkata-700106
7. Finance (Audit) Department, Govt. of West Bengal
8. Finance (Budget) Department, Govt. of West Bengal
9. P.S. to Hon'ble M.I.C, HE. Deptt, Govt. of West Bengal
10. Director of Public Instruction, Govt. of West Bengal, Bikash Bhawan, Salt Lake, Kol-9
11. Addl. Director of Public Instruction (Admn.), Govt. of West Bengal
12. Jt. Director of Public Instruction (PPS), Govt. of West Bengal
13. Jt. Director of Public Instruction (NGC), Govt. of West Bengal
14. Guard File

**Additional Secretary,  
Govt. of West Bengal.**

**GOVERNMENT OF WEST BENGAL**  
HIGHER EDUCATION DEPARTMENT  
C.S.BRANCH

BIKASH BHAVAN 6<sup>TH</sup> FLOOR, SALT LAKE, KOLKATA 91

No.911(2)-Edn(CS)/10M-82/2015

Date: 23/09/2015

From: The Joint Secretary to the Govt. of West Bengal,

To:

1. The Director of Public Instruction, West Bengal  
Bikash Bhavan, 6<sup>th</sup> floor, Kolkata-700091
2. The Director of Technical Education, West Bengal  
Bikash Bhavan, 10<sup>th</sup> floor, Kolkata-700091

Sub: Request for uploading of data on the Know Your College Portal in implementation of RUSA for the performance of the State.

Ref. D.O. F. No. 18-55/2014-U.1A dated.10.09.2015 from the Joint Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhavan, New Delhi.

Sir,

I am directed to refer the letter under reference on the subject noted above and to request you to kindly advise the Principals/TICs/OICs of the Govt./Govt, aided colleges to take necessary steps for uploading of data on the Know Your College Portal by **30<sup>th</sup> September, 2015**.

Yours faithfully

Joint Secretary

*Compendium*

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

No. - 951-Edn(CS)5P-52/98

Date-6<sup>th</sup> October, 2015

From Smt Madhumita Ray, IAS  
Addl. Secretary to the Government of West Bengal

To The Director of Public Instruction  
Govt, of West Bengal

**Subject: Applicability of terms and conditions towards Re-designation & Career Advancement Scheme for the teachers and equivalent academic staff of the Government-aided colleges in West Bengal clarification regarding.**

Sir,

In partial modification of this Department's Order No. 920 - Edn(CS) dated 31/12/12, and No. 922 - Edn(CS) dated 14/11/2014 and in cancellation of the clarification made at Serial No.- 1 of this Department's Memo No. 558 - Edn(CS) dated 14/06/2013, the Governor is pleased to decide that for the teachers, librarians, physical instructors and equivalent academic staff whose career advancement and re-designation falls due on a date during the period from 30/06/2010 to 31/10/2012 (both days inclusive), the Career Advancement Scheme(CAS) and re-designation will be effective from the date it is due provided they have fulfilled all the relevant criteria as per stipulations of the UGC Regulations, 2010.

It is also to be noted that those who failed to attend Refresher's Course and/or Orientation Course within the due date of promotion but have attended later though within 31/12/2013, will also be eligible to get promotion on due date in terms of the UGC's Letter No - 1-2/2009(EC/PS) Pt dated 07/12/2012.

The arrears arising out of the promotion/placement under CAS falling between 30/06/2010 and 31/10/2012 (both days inclusive) of respective incumbents will be transferred to their respective GPF or CPF Account, as applicable for teachers of Government-aided Colleges with the condition that the said arrears shall be drawn at the time of retirement on account of superannuation or termination of service or in the event of death while in service along with the interest to be accrued, as per rule.

The arrear liability which will arise from 01.11.2012 to 30.09.2014 will continue to be paid in three equal instalments in three financial years commencing from 2015-16 in terms of this Deptt's Order No. 922 Edn(CS) dated 14/11/2014.

This order issues with the concurrence of the Finance Department vide their UO No.03 88/2015- 2016 Group P2 dated 29.09.2015

Sd/- M. Ray  
Additional Secretary



*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

Government of West Bengal  
Education Department  
CS. Branch  
Bikash Bhavan, Sait Lake  
Kolkata - 700 091

No. 1045-Edn(CS)/5P-50/11

Date : 18.11.2015.

From : Joint Secretary to the Govt. of West Bengal

To : The Director of Public Instruction, West Bengal, Salt Lake, Kolkata - 700 091.

Sub : *Protection of pay of Teachers of Non-Government Colleges on their movement from Government/Government-aided School to a Government-aided College .*

In continuation of this Department's Order no. 374-Edn(CS) dated 30.05.1995, the undersigned is directed by order of the Governor to say that the Governor has been pleased to order that when an employee holding a teaching post in a Govt./Non-Govt.-aided school is appointed on the recommendations of the West Bengal College Service Commission after observing prescribed norms of recruitment to a teaching post in a non-Govt.- aided college, his pay in the latter post shall be fixed in the following manner and also subject to fulfillment of the following conditions :

1. (a) Temporary service less than 3 (three) years period in a Govt./non-Govt.- aided school is not eligible for benefit of last pay protection. In such cases, appointment on the recommendation of the West Bengal College Service Commission to a teaching post in non-Government-aided college should be treated as a fresh appointment and pay should be fixed at the entry point pay of the corresponding pay structure attached to the post.

(b) Permanent service for more than 3 years in a Govt./non-Govt.- aided school is eligible for the benefit of last pay protection and the pay shall be fixed in the revised pay-structure of the new post in such a manner that the basic pay (Pay in the Pay Band plus Grade Pay) of the new post is same as the basic pay (Pay in the Pay Band plus Grade Pay) of the former post provided that the new post carries duties and responsibilities of greater importance.

(c) The date of increment shall be the 1<sup>st</sup> day of July provided that he has completed six months or more in the revised pay structure as on 1<sup>st</sup> day of July.

(d) There shall not be any break in service between leaving the former post and joining the latter post, reasonable journey time being not treated as break-in-service.

2. The College Authority shall be required to move to the DPI, West Bengal for pay fixation in the above manner.

3. The order takes retrospective effect from 01.01.2006 notionally and actually from 01.04.2008.

4. The order is issued with the concurrence of the Finance Department vide their U.O. No. 0289, Group P (Pay) dated 13.10.2015.

5. All concerned may be informed accordingly.

Joint Secretary to the Government of West Bengal

*Compendium*

**Government of West Bengal  
Department of Higher Education  
College Sponsored Branch  
Bikash Bhavan, Salt Lake, Kolkata-91**

No. 1089-Edn(CS)/8R-01/10

Dated. Kolkata. the 26th November. 2015.

**NOTIFICATION**

In exercise of the power conferred by the proviso to article 309 of the Constitution of India, the Governor is hereby pleased to make the following amendment to the Rules Regulating Recruitment to the Post of Asstt. Professor in Government-aided Colleges in West Bengal, issued vide this Department's Memorandum No. 856-Edn(CS)/8R-01/10 dated Kolkata, the 13<sup>th</sup> December, 2012 (hereinafter referred to as the Amendment)

**Amendment:-**

Substitute existing Sub-clause (b) of Clause 10 as :-

However, for approved Part-Time Teachers (PTTs) and approved Contractual Whole Time Teachers (CWTTs) as defined in the WBCSC Act. 2012 the upper age limit is 45 (forty-five) on the day of 1<sup>st</sup> January of the year of advertisement, subject to the same principles and quantum of relaxation as mentioned in clause 10(a), which will be counted from the base level of 45 (forty-five) years for these two categories of candidates (PTTs and CWTTs).

By order of Governor,

**Sd/- Vivek Kumar**  
Principal Secretary  
High Education Deptt.

**No. 1089/1(31) - Edn(CS)/8R-01/10**

Dated. Kolkata. the 26<sup>th</sup> November. 2015.

Copy forwarded for information and taking necessary action to :-

- 1) The Chairperson, West Bengal College Service Commission;
- 2) The Director of Public Instruction, West Bengal, Bikash Bhavan, Salt Lake;
- 3) The Registrar, Calcutta University, Kolkata;
- 4) The Registrar, Burdwan University, Rajbati, Burdwan;
- 5) The Registrar, North Bengal University; Rammohanpur, Darjeeling;
- 6) The Registrar, Gour Banga University, Malda;
- 7) The Registrar, West Bengal State University, Barasat; North 24 Parganas;
- 8) The Registrar, Presidency University, Kolkata;
- 9) The Registrar, Sidho-Kanho- Birsha University, Purulia;
- 10) The Registrar, Jadavpur University, Kolkata;

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- 11) The Registrar, Kalyani University, Kalyani, Nadia;
- 12) The Registrar, Rabindra Bharati University, Kolkata;
- 13) The Registrar, Vidyasagar University, Paschim Medinipore;
- 14) The Registrar, Kazi Nazrul University, Asansol, Burdwan;
- 15) The Registrar, Bankura University, Bankura;
- 16) The Registrar, Dimond Harbour Women University, Dimond Harbour, Sourth 24 Pgs;
- 17) The Registrar, Cooch Behar Panchanan Barma University, Cooch Bhear;
- 18) The Registrar, Netaji Subhas Open University, Salt Lake;
- 19) The Registrar, West Bengal University of Teachers' Training Education Planning & Administration, Salt Lake;
- 20) The Registrar, West Bengal University of Technology, Salt Lake;
- 21) The Registrar, Raiganj University, Raiganj, Uttar Dinajpur;
- 22) The Secretary, West Bengal College Service Commission, Salt Lake;
- 23) The Chairman, West Bengal State Council of Higher Education, Rashbehari Avenue;
- 24) The P.S. to MIC, Higher Education Department, Bikash Bhavan, Salt Lake;
- 25) The Sr. P.A. to Principal Secretary, Higher Education Department, Bikash Bhavan;
- 26) Integrated Law Cell (ILC), Higher Education Department, Bikash Bhavan;
- 27) The College Sponsored (CS) Branch, Higher Education Department, Bikash Bhavan;
- 28) The Appointment Branch, Higher Education Department, Bikash Bhavan;
- 29) The University Branch, Higher Education Department, Bikash Bhavan;
- 30) The Technical Branch, Higher Education Department, Bikash Bhavan;
- 31) Guard File.

Joint Secretary

*Compendium*

**Government of West Bengal  
Department of Higher Education  
College Sponsored Branch  
Bikash Bhawan, Salt Lake, Kolkata-91**

**No. 1139-Edn(CS)/4A-01/2014**

Date: 10.12.2015

**ORDER**

The State Government, for sometime past, has been receiving appeals from Government-approved Part Time Teachers and Contractual Whole Time Teachers in the colleges of the State for enhancement of their remuneration. After careful consideration of all aspects of the matter and taking into account the inflationary trends and also the State Government's financial position, the State Government has decided to enhance their remuneration while also enhancing their workload. Accordingly, in modification of the Government orders No. 751-Edn(CS)/5P-46/99 dated 21.9.2010 & No. 952-Edn(CS)/10M-31/10 dated 09.12.2010 specifying the remuneration and workload of Government-approved Part Time Teachers and Contractual Whole Time Teachers of the Govt. aided colleges including erstwhile sponsored colleges (except Superannuated Teachers working as PTTs), the undersigned is directed by the order of the Governor to specify the following :

**For Government-approved Part-time teachers:**

- ❖ The remuneration of Government-approved Part Time Teachers will be enhanced by 25% over their existing remuneration.
- ❖ The present provision of 5% increase of remuneration every 3 (three) years will continue.
- ❖ The work load for Government-approved Part Time Teachers will be enhanced by 50% over their exiting workload and will Include works related to University and college examination.

**For Government Approved Contractual Whole Time Teachers:**

- ❖ The remuneration of Government-approved Contractual Whole Time Teachers will be enhanced by 10% over their existing remuneration.
- ❖ The present provision of 5% increase of remuneration every 3 (three) years will continue.
- ❖ The work load for Government-approved Contractual Whole Time Teachers will be enhanced by upto 50% over their existing work load.

This will take effect from 01.01.2016.

This order issues with the concurrence of the Finance Department, Govt. of West Bengal vide their U.O. No. 0501/2015-2016 of Group-P 2 dated 10.12.2015

By order of the Governor,

*Sd./- M. Ray*

Additional Secretary  
Higher Education Department  
Govt of West Bengal

**GOVERNMENT OF WEST BENGAL  
HIGHER EDUCATION DEPARTMENT  
C. S. BRANCH  
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91**

No. 1140-Edn(CS)/4E-25/96(Pt-I)

Dated, Kolkata, the 11<sup>th</sup> December,2015.

