

No.826-BCW

Dated: The 13<sup>th</sup> day of March, 2020

**MEMORANDUM**

**Subject: Revision of pay and allowances of the Officers & employees of West Bengal Scheduled Castes, Scheduled Tribes and Other Backward Classes Development and Finance Corporation under the Backward Classes Welfare Department.**

A Pay Commission was constituted under Government Resolution No. 8070-F(P) dt. 27.11.2015 read with Resolution No. 8071-F(P) dt. 27.11.2015 for examining the structure of pay and conditions of service of State Government employees along with those for the employees of a number of State Government Undertakings, Statutory Bodies, Corporations etc. as included in Part-A & Part-B of Resolution No. 8071-F(P) dt. 27.11.2015 respectively and certain other organizations which were subsequently included in Part-B in terms of Resolution No. 3242-F(P) dt. 17.06.2016, No. 4132-F(P) dt. 04.08.2016 and No. 265-F(P