***C O R R I G E N D U M***

The Governor has been pleased to delete the words “But if no suitable candidate is available by way of promotion, the post of Accountant/Cashier may be filled up by direct recruitment for which the minimum educational qualification should be graduate of any stream.”-appearing in the third paragraph of Higher Education Department C.S.Branch Memo No.915-Edn(CS) 5P-77/99 dt. 19.11.2007(copy enclosed).

Sd/- A.Sardar.

**Joint Secretary.**

No.1140/1(12)-Edn(CS)/4E-25/96(Pt-I)

Dated, Kol, the 11<sup>th</sup> December,2015.

Copy forwarded for information to the :

1. Director of Public Instruction, West Bengal.  
He is directed to circulate this order to all concerned.
2. Pr. Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700001.
3. Finance Department(Group P2)of this Government.
4. Secretary, West Bengal College Service Commission, Purto Bhavan, DF-BLOCK, 3<sup>rd</sup> Floor, Salt Lake City, Kolkata-91.
5. Joint Director of Public Instruction(UGC), West Bengal.
6. Joint Director of Public Instruction(NGC), West Bengal.
7. Joint Director of Public Instruction(PPS), West Bengal.
8. Member Secretary, W.B.State Council of Higher Education.
9. P.S. to MIC, Higher Education Department.
10. P.A. to Principal Secretary, Higher Education Department.
11. University branch, Higher Education Department.
12. Guard File.

**Joint Secretary.**

*Compendium*

**Government of West Bengal  
Department of Higher Education  
Bikash Bhavan, Salt Lake, Kolkata-91**

No. 155-Edn(CSV4A-01/2014

Dated. Kolkata. the 9th February, 2016.

**MEMORANDUM**

Pursuant to the issuance of this Department No. 1139-Edn(CS)/4A-01/2014 dated 10.12.2015 conveying. *interalia*, that the workload for Government-approved Contractual Whole Time Teachers (CWTT) will be enhanced by up to 50% over their existing workload, it is clarified that the work load for Government-approved Contractual Whole Time Teachers is to be enhanced, where required / applicable by the concerned colleges in such manner that a Contractual Whole Time Teacher will be allotted not more than 24 classes per week as specified in the G.O. No. 952-Edn(CS)/10M-31/10 dated 09.12.2010. Besides classes, other academic assignments including University and College examinations will continue to be discharged by the Government-approved Contractual Whole Time Teachers, as and when assigned.

By order of the Governor,

*Sd/-M.Ray*  
Secretary  
Higher Education Department  
Govt. of West Bengal

**GOVERNMENT OF WEST BENGAL**  
**Higher Education Department**  
**Merit-Cum-Means Scholarship Branch**  
**Bikash Bhavan, Salt Lake, Kolkata-700091**

**No. 24(II)-Edn/M&MS-05/2008**

**Dated,-Kolkata, the 20<sup>th</sup> Oct., 2016**

From : Kunal Kanti Jha

A.O. & EO Joint Secretary  
To the Govt. of west Bengal

- To: 1) The Principal Secretary, Health & Family Welfare Department, West Bengal, Member  
2) The Principal Secretary, Higher Education Department, West Bengal, Member  
3) The Principal Secretary, School Education Department, West Bengal, Member  
4) The Principal Secretary, Technical Education and Training Department, West Bengal, Member  
5) The Special Secretary, Finance Department, Group-N, West Bengal, Member  
6) The Director of Public Instruction, West Bengal, Member  
7) The Commissioner of School Education, West Bengal, Member 8) The Director of Technical Education, West Bengal, Member  
9) The Director of Medical Education, West Bengal, Member  
10) The Director of Technical Education and Training, West Bengal, Member  
11) Kolkata Pay & Accounts Officer. P&AO-111. Salt Lake, Kolkata.

**Sub: Revised rate of Scholarship as approved and advertised i.r.o. Swami Vivekananda Merit-Cum-Means Scholarship Scheme and to be made applicable i.r.o. new and pending old cases.**

Sir,

In cancellation of Memo. No. 22(11)-Edn/M&MS-05/2008 Dt. 18<sup>th</sup> Oct. 2016, I am directed to forward herewith a copy of the revised rate of Scholarship as has been advertised and enclosed herewith. This rate is to be made applicable in respect of all new and old pending cases. The rate chart and a copy of the advertisement are enclosed herewith for your kind notice and action. The rest of the minuted decisions as conveyed to you vide No. 17(10)-Edn/M&MS-05/2008 Dt. 6<sup>th</sup> Sept. 2016 remains unchanged.]

Monthly report in respect of disbursement both in terms of No. of students and amount spent must be submitted within 2 days from the last date of every month, for reporting the same to the Finance Department as directed.

yours faithfully,

**Enclo: as stated**

A.O.& EO Joint Secretary  
to the Govt. of West Bengal



Compendium

No. 24(11)/1(1)/Edn/M&MS-05/2008

Dated, Kolkata, the 20<sup>th</sup> Oct., 2016

Copy forwarded for information to P.S. to the Honourable Minister-in-Charge, Higher Education department, Government of West Bengal.

A.O.& EO Joint Secretary  
to the Govt of West Bengal

	LEVEL	EXISTING RAIL PER MONTH	RFVISED RATE PER MONTH	REVISED NO. OF BENEFICIARIES (2015)	ANNUAL EXPENDITURE	
DPI	UG(ARTS)	750/-	1000/-	15118	33924 (Total 65100 including Renewal Cases)	111,46,00,000
	UG (COMMERCE)	750/-	1000/-	1226		
	UG (SCIENCE)	900/-	1500/-	8293		
	UG (OTHER PROFESSIONAL COURSES. UGC APPROVED)	900/-	1500/-	1255		
	PG (ARTS)	1200/-	2000/-	4817		
	PG (COMMERCE)	1200/-	2000/-	149		
	PG (SCIENCE)	1400.-	2500/-	2795		
	PG (OTHER PROFESSIONAL COURSES, UGC APPROVED))	1400/-	2500/-	271		
DSE	HS	500/-	1000/-	18000 (Total 26500 including Renewal Cases)	31,80,00,000	
DTE	UG (ENGG.), PG (ENGG.) AND OTHER PROFESSIONAL COLRSES(AICTE APPROVED)	1400/-	5000/-	2500	15,00,00,000	
DTET	UC (POLYTECHNIC)	750/-	1500/-	500	90,000,00	
DME	UG (MEDICAL)	1500/-	5000/-	940	5,64,00,000	
<b>DATA ENTRY OPERATOR AND INFRASTRUCTURE</b>					20,00,000	
<b>GRAND TOTAL</b>					<b>163</b>	

**Government of West Bengal  
Department of Higher Education, Science & Technology and Bio-Technology  
College Sponsored Branch  
Bikash Bhavan, Salt Lake, Kolkata - 700 091**

**No.34-Edn (CS)/4A-4/2017**

**Dated: Kolkata, the 13<sup>th</sup> January, 2017.**

**ORDER**

The State Government, for some time past, has been receiving appeals from both the Government-approved Part Time Teachers (PTTs) & Contractual Whole Time Teachers (CWTTs) in Government Colleges and Government-aided Colleges of West Bengal for allowing them to carry forward the annual medical leave, which currently gets lapsed at the end of each year.

After careful consideration of all the aspects of the matter, the undersigned is directed by the order of the Governor to say that the 54 average remuneration leave up to twenty days of the Government-approved Contractual Whole Time Teachers [as per G.O.No.952 -Edn(CS)/10M-31/10 dated Kolkata, the 9<sup>th</sup> December, 2010] and Government-approved Part Time Teachers (excepting superannuated teachers serving as PTTs [as per GO No. 751-Edn(CS) dated 21.9.2010] which tantamount to ten days medical leave with full remuneration, to the extent remaining unutilised, shall henceforth be allowed to be carried forward to the following year, subject to accumulation of a maximum of thirty days (with full remuneration), and the accumulated medical leave may be utilised from time to time depending on the type of medical need but not exceeding thirty days at a time (with full remuneration), subject to submission of medical documents to the satisfaction of the college authority.

This will take effect from the date of the issue of this Order.

Sd/- M Roy  
Secretary  
Government of West Bengal

**No. 34/1(8) -Edn (CS)/4A-4/20T7**

**Dated: Kolkata, the 13<sup>th</sup> January, 2017.**

Copy forwarded for information to and necessary action to:

1. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012
2. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-I, Hyde Lane, Kolkata-700073
3. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-111, LB. Market, Salt Lake, Kolkata-700106
4. The Director of Public Instruction, West Bengal. ^ The Jt. Secretary(A)/ Jt. Secretary(CS)
6. The Director of Technical Education, W.B.
7. The Commissioner, Higher Education Department

secretary  
Government of West Bengal

*Compendium*

**GOVERNMENT OF WEST BENGAL  
HIGHER EDUCATION, SICNCE TECHNOLGY  
& BIOTECHNOLOGY DEPARTMENT  
BIKASH BHAVAN, SALT LAKE,  
KOLKATA-700 091**

**No. 27-(ILC)/IC-190-L/2015**

**Date: 18.01.2017**

**ORDER**

**Sub: Relaxation of 5% marks for Scheduled Castes/Scheduled Tribes/Differently-abled (Physically and visually differently-abled)/Other Backward Classes (OBC)(Non-creamy layer) categories for direct recruitment to teaching positions.**

The undersigned is directed by order of the Governor to state that the University Grants Commission in the Notification No. F. 1-2/2016(PS/Amendment) dated the 11<sup>th</sup> July, 2016 has amended the University Grants Commission (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of Standards in Higher Education) Regulations, 2010.

Now, as per the aforesaid amendment a relaxation of 5% marks may be provided at the Graduate and Post Graduate level for the Scheduled Castes/Scheduled Tribes/Differently-abled (Physically and visually differently-abled)/Other Backward Classes (OBC)(Non-creamy layer) categories for the purpose of eligibility and for assessing good academic records during direct recruitment to teaching positions in the state-aided Universities and in the Govt. and Govt.-aided Colleges. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

Sd/- H. Das  
Deputy Secretary

**No. 27/l(10)-(ILC)/IC-190-L/2015**

**Date: 18.01.2017**

Copy forwarded for information and/or for taking necessary action to:-

1. Vice Chancellor,.....University,
2. The Chairman, WBCSC, Purta Bhaban 3<sup>rd</sup> Floor, DF Block, Kolkata-700091,
3. The Director of Public Instructions, Bikash Bhaban, Salt Lake, Kolkata-700091,
4. The Director of Technical Education, Bikash Bhaban, Salt Lake, Kolkata-700091,
5. Joint Secretary (Appt), H. E. Deptt. Bikash Bhaban, Salt Lake, Kolkata-700091,
6. Joint Secretary (University), H. E. Deptt. Bikash Bhaban, Salt Lake, Kolkata-700091,
7. P.S to Hon<sup>^</sup>ble MIC, H. E. Deptt. Bikash Bhaban, Salt Lake, Kolkata-700091,
8. Shri Supriyo Chattopadhyay, Advocate, High Court, Bar Association, Kolkata-700001,
9. Shri Shahan Sana, Advocate, High Court, Bar Association, Room No. 13, Kolkata-700001
10. Md. Kowsar Ansar, S/O Md. Azimuddin, Vill & P.O- Budhia, P.S. English Bazar, Dist: Maldah, PIN-732128.

Law Officer

**Government of West Bengal  
College Sponsored Branch  
Department of Higher Education, Science & Technology and Bio-Technology  
Bikash Bhavan, Salt Lake, Kolkata-700 091**

**Memo No. 78-Edn (CS)/4A-4/2017**

**Dated, 27<sup>th</sup> January, 2017**

**ORDER**

The State Government, for some time past, has been receiving representations from the Government-approved Contractual Whole Time Teachers (CWTTs) & Part Time Teachers (PTTs, excepting superannuated teachers serving as PTTs) for allowing them leave for pursuing further studies and acquiring higher Degrees.

After examining all the aspects of the matter, and considering the fact that acquiring higher Degrees by Government-approved CWTTs or PTTs will only improve the quality of teaching in the State's higher education institutions, the State Government has taken an affirmative view in the matter.

Accordingly, the Governor is pleased to order that the Government-approved CWTTs or PTTs shall be entitled to avail Study leave, to be granted by the Governing Body of the college and subject to approval of the State Government, for the purpose of pursuing further studies and acquiring higher Degrees for a maximum period of 12 months in one spell and for a period not exceeding 24 months in their entire service period, provided the concerned teacher has put in at least three years of service and is not due to retire within five years of his/her return from such leave. There shall be a gap of at least three years between two periods of such leave.

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

Further, before proceeding on the study leave, the concerned Government-approved CWTT or PTT will be required to execute a Bond / Undertaking that he/she will serve the institute for at least three years after acquiring the higher Degree. However, the concerned Government-approved CWTT or PTT may be permitted during the bond period to join any Government College or Government -aided college in the event of selection by the West Bengal Public Service Commission or the West Bengal College Service Commission, as the case may be. The study leave granted to

*Compendium*

a Government-approved CWTT or PTT shall be deemed to have been cancelled in case it is not availed of within twelve months of sanction.

Sd/-  
M.Ray  
Secretary to the  
Government of West Bengal

**No 78-/1(10)/ Edn (CS) /4A-4/2017**

**Dated, 27<sup>th</sup> January, 2017**

Copy forwarded for information to and necessary action to:

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700001.
2. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012
3. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-I, Hyde Lane, Kolkata-700073
4. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, LB. Market, Salt Lake, Kolkata-700106
5. The Director of Public Instruction, West Bengal.
6. The Jt. Secretary(A) / Jt. Secretary(CS)
7. The Director of Technical Education, W.B.
8. The Commissioner, Higher Education Department
9. The Private Secretary to the Minister-in-Charge, Department of Higher Education, Science & Technology and Bio-Technology, Salt Lake, Kolkata-700091
10. The PS to Principal Secretary, Department of Higher Education, Science & Technology and Bio-Technology, Salt Lake, Kolkata-700091

Secretary to the  
Government of West Bengal.

**Government of West Bengal**  
**Department of Higher Education, Science & Technology**  
**And Biotechnology**  
**College Sponsored Branch**  
**Bikash Bhavan, Salt Lake, Kolkata - 700 091**

No. 170-Edn (CS)/4E-30/2016

Dated, Kolkata the 22<sup>nd</sup> February, 2017

**From: Deputy Secretary to the Government of West Bengal.**

**To : The Director of Public Instruction,  
West Bengal.**

**Sub: Creation of 277 (two hundred and seventy seven) teaching posts in different teachers' training colleges and filling up of 50% of the said posts.**

Madam,

In order to comply with the National Council for Teacher Education (Recognition Norms and Procedure) Regulations, 2014, the Governor is hereby pleased to create teaching posts as mentioned in column 3 and to accord permission for filling up posts (out of the posts mentioned in column 3) as mentioned in column 4, in various teachers training colleges in West Bengal, in the following manner :

**(A) Govt.-aided Teachers' Training Colleges :**

SI. No.	Name of the College	Posts created	Posts to be filled up
1.	Calcutta Girls' BT College	Asstt. Prof. (Education) -1 Asstt. Prof. (Health & Phy. Edn) -1 Asstt. Prof. (Performing Arts) -1	Asstt. Prof. (Education) -1
2.	Gopal Ch. Mem. Clg of Edn.	Asstt. Prof. (Health & Phy. Edn) -1 Asstt. Prof. (Performing Arts) -1	NIL
3.	Gandhi Centenary BT College	Asstt. Prof. (Chemistry) -1 Asstt. Prof. (Education) -1 Asstt. Prof. (English) -1 Asstt. Prof. (Fine Arts) -1 Asstt. Prof. (Health & Phy. Edn) -1 Asstt. Prof. (Math) -1 Asstt. Prof. (Performing Arts) -1 Asstt. Prof. (Physiology) -1  Associate Professor -2 Professor -2	Asstt. Prof. (Chemistry) -1 Asstt. Prof. (Education) -1 Asstt. Prof. (English) -1 Asstt. Prof. (Math) -1 Asstt. Prof. (Physiology) -1  Associate Professor -1
4.	Nikhil Banga Sikshan Mv.	Asstt. Prof. (Health & Phy. Edn) -1 Asstt. Prof. (Performing Arts) -1	NIL

*Compendium*

Sl. No.	Name of the College	Posts created	Posts to be filled up
5.	Nandalal Ghosh BT College	Asstt. Prof. (Economics) -1 Asstt. Prof. (Education) -1 Asstt. Prof. (Fine Arts) -1 Asstt. Prof. (Health & Phy. Edn) -1 Asstt. Prof. (Performing Arts) -1 Asstt. Prof. (Physics) -1 Asstt. Prof. (Political Sc.) -1 Asstt. Prof. (Sanskrit) -1	Asstt. Prof. (Economics) -1 Asstt. Prof. (Education) -1 Asstt. Prof. (Physics) -1 Asstt. Prof. (Political Sc.) -1 Asstt. Prof. (Sanskrit) -1
6.	RKM Sikshan Manir, Belurmath, Howrah	Asstt. Prof. (Education) - 2 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (Performing Arts) - 1 Asstt. Prof. (Sanskrit) - 1  Associate Professor - 1 Professor - 2	Asstt. Prof. (Education) - 2 Asstt. Prof. (Sanskrit) - 1  Professor - 1
7.	RKM Mission Brahmananda Clg of Edn, Rahara	Asstt. Prof (Comprter Sc)-1 Asstt. Prof (Education)-3 Asstt. Prof (Performing Arts)-1 Asstt. Prof (Psychology)-1	Asstt. Prof (Computer Sc)-1 Asstt. Prof (Education)-1 Asstt. Prof (Psychology)-1
8.	Satya Priya Roy Clg of Edn	Asstt. Prof. (Botany) -1 Asstt. Prof. (Fine Arts) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (Performing Arts) - 1  Asstt. Prof. (Physics) - 1 Asstt. Prof. (Sanskrit) - 1  Associate Professor - 2 Professor - 2	Asstt. Prof. (Botany) - 1 Asstt. Prof. (Physics) - 1 Asstt. Prof. (Sanskrit) - 1 Associate Professor - 2
9.	Sevayatan Shiksha Mv	Asstt. Prof. (Chemistry) - 1 Asstt. Prof. (Education) - 2 Asstt. Prof. (English) - 1 Asstt. Prof. (Fine Arts) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (Performing Arts) - 1 Asstt. Prof. (Sanskrit) - 1	Asstt. Prof (Chemistry) - 1 Asstt. Prof. (Education) - 1 Asstt. Prof. (English) - 1 Asstt. Prof. (Sanskrit) - 1
10.	Shimurali Sachinandan Clg of Edn	Asstt. Prof. (Education) - 1 Asstt. Prof. (English) - 1 Asstt. Prof. (Fine Arts) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (Math) - 1 Asstt. Prof. (Performing Arts) - 1	Asstt. Prof. (Education) - 1 Asstt. Prof. (English) - 1 Asstt. Prof. (Math) - 1 Asstt. Prof. (Philisophy) - 1 Asstt. Prof. (Zoology) - 1



*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

SI. No.	Name of the College	Posts created	Posts to be filled up
		Asstt. Prof. (Philosophy) - 1 Asstt. Prof. (Zoology) - 1	
11.	Sponsored Teachers Trg Clg	Asstt. Prof. (Botany) - 1 Asstt. Prof. (Education) - 1 Asstt. Prof. (English) - 1 Asstt. Prof. (Fine Arts) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (Performing Arts) - 1 Asstt. Prof. (Psychology) - 1 Asstt. Prof. (Sociology) - 1  Associate Professor - 2 Professor - 2	Asstt. Prof (Botany) - 1 Asstt. Prof. (Education) - 1 Asstt. Prof. (English) - 1 Asstt. Prof. (Psychology) - 1 Asstt. Prof. (Sociology) - 1  Associate Professor - 1
12.	Unior Christian Trg Clg	Asstt. Prof. (Bengali) - 1 Asstt. Prof. (Education) - 2 Asstt. Prof. (Fine Arts) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (Performing Arts) - 1 Asstt. Prof. (Psychology) - 1 Asstt. Prof. (Sociology) - 1	Asstt. Prof. (Bengali) - 1 Asstt. Prof. (Education) - 2 Asstt. Prof. (Sociology) - 1
13.	Vidyasagar Teachers Trg Clg	Asstt. Prof. (English) - 1 Asstt. Prof. (Fine Arts) - 1 Asstt. Prof. (Geography) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (History) - 1 Asstt. Prof. (Performing Arts) - 1 Asstt. Prof (Psychology) - 1 Asstt. Prof. (Sociology) - 1  Associate Professor - 2 Professor - 2	Asstt. Prof. (English) - 1 Asstt. Prof. (Geography) - 1 Asstt. Prof. (History) - 1 Asstt. Prof. (Psychology) - 1 Asstt. Prof. (Sociology) - 1  Associate Professor - 1
14.	Raiganj B. Ed. College	Asstt. Prof. (Education) - 2 Asstt. Prof. (Fine Arts) - 1 Asstt. Prof. (Geography) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt Prof (Performing Arts) - 1 Asstt Prof (Physics) - 1 Asstt Prof (Psychology) - 1	Asstt. Prof. (Education) - 1 Asstt. Prof. (Geography) - 1 Asstt. Prof. (Physics) - 1 Asstt. Prof. (Psychology) - 1
15.	Siliguri B. Ed. College	Asstt. Prof (Bengali) -1 Asstt. Prof (Fine Arts) -1 Asstt. Prof (Health & Phy. Edn) -1 Asstt. Prof (History) -1	Asstt. Prof (Bengali) -1 Asstt. Prof (History) -1 Asstt. Prof (Math) -1 Asstt. Prof. (Physics) - 1

*Compendium*

Sl. No.	Name of the College	Posts created	Posts to be filled up
		Asstt. Prof (Math) - 1 Asstt. Prof. (Performing Arts) - 1 Asstt. Prof. (Physics) - 1 Asstt. Prof. (Zoology) - 1  Associate Professor - 2 Professor - 2	Asstt. Prof. (Zoology) - 1  Associate Professor - 1
16.		Asstt. Prof. (Economics) - 1 Asstt. Prof. (English) - 1 Asstt. Prof. (Fine Arts) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (Hindi) - 1 Asstt. Prof. (Math) - 1 Asstt. Prof. (Performing Arts) - 1	Asstt. Prof. (Economics) - 1 Asstt. Prof. (English) - 1 Asstt. Prof. (Hindi) - 1 Asstt. Prof. (Math) - 1
17.	Ananda Chandra Training Clg	Asstt. Prof. (Education) - 1 Asstt. Prof. (English) - 1 Asstt. Prof. (Fine Arts) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (Performing Arts) - 1 Asstt. Prof. (Sanskrit) - 1	Asstt. Prof. (Education) - 1 Asstt. Prof. (English) - 1 Asstt. Prof. (Sanskrit) - 1
	<b>Total Posts</b>	<b>132</b>	<b>66</b>

**(B) B. Ed. Department in General Degree Colleges :**

Sl. No.	Name of the College	Posts created	Posts to be filled up
1	Acharya Jagadish Chandra Bose College	Asstt. Prof. (Bengali) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (Performing Arts) - 1	Asstt. Prof. (Bengali) - 1
2	St. Xaviers College	Asstt. Prof. (Economics) - 1 Asstt. Prof. Fine Arts) - 1 Asstt. Prof. (Geography) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (History) - 1 Asstt. Prof. (Performing Arts) - 1 Asstt. Prof. (Pol.Sc)- 1 Asstt. Prof. (Psychology) - 1	Asstt. Prof. (Economics) - 1 Asstt. Prof. (Geography) - 1 Asstt. Prof. (History) - 1 Asstt. Prof. (Pol.Sc) - 1
3.	Bijoy Krishna Girls College	Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (Performing Arts) - 1 Asstt. Prof. (Physics) - 1	Asstt. Prof. (Physics) - 1
4.	Shri Shikshayatan College	Asstt. Prof. (Bengali) - 1 Asstt. Prof. (Commerce) - 1	Asstt. Prof. (Bengali) - 1 Asstt. Prof. (Commerce) - 1

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

<b>Sl. No.</b>	<b>Name of the College</b>	<b>Posts created</b>	<b>Posts to be filled up</b>
		Asstt. Prof. (Economics) - 1 Asstt. Prof. (Education) - 1 Asstt. Prof. (English) - 1 Asstt. Prof. (Geography) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (Hindi) - 1 Asstt. Prof. (History) - 1 Asstt. Prof. (Maths) - 1 Asstt. Prof. (Performing Arts) - 1 Asstt. Prof. (Psychology) - 1	Asstt. Prof. (Economics) - 1 Asstt. Prof. (Education) - 1 Asstt. Prof. (English) - 1
5.	Scottish Church College	Asstt. Prof. (Education) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (Performing Arts) - 1	Asstt. Prof. (Education) - 1
6.	Loreto College	Asstt. Prof. (Education) - 1 Asstt. Prof. (Fine Arts) - 1 Asstt. Prof. (Health & Phy. Edn) - 1	Asstt. Prof. (Education) - 1
7.	Gobardanga Hindu College	Asstt. Prof. (Chemistry) - 1 Asstt. Prof. (Fine Arts) - 1 Asstt. Prof. (Geography) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (History)-1 Asstt. Prof. (Math)-1 Asstt. Prof. (Performing Arts)-1 Asstt. Prof. (Physics)-1 Asstt. Prof. (Sanskrit)-1	Asstt. Prof. (Chemistry) - 1 Asstt. Prof. (Geography) - 1 Asstt. Prof. (History) - 1 Asstt. Prof. (Math) - 1 Asstt. Prof. (Physics)-1 Asstt. Prof. (Sanskrit)-1
8.	Fakir Chand College	Asstt. Prof. (Education) - 2 Asstt. Prof. (Fine Arts) - 1 Asstt. Prof. (Geography) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (Math) - 1 Asstt. Prof. (Performing Arts) - 1 Asstt. Prof. (Pol.Sc) - 1 Asstt. Prof. (Psychology) - 1	Asstt. Prof. (Education) - 1 Asstt. Prof. (Geography) - 1 Asstt. Prof. (Math) - 1 Asstt. Prof. (Pol.Sc) - 1 Asstt. Prof. (Psychology) - 1
9.	Uluberia College	Asstt. Prof. (Economics) - 1 Asstt. Prof. (Education) - 2 Asstt. Prof. (Fine Arts) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (Performing Arts) - 1 Asstt. Prof. (Philosophy) - 1 Asstt. Prof. (Physics) - 1 Asstt. Prof. (Pol.Sc) - 1 Asstt. Prof. (Psychology) - 1	Asstt. Prof. (Economics) - 1 Asstt. Prof. (Education) - 1 Asstt. Prof. (Philosophy) - 1 Asstt. Prof. (Physics) - 1 Asstt. Prof. (Pol.Sc) - 1

*Compendium*

<b>Sl. No.</b>	<b>Name of the College</b>	<b>Posts created</b>	<b>Posts to be filled up</b>
10.	Yogoda Satsanga Palpara Mahavidyalaya	Asstt. Prof. (Fine Arts) - 1 Asstt. Prof. (Geography) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (Performing Arts) - 1 Asstt. Prof. (Physics) - 1 Asstt. Prof. (Psychology) - 1 Asstt. Prof. (Sanskrit) - 1 Asstt. Prof. (Zoology) - 1	Asstt. Prof. (Geography) - 1 Asstt. Prof. (Physics) - 1 Asstt. Prof. (Psychology) - 1 Asstt. Prof. (Sanskrit) - 1
11.	Panskura Banamali College	Asstt. Prof. (Economics) - 1 Asstt. Prof. (Education) - 1 Asstt. Prof. (Fine Arts) - 1 Asstt. Prof. (Geography) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (History) - 1 Asstt. Prof. (Performing Arts) - 1 Asstt. Prof. (Physics) - 1	Asstt. Prof. (Economics) - 1 Asstt. Prof. (Education) - 1 Asstt. Prof. (Geography) - 1 Asstt. Prof. (History) - 1
12.	Tamralipta Mahavidyalaya	Asstt. Prof. (Botany) - 1 Asstt. Prof. (Chemistry) - 1 Asstt. Prof. (Education) - 1 Asstt. Prof. (Fine Arts) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (Math) - 1 Asstt. Prof. (Performing Arts) - 1 Asstt. Prof. (Psychology) - 1	Asstt. Prof. (Botany) - 1 Asstt. Prof. (Chemistry) - 1 Asstt. Prof. (Education) - 1 Asstt. Prof. (Math) - 1 Asstt. Prof. (Psychology) - 1
13.	Kalna College	Asstt. Prof. (Education) - 2 Asstt. Prof. (English) - 1 Asstt. Prof. (Fine Arts) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (History) - 1 Asstt. Prof. (Performing Arts) - 1 Asstt. Prof. (Physics) - 1 Asstt. Prof. (Pol.Sc) - 1 Asstt. Prof. (Sociology) - 1	Asstt. Prof. (Education) - 1 Asstt. Prof. (English) - 1 Asstt. Prof. (History) - 1 Asstt. Prof. (Physics) - 1 Asstt. Prof. (Pol.Sc) - 1
14.	Katwa College	Asstt. Prof. (Education) - 2 Asstt. Prof. (Fine Arts) - 1 Asstt. Prof. (Health & Phy. Edn) - 1 Asstt. Prof. (Performing Arts) - 1 Asstt. Prof. (Pol.Sc) - 1 Asstt. Prof. (Psychology) - 1 Asstt. Prof. (Sociology) - 1	Asstt. Prof. (Education) - 1 Asstt. Prof. (Pol.Sc) - 1 Asstt. Prof. (Psychology) - 1 Asstt. Prof. (Sociology) - 1
	<b>Total Posts</b>	<b>102</b>	<b>51</b>

**(C) Govt. aided Physical Education Training Colleges:**

<b>S I . No.</b>	<b>Name of the College</b>	<b>Posts created</b>	<b>Posts to be filled up</b>
1	Union Christian Teachers Training College, Berhampur	Associate Prof. (Phy.Edn.) -2	Associate Prof. (Phy. Edn.)-1
2,	Nikhil Banga Sikshan Mahavidyalaya, Bishnupur	Associate Prof. (Phy. Edn.) - 2	Associate Prof. (Phy. Edn.) - 1
3.	Seva Bharati Mahavidyalaya, Kapgari	Associate Prof. (Phy. Edn.) - 2 Assistant Professor - 1	Associate Prof. (Phy. Edn.) - 1 Assistant Professor - 1
	<b>Total Posts</b>	<b>7</b>	<b>4</b>

2. The teaching posts sanctioned herein shall be filled up subject to the strict observance of the recruitment procedures as stipulated in **G.O. No. 856-Edn(CS) dt. 13.12.2012** and reservation policy as applicable from time to time.
3. The charges on account of payment of salary of the staff of the College will be met from the head of account **2202- General Education-03-University and Higher Education-104-Assistance to Non-Govt. Colleges and Institutes-NP-Non Plan-001-Assistance to Non-Govt. Colleges and Institutes (EH)-V-31-Grants-in-aid-GENERAL-01-Salary Grants** in the current year's State Budget
4. This Order is issued with the concurrence of the Finance Department vide their U.O. No. 3315 Gr.P (Service) dt. 15.02.2016 and U.O. No. Group P2/2016-2017/0120 dt. 18.07.2016 and with the approval of the Cabinet in its meeting held on 21.11.2016 through their U.O. No. Cab(D)-168 dated 22.11.2016.

All concerned are being informed accordingly.

Yours faithfully,

**Deputy Secretary**

No. 170/1(11)-Edn (CS)/4E-30/2016

Dated, Kolkata the 22<sup>nd</sup> February, 2017

Copy forwarded to the :-

- 1) Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata - 700001
- 2) Finance Department of this Govt.
- 3) Secretary, West Bengal College Service Commission, Purta Bhavan, Salt Lake, Kolkata-700091.
- 4) Pay and Accounts, 81/2/2, Phears Lane, Kolkata.
- 5) Joint Director of Public Instruction (UGC), West Bengal.
- 6) Joint Director of Public Instruction (NGC), West Bengal
- 7) Joint Director of Public Instruction (PPS), West Bengal.

*Compendium*

- 8) Member Secretary, West Bengal State Council of Higher Education
- 9) Principal / Teacher-in-Charge, \_\_\_\_\_ College / Mahavidyalaya
- 10) P.S. to Minister-in-Charge, Higher Education Department
- 11) P.A. to Principal Secretary, Higher Education Department
- 12) Guard File

**Deputy Secretary**

**Government of West Bengal  
Department of Higher Education,  
Science & Technology and Biotechnology  
Bikash Bhawan, Salt Lake, Kolkata - 700 091**

No. 361- Edn.(CS)/5P-56/2017

Dated, Kolkata, 10<sup>th</sup> April, 2017

**MEMORANDUM**

The University Grants Commission has notified in the Gazette of India the 'University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulations, 2016' vide No.F.1-2/2016 (PS/Amendment) dated 11/07/2016, which, *inter alia*, specify the revised Academic Performance Indicators (API) for Career Advancement Scheme (CAS) promotion for Assistant Professor, Associate Professor and Professor and for Direct Recruitment of Associate Professor and Professor in Universities and Colleges.

Now, the University Grants Commission, vide its Notification No.F. 1-2/2016(PS) dated 10/01/2017, has informed that the Standing Committee constituted by the University Grants Commission has approved the List of Journals for the purpose of Career Advancement Scheme (CAS) and Direct Recruitment of teachers and other academic staff as required for API scores under Category-III (Research and Academic Contribution) of the UGC Regulations, 2016.

Accordingly, I am directed by the order of the Governor to clarify that all State-aided higher education institutions and Government Colleges which fall under the ambit of the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, are hereby informed that the extant UGC Regulations notified vide G.O No.1197 (28) -Edn (U)/IU-41/II(Pt) dt.31.12.2012, 1097-(17)-Edn(U)/IU-41/II(Pt.) dt. 14.11.2014, 667 Edn (U) /IU -41/II(Pt.) dt.21.06.2013, 962-Edn (U)-41/II(Pt.) dt. 5.10.2015, No.920 Edn(CS)/5P-52/98 dt.31.12. 2012, ED-103/2013 dt.18.02.2013, ED-275/2013 dt.24.04.2013, ED-293/2013 dt.07.05.2013, 558 Edn (CS) dt.14.06.2013 922-Edn (CS) dt. 14.11.2014 & ED-403/2015 dt.31.03.2015, 951-Edn (CS) dt. 06.10.2015, Noll96 Edn (A) dt.31.12.2012, ED-104/2013 dt.18.02.2013, ED-275(A)/2013 dt.24.04.2013, ED-293/2013 dt.07.05.2013 ED-594/2013 dt.14.06.2013, 1262 Edn (A) dt 14.11.2014, 568 Edn (A) dt.02.04.2015, ED-404/2015 dt.31.03.2015, 2171 Edn (A) dt. 6.10.2015, ED 049 dt.03.03.2016 shall cease to apply for processing promotions under Career Advancement Scheme (CAS) for computation of Academic Performance Indicators (API) score for cases that become eligible promotion on or after 10.01.2017. However, calculation of API scores for CAS up to 09.01.2017 will continue to be guided by the above mentioned orders. For cases becoming eligible for promotion under CAS on or after 10.01.2017, fresh guidelines based on the UGC Regulations, 2016 are under process.

Secretary to the Govt. of West Bengal



*Compendium*

**Government of West Bengal**

Department of Higher Education, Science & Technology and Biotechnology  
(College Sponsored Branch)

6<sup>th</sup> Floor, Bikash Bhavan, Bidhannagar, Kolkata-700 091.

No. 710-Edn(CS)/10M-27/2015

Dated. Kolkata the 28<sup>th</sup> June, 2017

**MEMORANDUM**

**Sub: Recruitment Rules for Direct Recruitment of Principals in the Government aided General Degree Colleges in West Bengal**

Based on the University Grants Commission's Notification No.F.3-1/2009, dt.30.00.2010 notified in Gazette of India on 18<sup>th</sup> September, 2010 and pursuant to the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment, Regulations, 2016 vide No. F.1-2/2016 (PS/Amendment) notified in the Gazette of India on 11<sup>th</sup> July, 2016, the State Government in the Department of Higher Education, Science & Technology and Biotechnology, taking into account all aspects of the matter, including local conditions, has decided to prescribe the following eligibility criteria, qualifications and norms for direct recruitment to the post of Principal in the Government-aided General Degree Colleges of West Bengal.

**1. Method of recruitment:**

By selection (direct recruitment) through the College Service Commission, West Bengal excepting the Colleges granted minority status through the due process.

**2. Pay Scale:** Pay Band of Rs. 37,400- 67,000 - plus Academic Grade Pay Rs.10,000 - along with special allowances as notified by the State Government from time to time

**3. Academic Qualifications and Experience:**

- i) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University Institutions, along with relaxations applicable to specified categories, as explained in the Note 1.
- ii) A Ph.D. Degree in concerned/ allied/ relevant discipline(s) in the institution concerned with evidence of published work and research.
- iii) Associate Professor/ Professor with a total experience of fifteen (15) years of teaching/ research in a UGC specified institution /administration in Universities, Colleges and other institutions of higher education, as clarified in Note 2
- iv) A minimum score stipulated in the Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS), as set out in UGC Regulations, 2016 ( 4th Amendment) in Appendix III Table II (B) for direct recruitment of Principal in colleges (as prescribed for Professor by UGC).

**NOTE 1**

**Relaxation of Marks for Direct Recruitment to the Post Principal**

- i. A relaxation of 5% marks may be provided at the Master's level for the Scheduled Castes/ Scheduled Tribes/Differently-abled (physically) and visually differently-abled, for a disability of 40% and above) (Other Backward Classes (non-creamy layer) categories for the purpose of eligibility during direct recruitment to the post of Principal.
- ii. For Ph.D. Degree holders who have obtained their Masters Degree prior to September 19, 1991, the minimum qualifying marks of 55% is relaxable by 5% marks (from 55% to 50%) at the Master's level.
- iii. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed and the relaxation of 5% to the categories mentioned above is permissible based on only the qualifying marks, without including any grace mark procedures.
- iv. All the essential qualifications must have been obtained from a recognized University Institute. By a recognized University) Institute is meant a University Institute affiliated to UGC other statutory apex bodies, or recognized by the State or Central Government as a centre of higher learning. In case of a foreign University the Degree concerned should be recognized as equivalent to its Indian counterpart by the Association of Indian Universities.

**NOTE 2**

**Teaching / Research/ Administrative Experience criteria**

- i. Teaching experience will be considered for a whole time faculty only in UGC scale of pay in recognized University) College Institution of Higher Education.
- ii. The period of regular service as teaching Post Doctoral research experience, whether national or international, as Assistant Professor. Associate Professor or Professor or equivalent in any recognized Institution of Higher Education in University). College. National Laboratories or other scientific professional Organization such as CSIR. ICAR. DRDO. UGC. ICSSR, ICMR, DBT, etc.. may be counted as teaching research experience for appointment to the post of Principal subject to fulfillment of provisions as laid down in UGC Regulations. 2010 vide Para 10.1.
- iii. The period of time spent by the candidates to acquire M. Phil and or Ph.D. Degree shall not be claimed or considered as teaching research experience for appointment to the post of Principal.
- iv. The period spent in an administrative post in any UGC- recognized University College Institution of Higher Education appointed through duly-constituted Selection Committee should be in at least the Assistant Professor's Scale.

**4. Academic Performance Indicators (API)**

A minimum Academic Performance Indicators ( API) based on Performance Based Appraisal System (PBAS ). set out the in HOC Regulations. 2016 ( 4<sup>th</sup> Amendment) in Appendix III Table 11(B) score and weightages in Selection Committees are essential for Direct Recruitment as mentioned below for the post Principal.

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APPENDIX - III TABLE - II (B)

Minimum Scores for APIs for direct recruitment of Principal to be considered along with other specified eligibility qualifications stipulated in the Regulations:

Minimum API Score	Consolidated API score requirement of 400 points from categories II cv III of APIs (cumulative)
Selection Committee criteria / weightages (Total Weightages 100)	a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%) c) Assessment of Domain knowledge and Teaching Skills (20%). d) Interview performance :( 20%)

5. The overall selection procedure shall incorporate a transparent, objective and credible methodology of analysis of the merits and credential- of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his her performance on a scoring system proforma, based on Academic Performance Indicators (API) as provided in the UGC (4th Amendment). Regulations. 2016.

6. **Age Limit:** The upper age limit for the post of Principal shall be 55 years on the 1<sup>th</sup> day of January of the year of advertisement.

This order supersedes in entirety this Department's order No. 982- Edn (CS)/8R-1/10 dated.30.12.2013.

Secretary  
to the Government of West Bengal

No. 710/l(46)-Edn((CS)/10M-27/2015

Dated. Kolkata the 28 June, 2017

Copy forwarded for information and necessary action to;

1. The Vice Chancellor.....University
2. The Registrar.....University
3. The Director of Public Instruction, Government of West Bengal, 6<sup>th</sup> Floor. Bikash Bhavan, Salt lake. Kolkata 700091
4. The Chairperson. West Bengal College Service Commission, 3<sup>rd</sup> floor. Purta Bhavan. DF Block. Sector - I. Salt Lake. Kolkata 700091.
5. The Member Secretary. West Bengal State Council of Higher Education, 147-A, Rash Behari Avenue.Kolkata 700029.
6. P.S to Minister-in-Charge. Department of Higher Education. Science & Technology and Biotechnology Floor. Bikash Bhavan. Salt Lake. Kolkata - 700091

Deputy Secretary  
Department of Higher Education,  
Science & Technology and Biotechnology

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

**No.827-EH/O/CS/IM-01/2017**

**Date : 26<sup>th</sup> July, 2017**

**NOTIFICATION**

**Sub:** Introduction of Group Health Insurance Scheme named **‘S washya Sathi’** for **servicing non-teaching permanent staff of Government-aided colleges and State-aided Universities.**

Servicing Non-teaching permanent staff of Government-aided colleges and State-aided Universities are not covered under any health insurance or similar other scheme. It has been under active consideration of the Government for some time past to provide a comprehensive health insurance coverage to this section of servicing non-teaching staff and their families to protect them from financially debilitating effect of illness and adverse health conditions.

2. Now, the Governor is pleased to extend the benefit of the scheme, **‘S washya Sathi’** as mentioned in Finance Department’s Notification no. 1104-F(P) dated. 25.02.2016 to **servicing non-teaching permanent staff of Government-aided colleges and State-aided Universities** of west Bengal as detailed below:-
3. The Scheme: The main features of the Scheme are:
  - i. The scheme will have basic health cover for secondary and tertiary care upto Rs. 1.5 Lakhs per annum.
  - ii. There will be no cap on the family size.
  - iii. Critical illness like, Cancer, Neuro surgeries, Cardiothoracic surgeries, liver diseases, blood disorders will be covered up to Rs.5.0 lakh.
  - iv. All pre-existing diseases will be covered.
  - v. The employee shall forgo regular medical allowance drawn as part of the monthly salary upon enrolment under the scheme.
4. The scheme will be implemented by the Department of Health and Family Welfare, Government of West Bengal.
5. The scheme for the aforesaid category of employees will be effective from the date of its issuance.

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

By order of the Governor

Secretary to the  
Govt. of West Bengal

*Compendium*

**No.827/I(15)-EH/O/CS/1M-01/17**

**Date : 26<sup>th</sup> July, 2017**

Copy forwarded for information and necessary action to:

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

Deputy Secretary to the  
Govt. of West Bengal

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

**No. 940 -Edn (CS)/ 4E-25/2010 (Part)**

**Date: 25.08.2017**

**NOTIFICATION**

In exercise of the powers conferred by section 20 read with section 19 of the West Bengal Universities and Colleges (Administration and Regulations) Act, 2017 (West Ben. Act VII of 2017). the Governor, after considering the long pending processes of recruitment of non-teaching employees in the Government-aided colleges and also considering the needs of restructuring and enriching the West Bengal College Service Commission for carrying out the huge responsibility of conducting recruitment procedures for appointment of non-teaching employees in all Government-aided Colleges in West Bengal and also giving due regard to the needs of framing new Regulations by the West Bengal College Service Commission in this regard, and in the interest of Public service, is hereby pleased to relax the requirement of the provisions of sub-section (1) of section 10 of the said Act, for the time being and until further Order, and hereby, pleased to frame the following guidelines, in partial modification of all previous order in this regard, for conducting the selection process by the College authority for recruitment of non-teaching employees in the Government-aided colleges, as follows :-

1. The Governing Body/ Administrator of all Government-aided colleges, including colleges run by minorities, shall obtain prior post filling permission from the State Government, in writing for each and every post including promotional post, in every case and all such permission shall remain valid for a period of one year from the date of issuance of the post filling permission within which the College authority shall complete the selection process, notwithstanding the fact that the selection process is not disputed or deferred or kept in abeyance by an order of any competent Court of law or otherwise.
2. Every proposal for post filling permission shall bear an up-to date Roster of Appointment duly authenticated by the appropriate authority.
3. The College authority shall constitute a Selection Committee for conducting the selection process and such selection Committee shall comprise of a nominee of the State Government, a nominee of the affiliating University and a nominee of the Governing Body/Administrator, as the case may be. A selection Committee constituted for this purpose shall remain valid for a period of one year or until completion of the selection process, whichever is earlier.
4. The Governing Body shall advertise the post intended to be filled up in atleast two dailies having circulation in the district concerned in which the college is situated, one in English (if available) and the other in Bengali, and also display notice in the College's website and Notice Board.



## *Compendium*

5. For all non-teaching posts including promotional posts, except Group-D posts, knowledge in computer application will be a desirable qualification and the candidate having knowledge in computer application shall have preference against others.
6. For selection in non-teaching posts, every college authority shall conduct selection process in the following manner:-  
For Group-D posts - through Walk-in-Interview mode:-
  - I. Interview for 30 marks.
  - II. Candidate engaged on contractual or temporary mode in the concerned college for a period more than two years shall get additional five marks for work experience in the interview as compared to others candidates provided that the candidate is within the prescribed age limit.
  - III. Candidates having knowledge in computer operation in MS Office will also get additional five marks as compared to others candidates provided that the candidate is within the prescribed age limit.For Group-C posts -
  - I. Written Examination for 150 marks, comprising of Mathematics, English and Metal aptitude.
  - II. Computer application test for 50 marks.
  - III. Interview for 20 marks.
  - IV. Candidate engaged on contractual or temporary mode in the concerned college for a period more than two years shall get additional five marks for work experience in interview as compared to others candidates provided that the candidate is within the prescribed age limit.
7. All papers and relevant documents relating to the selection process in any post including the score-sheets shall be kept and preserved in safe custody for a period of at least ten years. Every college shall however, take endeavour to digitize the whole selection process suiting their economic conditions.
8. The recommendation of the Selection Committee shall be sent to the Director of Public Instruction in the form of a panel as soon as the selection process is completed along with all relevant documents relating to the selection of empanelled candidates including the copies of certificates of qualification and experience for verification and approval.
9. No appointment letter shall be issued to any candidate by the college authority until and unless appropriate approval letter is received from the Director of Public Instruction in writing.
10. Every appointment shall be made on temporary basis as per the following manner:-
  - (a) The College Authority after getting approval from the Director of Public Instruction shall take steps for completing police verification and medical examination of the selected candidates and shall furnish the report thereof to the Director of Public Instructions.
  - (b) After completion of the process of police verification and medical examination of the selected candidates, the college authority shall issue appointment letter to the selected candidates.



*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- (c) In case of urgency, the Governing Body Administrator of the college may allow the selected candidate to join in the vacant non-teaching post, pending receipt of the police verification report, with the undertaking that if the police verification report is not found favorable, the appointee shall be discharged forthwith.
11. Every appointee shall be on probation for a period of two years from the date of his appointment and if the service of the appointee is not found satisfactory to the Governing Body/ Administrator, the appointee shall be discharged after giving him one months notice or one month's salary in lieu of notice and also an opportunity of being heard, with information to the Director Public Instruction.
12. This order shall also be applicable for all cases in which the recruitment process is already started and not yet completed. However, the Selection Committee, which has already been constituted prior to the date of issuance of this notification, shall continue to function unless otherwise directed.
13. If any dispute arises in giving effect to the provisions of this Order, the matter should be referred to the DPI for instruction/ clarification.

By Order of the Governor.

SD/-  
(Smt. M. Ray)  
Secretary to the Government  
of West Bengal

**No. 940/1(9)-Edn (CS)/4E-25/2010 (Part)**

**Date: 25.08.2017**

Copy forwarded for information and/or for taking necessary action to:-

- (1) The Vice Chancellor, University,
- (2) The Director of Public Instruction, West Bengal, Bikash Bhaban, Salt Lake, Kolkata-91, with request to circulate the Order to all Government-aided Colleges of West Bengal,
- (3) The Jt. Secretary (CS Branch), HE&ST and Bt Deptt. Bikash Bhaban, Salt Lake, Kolkata-91.
- (4) The Deputy Secretary (CS), HE&ST and Biotechnology Deptt. Bikash Bhaban, Salt Lake, Kolkata-91.
- (5) The Director of Technical Education, Bikash Bhaban, Salt Lake, Kolkata-91.
- (6) The Chairman, WBCSC, Purta Bhaban, DF Block, Salt Lake, Kolkata-91,
- (7) The Member Secretary, WBSCH, 147A- Rash Behari Avenue, Kolkata-700029,
- (8) The Sr. P.S to the ACS, HE&ST and Biotechnology Deptt. Bikash Bhaban, Salt Lake, Kolkata-91.
- (9) P. S to Hon'ble MIC, HE&ST and Biotechnology Deptt. Bikash Bhaban, Salt Lake, Kolkata-91.

Law Officer

*Compendium*

**GOVERNMENT OF WEST BENGAL  
HIGHER EDUCATION, SCIENCE & TECHNOLOGY  
AND BIOTECHNOLOGY DEPARTMENT  
(INTEGRATED LAW CELL)  
BIKASH BHABAN, SALT LAKE KOLKATA-700091**

**No. 325 -ILC/OM-167L/2017**

**Date: 29.12.2017**

**ORDER**

Whereas, by means of various Government Orders vide No. 332-Edn (CS) dated 11.03.2002, No. 1039-Edn (CS) dated 27.07.1988, No. 1299-Edn (CS) dated 11.10.2002, No. 426-Edn (CS) dated 11.06.2003, No. 123-Edn (CS) dated 16.02.2009, No. 234-Edn (CS) dated 30.03.2012, and No. 420-Edn (CS) dated 23.05.2014, the Graduate Laboratory Instructors (GLI) of Government-aided colleges have been conferred with 'Teaching Status', and also extended the Scale of Pay equivalent to that of the teachers, and also extended movement in higher scale of pay on certain terms and conditions, and

Whereas, the above mentioned Orders were issued by the State Government in compliance of an Order passed by the Hon'ble Apex Court, and now thus become irrevocable under any circumstances, and

Whereas, the provisions of sub-section (xxi) of section 3 of the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 defines the Graduate Laboratory Instructor as the teacher of Government-aided Colleges, and thus confirmed the proposition set forth in the above mentioned Government Orders, and

Whereas, it is evident that the teachers and non-teaching employees of Government-aided colleges are enjoying the benefits of Leave encashment at their superannuation for a maximum period of 300 days since long, and

Whereas, it is considered expedient the Graduate laboratory Instructors of Government-aided colleges, who are at present considered to be 'dying cadre' and more or less 150 in numbers, be allowed the benefits of Leave Encashment at their usual superannuation, or died-in-harness, or otherwise up to a maximum of 300 (three hundred) days similar to that of the teachers and non-teaching employees of Government-aided colleges, and

Therefore, in exercise of the powers conferred by section 18 of the West Bengal Universities and colleges (Administration and Regulation) Act, 2017, the Governor is, hereby, pleased to direct that the Graduate Laboratory Instructors (GLI) of Government-aided Colleges shall be allowed to enjoy Leave Encashment at their retirement by means of superannuation or otherwise, in similar terms and conditions as are presently enjoying by the teachers and non-teaching employees of Government-aided Colleges in usual course with effect from the said date from which the teachers of the colleges have become eligible to enjoy this benefit.

By order of the Governor,

SD/-

(Harisadhan Das)  
Deputy Secretary

**No. 325/1 (14) -ILC/OM-167L/2017**

**Date: 29.12.2017**

Copy forwarded for information and/or for taking necessary action to:-

- (1) Vice Chancellor, University,
- (2) Director of Public Instructions, West Bengal, Bikash Bhaban, Salt Lake, Kolkata-700091,
- (3) Jt. Secretary (C.S Branch), H.E.S & T and Bt. Deptt. Bikash Bhaban, Salt Lake, Kolkata-700091,
- (4) Member Secretary, WBSCH, 147-A, Rashbehari Avenue, Kolkata-700029,
- (5) Jt. DPI (PPS), Education Directorate, Bikash Bhaban, Salt Lake, Kolkata-700091,
- (6) Jt. DPI (Pension), Education Directorate, Bikash Bhaban, Salt Lake, Kolkata-700091,
- (7) Secretary, West Bengal College Graduate Laboratory Instructors' Association, 10B, Haritaki Bagan Lane, Kolkata-700006,
- (8) General Secretary, West Bengal College and University Teachers' Association, 89, Mahatma Gandhi Road, Kolkata-700007,
- (9) The President, All Bengal Principals' Council, 92, Shyama Prasad Mukherjee Road, Kolkata-700026,
- (10) The President, West Bengal College and University Professors' Association, 36G, Topsia Road, Kolkata-700100,
- (11) P.S. to HMIC, H.E.S & T and Bt. Deptt. Bikash Bhaban, Salt Lake, Kolkata-700091,
- (12) Sr. P.A to A.C.S, H.E.S & T and Bt. Deptt. Bikash Bhaban, Salt Lake, Kolkata-700091,
- (13) Sr. P.S to Secretary, H.E.S & T and Bt. Deptt. Bikash Bhaban, Salt Lake, Kolkata-700091,
- (14) H.A (UGC), Education Directorate, Bikash Bhaban, Salt Lake, Kolkata-700091.

Law Officer

*Compendium*

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

No. 64 -Edn(CS)/10M-136/2017

Date: 17 / 01 / 2018

**ORDER**

In terms of Finance(Audit) Department's Memo No. 7284-F(P2)/FA/0/2M-1 dt. 27.11.17, the remuneration of part time Karmabandhus engaged in the State-aided Universities, Government and Government-aided colleges of the state is hereby enhanced from Rs. 2000 to Rs. 3000/- per month. The remuneration would be paid out of contingency. No other allowance would be admissible to them.

This order shall come into effect from 01.01.2018.

Deputy Secretary to the  
Government of West Bengal

No. 64 /1(10)-Edn(CS)/10M-136/2017

Date: 107 / 01 / 2018

Copy forwarded for information and necessary action to:-

1. Director of Public Instruction, West Bengal
2. Joint Director (UGC), Education Directorate, West Bengal.
3. Joint Director (NGC), Education Directorate, West Bengal.
4. Vice-Chancellor,.....(All Universities).....
5. Principal/TIC,.....(All Colleges).....
6. Treasury Officer,.....(All).....
7. Joint Secretary, University Branch of this department.
8. Joint Secretary, CG Branch of this department.
9. Joint Secretary, IT Cell. He is requested to make arrangement to upload this Order in this Department's website.
10. Guard File

Deputy Secretary to the  
Government of West Bengal

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

**No. 170 -Edn(CS)/4E-25/2010 (Part)**

**Date: 15.02.2018**

**ORDER**

In continuation of the Department's Notification No. 940-Edn (CS) dated 25.08.2017, the Governor is hereby pleased to direct that the constitution of Selection Committee as specified in paragraph 3 of the said Notification is now partially modified and shall comprise the following members:-

- (1) A Nominee of the State Government,
- (2) A Nominee of the affiliating University,
- (3) A Nominee of the Governing Body/ Administrator, as the case may be,
- (4) The Principal.' the Vice- principal/ the Teacher-in-Charge, as the case may be, of the concerned College,
- (5) An Expert, to be nominated by the West Bengal College Service Commission.

This Order shall take effect from the date of its issuance.

By order of the Governor,  
SD/-  
Secretary  
Government of West Bengal

**No. 170/ 1(9) -Edn (CS)/ 4E-25/2010 (Part)**

**Date: 15.02.2018**

Copy forwarded for information and/or for taking necessary action to:-

- (1) The Vice Chancellor, University,
- (2) The Director of Public Instruction, West Bengal, Bikash Bhaban, Salt Lake, Kolkata-91, with request to circulate the Order to all Government-aided Colleges of West Bengal,
- (3) The Deputy Secretary (CS), HE&ST and Biotechnology Deptt. Bikash Bhaban, Salt Lake, Kolkata-91,
- (4) The Director of Technical Education, Bikash Bhaban, Salt Lake, Kolkata-91.
- (5) The Chairman, WBCSC, Purta Bhaban, DF Block, Salt Lake, Kolkata-91,
- (6) The Member Secretary, WBSCH, 147A- Rash Behari Avenue, Kolkata-700029,
- (7) The Sr. P.A to the ACS, HE&ST and Biotechnology Deptt. Bikash Bhaban, Salt Lake, Kolkata-91,
- (8) Sr. P.A to the Secretary, HE&ST and Biotechnology Deptt. Bikash Bhaban, Salt Lake, Kolkata-91
- (9) P. S to Hon'ble MIC, HE&ST and Biotechnology Deptt. Bikash Bhaban, Salt Lake, Kolkata-91.

Law Officer

*Compendium*

**GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF HIGHER EDUCATION,  
SCIENCE & TECHNOLOGY AND BIOTECHNOLOGY  
CS. Branch  
BIKASH BHAVAN, SALT LAKE,  
KOLKATA-700 091**

**No. 727-Edn(CS)/8R-01/10**

**Date: 26.06.2018**

**NOTIFICATION**

**Sub: Recruitment Rules for Direct Recruitment of Assistant Professor and Associate Professor in the State-aided Degree College of West Bengal**

Consequent upon issuance of the University Grants Commission's Notification No.F.3-1/2009, dt.30.06.2010 and subsequent amendment to the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4thAmendment). Regulations. 2016 vide No. F. 1-2/2016 (PS/Amendment) notified in the Gazette of India on 11<sup>th</sup> July, 2016, the State Government is considering for prescribing revised rules for recruitment of Assistant Professor and Associate Professor in the State-aided degree colleges for some time.

After considering all these aspects and also taking into consideration of local conditions, the Governor, in supersession of this Department's earlier order no. 856-Edn (CS) dated 13.12.2012 and all previous orders issued in this regard, is hereby pleased to direct the following eligibility criteria, qualifications and norms for direct recruitment to the posts of Assistant Professor and Associate Professor in the State-aided Degree College in West Bengal.

- 1. Posts:** - Assistant Professor and Associate Professor in different Government-aided Degree Colleges in West Bengal.
- 2. Method of Recruitment:** - By selection (direct recruitment) through the West Bengal College Service Commission in Government-aided Degree Colleges.

**(I) Assistant Professor:** - Arts. Humanities, Science. Social Sciences, Commerce, Education. Languages, Law, Journalism and Mass Communication (Pay Band -Rs. 15,600 - 39,100/- plus AGP of Rs. 6000/-):-

- (i) Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Masters Degree level in a relevant subject, along with relaxations applicable to specified categories, as explained in Proviso-I to this rules.
- (ii) The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or CSIR or similar test accredited by UGC and conducted by various State Governments like SLET/ SET along with exemptions to specified categories, as explained in Proviso-II to this rules.

**(II) Assistant Professor:** - Music. Performing Arts. Visual Arts and other Traditional Indian Art Forms like Sculpture (Pay Band - Rs. 15,600 - 39.100/- plus AGP of Rs. 6000/-):-



**(A) Music and Dance discipline-**

- (i) Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Masters Degree level in a relevant subject along with relaxations applicable to specified categories as explained in Proviso-I to this rules.
- (ii) The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC/ CSIR or similar test accredited by the UGC and conducted by various State Governments like SLET / SET along with relaxations applicable to specified categories, as given in Proviso-II of this rules.

**OR**

A traditional or a professional artist with highly commendable professional achievement in the concerned subject, who should have:-

- (i) Studied under noted/ reputed traditional masters and has thorough knowledge to explain the subject concerned;
- (ii) A high grade artist of AIR/ TV; and
- (iii) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

**(B) Drama discipline:-**

- (i) Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Masters Degree level in a relevant subject, along with relaxations applicable to specified categories, as explained in Proviso-I to this rules.
- (ii) The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or CSIR or similar test accredited by the UGC and conducted by various State Governments like SLET/SET along with relaxations applicable to specified categories, as given in Proviso-II to this rules.

**OR**

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- (i) A professional artist with first class degree/diploma from National School of Drama or any other such approved institution in India or abroad.
- (ii) Five years or regula acclaimed performance in regional / national / international stage with evidence; and
- (iii) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

**(C) Visual (Fine) Arts discipline:-**

- (i) Good academic record as defined by the concerned University with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Masters Degree level in a relevant subject, along with relaxations applicable to specified categories as explained in Proviso-I to this rules.



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- (ii) The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or CSIR or similar test accredited by the UGC and conducted by various State Governments like SLET/SET along with relaxations applicable to specified categories, as given in Proviso-II to this rules.

### OR

A professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- (i) A first class diploma in Visual (Fine) Arts from the recognized Institution of India or abroad.
- (ii) Five years experience of holding regular regional/ National exhibitions/Workshops with evidence; and
- (iii) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

**(III) Associate Professor:** - Arts. Humanities. Science. Social Sciences. Commerce, Education, Languages, Law, Journalism and Mass Communication (Pay Band - Rs. 37,400 - 67,000/- plus AGP of Rs. 9000/-).

- (i) Consistently good academic record with a Ph.D. degree in the concerned/ allied/ relevant disciplines.
- (ii) A Master's degree in concerned/ allied/ relevant disciplines with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) along with relaxations applicable to specified categories, as explained in Proviso-I to this rules.
- (iii) A minimum of 8 (eight) years of experience of teaching and/ or research in an academic/ research position equivalent to that of an Assistant Professor in a University, College or reputed research institution/ industry with a number of good quality publications in designated/approved journals and/ or publication of books.
- (iv) A minimum score as stipulated in the Academic Performance Indicators (API) based on Performance Based Appraisal System (PBAS), set out the in the Appendix to this rules.

**(IV) Associate Professor:** - Music. Performing Arts. Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc. (Pay Band- Rs. 37.400 - 67.000/- plus AGP of Rs. 9000/-):-

**(A) Music discipline:-**

- (i) Consistently good academic record with a Ph.D. degree in the concerned/ allied/ relevant disciplines.
- (ii) A Master's degree in concerned /allied/ relevant disciplines with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) along with relaxations applicable to specified categories, as explained in Proviso-I to this rules.
- (iii) A minimum of 8 (eight) years of experience of teaching and/ or research in an academic/ research position equivalent to that of Assistant Professor in a University, College or reputed research institution/ industry with a number of good quality publications in designated/approved journals and/ or publication of books.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- (iv) A minimum score as stipulated in the Academic Performance Indicators (API) based on Performance Based Appraisal System (PBAS), set out in the Appendix to this rules.

**OR**

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- (i) 'A' Grade artist of AIR/TV
- (ii) 8 (eight) years of outstanding performing achievements in the field of specialization;
- (iii) Experience in designing of new courses and / or curricula;
- (iv) Participation in Seminars/ Conferences in reputed institutions; and
- (v) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

**(B) Drama discipline:-**

- (i) Consistently good academic record with a Ph.D. degree in the concerned/ allied/ relevant disciplines.
- (ii) A Master's degree in concerned /allied/ relevant disciplines with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) along with relaxations applicable to specified categories, as explained in Proviso-I to this rules.
- (iii) A minimum of 8 (eight) years of experience of teaching and/ or research in an academic/ research position equivalent to that of Assistant Professor in a University. College or reputed research institution/ industry with a number of good quality publications in designated/approved journals and/ or publication of books, (iv) A minimum score as stipulated in the Academic Performance Indicators (API) based on Performance Based Appraisal System (PBAS), set out in the Appendix to this rules.

**OR**

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- (i) A recognized artist of Stage/ Radio/TV
- (ii) 8 (eight) years of outstanding performing achievements in the field of specialization;
- (iii) Experience in designing of new courses and / or curricula;
- (iv) Participation in Seminars/ Conferences in reputed institutions; and
- (v) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

**(C) Visual Arts/ Fine Arts discipline:-**

- (i) Consistently good academic record with a Ph.D. degree in the concerned/ allied/ relevant disciplines.
- (ii) A Master's degree in concerned /allied/ relevant disciplines with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) along with relaxations applicable to specified categories as explained in Proviso-I to this rules.

### Compendium

- (iii) A minimum of 8 (eight) years of experience of teaching and/ or research in an academic/ research position equivalent to that of Assistant Professor in a University. College or reputed research institution/ industry with a number of good quality publications in designated/approved journals and/ or publication of books.
- (iv) A minimum score as stipulated in the Academic Performance Indicators (API) based on Performance Based Appraisal System (PBAS), set out in the Appendix to this rules.

### OR

A professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- (i) A recognized artist of his own discipline;
- (ii) 8 (eight) years of outstanding performing achievements in the field of specialization;
- (iii) Experience in designing of new courses and / or curricula;
- (iv) Participation in Seminars/ Conferences in reputed institutions; and
- (v) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

#### **Proviso I:** - Relaxation of Marks for Direct Recruitment of Assistant Professor and Associate Professor.

- (i) A relaxation of 5% may be provided at the Masters Level for the candidates belonging to Scheduled Castes, Scheduled Tribes, Differently-abled (Persons with Disabilities having at least 40% and above disabilities), and Other Backward Classes (OBC-A, OBC-B) (Non-creamy Layer) categories for the purpose of eligibility and for assessing good academic records during direct recruitment to teaching positions.
- (ii) For Ph.D. Degree holders who have obtained their Master's degree prior to September 19, 1991, the minimum qualifying marks of 55% is relaxable by 5% marks (from 55% to 50%) at the Master's Level.
- (iii) The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
- (iv) All the essential qualifications must have been obtained from a recognized University/ Institute.

Note: - Recognized University/ Institute shall mean a University or an Institute approved or recognized by the University Grants Commission or other Statutory/ Apex bodies, or recognized by the State Government or the Central Government as a centre of higher learning. In case of a foreign University, the Degree concerned should be recognized/ approved as equivalent to its Indian counterpart by the Association of Indian Universities.

#### **Proviso-II I:** Exemption from NET/SLET/SET for the Post of Assistant Professor.

- (i) The candidates who have been awarded Ph.D. Degree in the same or in a relevant subject in accordance with the University Grants Commission (Minimum Standards and Procedure for award of Ph.D. Degree) Regulations, 2009 are exempted from qualifying in the Eligibility Test (NET/SLET/SET).

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

- (ii) Candidates registered for Ph.D. programme prior to 11 July, 2009 shall be exempted from qualifying in the Eligibility Test (NET/SLET/SET) as given below:-

The award of Degree to a candidate registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye laws/ Regulations of the institutions awarding the Degree in the same or relevant subject shall be exempted from the requirement of NET/SLET/SET. subject to fulfilment of the following conditions:-

- (a) Ph.D. degree of the candidate awarded in regular mode only;
- (b) Evaluation of the Ph.D. thesis by at least two external examiners;
- (c) Open Ph.D. viva voce of the candidate had been conducted;
- (d) Candidate has published two research papers from his Ph.D. work out of which at least one must be in a refereed journal;
- (e) Candidate has made at least two presentations in conferences / seminars, based on his Ph. D. work.

Note: - the above noted (a) to (e) are to be certified by the Vice-Chancellor/ Pro-Vice-Chancellor / Dean (Academic Affairs)/ Dean (University instructions) of concerned University/ Institution.

- (iii) NET/SLET/SET shall also not be required for such Master's Programmes in disciplines for which NET/SLET/SET is not conducted.

- 3. Relevant/ allied disciplines in each case, good academic record may be decided by the appropriate bodies of the concerned University.
- 4. The Period of time spent by the candidates to acquire M. Phil and/ or Ph.D. degree shall not be claimed or considered as teaching/research experience for appointment to the post of Associate Professor.
- 5. A minimum score and weightages on Academic Performance Indicators (API) based on Performance Based Appraisal System (PBAS) as prescribed by the UGC, which has been reproduced in the Appendix to these rules, is essential for Direct Recruitment for the post of Associate Professor.

**APPENDIX**

Minimum Scores for APIs for direct recruitment of Associate Professor in colleges to be considered along with other specified eligibility qualifications stipulated in the Regulation:

	<b>Associate Professor (Stage 4)</b>
Minimum API Score	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)
Selection Committee criteria / weightages (Total Weightages =100)	(a) Academic Background (20%) (b) Research performance based on API score and quality of publications (40%) (c) Assessment of Domain Knowledge and Teaching Skills (20%) (d) Interview performance: (20%)

## *Compendium*

6. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system provided. based on Academic Performance Indicators (API) as prescribed by UGC.
7. **Age:-**
  - (i) The upper age limit is 37 (thirty-seven years) on the 1<sup>st</sup> January of the year of the advertisement and relaxable up to 5 years for SC/ST and 3 years for OBC category (non-creamy layer) candidates for the post of Assistant Professor. Differently-abled candidates (except in the post of Physical Education) are entitled to an age relaxation of 10 years. Age relaxation of 5 years is available to the candidates possessing Doctorate Degree.
  - (ii) Age limit for the post of Associate Professor may be followed as per the UGC Regulations issued from time to time.
  - (iii) Exceptionally qualified over-aged candidates having Ph. D Degree, with evidence of significant post doctoral research work, may be called for the interview at the discretion of the WBCSC only in the rarest cases. But their recruitment will depend on the condonation of overage by the State Government on case-to-case basis, purely on merit, normally not exceeding one percent of the total number of candidates of concerned panel, rounded off to the next whole number.
  - (iv) For the Approved Part-time Teachers (PTTs) and approved Contractual Whole-time Teachers (CWTTs) as defined in the WBCSC Act, 2012, the upper age limit for applying to the post of Assistant Professor is 47 (forty seven) years on the 1<sup>st</sup> January of the year of Advertisement, subject to the same principles and quantum of relaxation as mentioned above in clause 7 (i), which will be counted from the base level of 47 years for these two categories of candidates (approved PTTs & CWTTs).
8. **LANGUAGE REQUIREMENT:** Proficiency, spoken and written in the medium of instruction in the concerned Institution as notified by the WBCSC in the Advertisement.
9. **RESERVATION:** The extant rules regarding reservation of posts issued by the State Government from time to time shall have to be followed.

By Order of the Governor.

Special Secretary  
Government of West Bengal

**No. 727/1(20)-Edn(CS)/8R-01/10**

**Date: 26.06.2018**

Copy forwarded for information and/or for taking necessary action to:-

1. The Chairperson, WBCSC, Purta Bhaban, DF Block, Salt Lake. Kolkata-700091.
2. The Director of Public Instruction. West Bengal. Bikash Bhaban, Salt Lake, Kolkata-700091,
3. Jt. Secretary (CS Branch), H. E. S & T and Bt. Deptt, Bikash Bhaban. Salt Lake, Kolkata-700091.
4. The Principal Accountant General (A&E), Treasury Building, Kolkata-700001,
5. The Accountant General (Audit-I). West Bengal. 4. Brabourne Road. Kolkata-700001,
6. The Accountant General (Audit -II), MSO Buildings, CGO Complex, 5<sup>th</sup> Floor, DF Block, Salt Lake, Kolkata -91,
7. Pay and Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2 Phears Lane, Kolkata - 12,
8. Pay and Accounts Officer, Kolkata Pay & Accounts Office-II. P-I. Hyde Lane, Jahar Building. Kolkata- 73,
9. The Treasury Officer.....Treasury, P.O....., Dist.....
10. Finance Department, (Group - N), Nabanna, 325, Sarat Chatterjee Street, Howrah- 711102,
11. Finance Department. (Group - P), Nabanna, 325, Sarat Chatterjee Street, Howrah- 711102.
12. Finance Department, (Group -B) Nabanna, 325, Sarat Chatterjee Street, Howrah- 711102,
13. Finance Department, (Group - T) Nabanna, 325, Sarat Chatterjee Street. Howrah- 711102,
14. The Audit Officer, Internal Audit Wing. Todi Mansion (9<sup>th</sup> Floor), P-15, India Exchange Place, Kol-73,
15. Accounts Officer, P.A.C., Bikash Bhaban, 6th floor, Kolkata-91.
16. P.S. to the HMIC, H. E. S & T and Bt. Deptt, Bikash Bhaban, Salt Lake, Kolkata-700091,
17. Sr. P.A. to ACS, H. E. S & T and Bt. Deptt, Bikash Bhaban, Salt Lake. Kolkata-700091.
18. Special Secretary (Budget), H. E. S & T and Bt. Deptt, Bikash Bhaban, Salt Lake, Kolkata-700091,
19. Sr. L. O, H. E. S & T and Bt. Deptt. Bikash Bhaban, Salt Lake, Kolkata-700091.
20. Guard File

Deputy Secretary  
Department of Higher Education,  
Science & Technology and Biotechnology



*Compendium*

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

No. 1199 - Edn(CS)/10M-62/2001

Date. 27/09/2018

**NOTIFICATION**

The creation of teaching posts in Government aided colleges is presently being guided by orders / notifications issued by this Department from time to time since 1973. Considering the policy of the State Government regarding creation of posts in any establishment including State - aided colleges, and introduction of several reforms including Choice Based Credit System (CBCS) by respective Universities, the entire matter was thoroughly reviewed for rationalising the creation of teaching posts in Government- aided colleges.

Now, after careful consideration of the matter, the Governor, in supersession of all previous orders of this Department in this respect, is pleased to prescribe the following norms in the matter of admissibility of teaching posts (Assistant Professor & Associate Professor) in Government aided colleges (excluding Teachers' Training Colleges) in the State of West Bengal.

Stream	Teaching Posts for General Courses only	Teaching Posts for Honours & General Courses	Additional Teaching Posts for Post - Graduate Courses
Science (B.Sc)	05	06	02
Arts (B.A.)		05	02
Commerce (B.Com)	04	05	02

However, creation of posts as per the revised norms in respect of individual colleges is subject to approval of the Cabinet.

This has the concurrence of Finance Department vide their U.O. No. Group P2/2018-2019/0567 dt. 19.09.2018.

All concerned are being informed accordingly.

Deputy Secretary to the  
Government of West Bengal



*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

No. 1199/1(6)- Edn(CS)/10M-62/2001

Date: 27/09/2018

Copy forwarded for information and necessary action to:-

1. The Director of Public Instruction, WB
2. Principal Account General-(A & E), West Bengal.
3. The Treasury Officer.....
4. West Bengal College Service Commission, Purta Bhawan, DP Block, 3<sup>rd</sup> Floor, Salt Lake. Kolkata-91
5. Finance Department, Group-P2, Nabanna, Howrah
6. IT Cell of this department, with the request to upload this Notification in this department's website.

*Compendium*

Government of West Bengal  
Department of Higher Education and Science & Technology  
College Sponsored Branch  
Bikash Bhavan, Salt Lake, Kolkata-700091

No. 1227-Edn (CS)/10M-24/1992

Dated, Kolkata the 5<sup>th</sup> October ,2018

**NOTIFICATION**

Creation of non-teaching posts in Government aided colleges is presently being guided by-orders / notifications issued from this Department time to time. Considering the policy of Government regarding creation of posts in any establishment including State aided colleges and introduction of several reforms including Information Technology based applications, the entire matter was thoroughly reviewed for rationalizing the staffing pattern for creation of non-teaching posts.

After careful consideration of the matter, the Governor, in supersession of all previous orders in this respect, has been pleased to take the following decisions towards creation of non-teaching posts in the State-aided colleges-

1. One post of Data Manager for each college (new post).
2. One post of Head Clerk, Accountant, Cashier, and Library Clerk for each college.
3. One post of Lady Attendant for each Co-educational college.
4. Number of Clerks, having computer knowledge, as per student strength as mentioned in the attached annexure.
5. Laboratory Assistant for each laboratory based subject as per student strength as mentioned in the attached annexure.
6. Peon as per student strength as mentioned in the attached annexure.
7. Karnabandhu (part time basis) as per student strength as mentioned in the attached annexure.
8. Deployment of four security guards for each college from private security agencies.

The (governor is further pleased to declare the following posts as dying cadre posts- i) Typist, ii) Clerk-cum-typist. iii) Driver, iv) Cleaner, v) Tent Attendant, vi) Mali, vii) Generator/pump/gas plant operator cum mechanic, since such posts are not of much requirement, in general, in the present day context. However, the existing incumbents will continue till his/her retirement. There shall be no recruitment against the vacant posts henceforth.

The above rationalization is made for the purpose of taking decision towards creation of non-teaching posts only.

However, creation of posts as per the revised norms in respect of individual college is subject to approval of the Cabinet.

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

This order issues with the concurrence of the Finance Department (Group - P2) vide their U.O. No. Group P2/2018-2019/0564 dated 19.09.2018.

This will take immediate effect.

By Order of the Governor,

Deputy Secretary to the Government of West Bengal

No. 1227/1(6) -Edn (CS)/10M-24/1 992

Dated, Kolkata the 5<sup>th</sup> October , 2018

Copy forwarded for information and necessary action to -

1. The Director of Public Instruction, West Bengal
2. Principal Account General (A & E), West Bengal.
3. The Treasury Officer,.....
4. West Bengal College Service Commission, Purta Bhawan, DF Block,3<sup>rd</sup> Floor, Salt Lake, Kolkata- 91
5. Finance Department, Group-P2, Nabanna, Howrah.
6. IT Cell of this Department, with the request to upload this Notification in this department's website.

Deputy Secretary to the Government of West Bengal

*Compendium*

Admissibility of non-teachirm staff in Govt. Aided Colleges  
Annexure to Notification No. 1227, Edn(cs) dated 5\_ October, 2018

SI No	Name of post	Admissibility			
1	Head Clerk	1 (one) post irrespective of Roll Strength			
2	Accountant	1 (one) post irrespective of Roll Strength			
3	Cashier	1 (one) post irrespective of Roll Strength			
4	Data Manager (scale of pay of Rs. 7100-37600/- and Grade Pay of Rs. 3600/-)	1 (one) post for each College.			
5	Clerk (L.D.) (must have knowledge of computer)	1 post for roll strength 1-750	2 posts for roll strength 751-2000	3 posts for roll strength above 2000	
		1 extra post for B.Ed. Section			
6	Library Clerk	1 irrespective of book strength			
7	Peon	2 posts up to 2000 roll Strength	3 posts above 2000		
8	Library Peon	1 irrespective of book strength			
9	Karmabandhu (Part-time basis)	1 post up to 2000 Roll Strength	2 posts above 2000 & 1 extra post having Building Complex		
10	Laboratory Attendant	For each Lab. based subject (Pass + PG) (Physics, Chemistry, Zoology, Botany, Physiology, Geography, Food & Nutrition and Computer Science)	Roll Strength	For other Lab.	For Chemistry Lab.
			Up-to 100	1	2
			101-200	2	3
		201 and above	3	4	
1 extra post for each Laboratory based subject at Honors Level					
11	Lady Attendant	1 for Co-educational College			
12	Guard	Engagement of 4 Guards through private security agency. No creation of regular post.			

Deputy Secretary to the Government of West Bengal

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

**No. 908-Edn(CS)/10M-95/14**

**Date: 11.11.2014 17**

**NOTIFICATION**

**Subject: Introduction of Online Admission Into Under Graduate and Post Graduate Courses from Academic Year 2015-16**

Whereas the Government in the Department of Higher Education has been receiving feedback on the difficulties and physical hardship being faced by students seeking admission to Under Graduate and Post Graduate courses in the State-funded higher education institutions;

And whereas the Government desires to streamline the admission procedure of Under Graduate and Post Graduate courses in such a manner that the admission process becomes hassle-free and transparent, and offers convenience to students, their parents/guardians and renders the college/university authorities more accountable in completing a merit-based admission process in a time-bound manner;

And now, therefore, the Governor is pleased to issue the following instructions on introduction of Online System for admission into Under Graduate and Post Graduate courses from the Academic Year 2015-16

- i. ***From the Academic Year 2015-16, admissions to Under Graduate and Post Graduate courses (Honours and General) in the State-funded higher education institutions in West Bengal (except institutions recognised as minority institutions) shall be through an online, merit-based admission system.*** Government Colleges, Government-aided colleges. University Colleges, Universities and the like shall fall within the scope of this exercise. Institutions located in remote and difficult areas that lack the telecom infrastructure for running an online system may prepare a case and subject to the satisfaction of the affiliating University, and with prior permission of the State Government be allowed to remain outside the purview of this exercise
- ii. ***Each higher education institution will operate the online system on a stand alone basis, i.e., the online system will not be a centralised one but be specific to each institution.*** The Head of the institution i.e. Vice Chancellor, Principal / Officer-in-charge / Teacher-in-charge (as the case may be) will be responsible for implementing this system, and he will head a Committee for online admission comprising key officials of the institution.
- iii. This Committee, inter alia, will (where necessary and to the extent required) arrange to amend the Statutes/Rules/Regulations/Ordinances/guidelines, as the case may be regulating the admission process so as to enable conduct of online admissions. The necessary amendments, where necessary, may be done as per the due process laid down in the University's Statutes / Rules / Regulations/Ordinances, as the case may be.

## Compendium

- iv. Planning the exercise shall cover all aspects of the exercise, namely, installation of requisite hardware (including servers / fail-proof UPS etc.), preparation / customisation of software tailored to the specific requirements of each individual institution, training of personnel for operating the system, widely publicising the important dates related to the admission process, tying up with banks for deposit of fees including all fees related to admission (to the extent possible, and as a principle, fees should not be accepted on the campus), and bringing out a detailed advisory for admission seekers guiding them on the various procedural modalities/steps involved in the preparation of merit list, counselling and admission, along with a calendar of dates.
- v. The hardware planning should be done so as to ensure a robust, crash-proof system but with due regard to economy. The objective is to minimise expenditure to the extent practicable but ensuring that the hardware and software deliver a seamless and interruption-free delivery of service. It is expected that the institutions already have procured hardware including computer, servers, UPS, printer etc. However, where new acquisition or augmentation of hardware is necessary, the same may be done by the institutions concerned. A reliable, high-speed internet data connection will be an important component of the hardware system.
- vi. It needs to be kept in mind that the reservation of seats for the OBC students (10% for category A and 7% for category B) has commenced from the ensuing Academic Year 2014-15. This is in addition to the existing reservation for SC and ST students, and the software will have to cater to this requirement too. The full 17% reservation has to be achieved in a phased manner over a six-year period starting from 2014-15. New institutions having the required infrastructure may go in for the full 17% reservation of seats for OBCs in 2014-15 while the other institutions may make such number of seats available to OBC students in 2014-15 as are afforded by the available infrastructure.
- vii. The software preparation would be done by each institution since the choice of subjects on offer would be different from one institution to another institution, and the software would have to cater to the varying requirements of different institutions and be able to generate a list of successful candidates based on merit. For this, each institution will have to prepare information relating to the courses on offer (Honours and General), number of seats, combination of subsidiary subjects available for Honours, fee structure, etc. Further, the interface with banks (where available/feasible) will have to be carefully planned and suitably catered to in the software. This institution-bank interface and its level of sophistication will vary, depending upon the type of electronic service the relevant banks are able to provide.
- viii. For software preparation, each institution will be at liberty to entrust the work to any reliable agency subject to the observance of due diligence and rules in this regard. Credentials of the agency would have to be verified thoroughly since the exercise does not allow any margin of error. ***The target should be to have the software ready and tested not later than the end of March 2015.*** The work can even be entrusted to an agency on turnkey basis, i.e. covering all aspects of the exercise such as procurement of hardware, development of software, training of personnel, generation of merit list, etc.
- ix. Each institution may charge a one-time registration fee from each candidate for the Bank's service charge. The students applying online will have to be informed beforehand the

*Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities*

registration fee chargeable for this service along with the other “dos” and “don’ts” related to the exercise. Sufficient publicity through the institution’s notice board, website (where available), email / SMS or other available channels, would be advisable. ***Necessary provisions should be there in each system so that the Higher Education Department may access the website as an ‘admin’ (without power to edit/alter) to view the status.***

- xi. This e-governance initiative is in the interest of the students and will be a major step forward for the State’s higher education system in bringing about greater transparency, efficiency and accountability in the annual admissions exercise. The State Government will not countenance any lack of interest or negligence in implementing the online admission system.
- xii. The overall responsibility of implementation shall rest with the Head of the institution, i.e., Vice Chancellor/ Principal / Officer-in-charge / Teacher-in-charge (as the case may be) and he shall be held responsible for smooth delivery of the scheme. All aspects of the matter viz., procurement of hardware including high-speed internet connectivity, development of software, training of personnel etc. will have to be ensured.
- xiii. This is a highly time-bound exercise involving considerable number of applicants across the State, and hence, it requires sustained efforts by a dedicated team of officials in every institution. During the admission season the Higher Education Department will create a help line to monitor and review the admission process undertaken by all the higher education institutions. For any further clarification relating to online admission, the concerned institution may bring it to the attention of the Higher Education Department.
- xiv. Time frame for time bound implementation -
  1. Procurement of hardware.....latest by 31<sup>st</sup> January. 2015;
  2. Development of software.....latest by 28<sup>th</sup> February, 2015;
  3. Software to be ready and tested.....latest by, 31<sup>st</sup> March. 2015.

By order of the Governor,

***Sd/- Vivek Kumar***  
Principal Secretary to the  
Government of West Bengal



# COMPENDIUM

## VOLUME - I

Important Govt. Orders, Notifications, Circulations And Allied Matters Of Universities.

## VOLUME - II

Important Govt. Orders, Notifications, Circulations And Allied Matters Of Colleges And Technical Education Institutions.

## VOLUME - III

Important Govt. Orders, Notifications, Circulations And Allied Matters Relating To Social Education, Budget Issued By The Other Govt. Departments In Regard To Universities Colleges And Technical Institution.

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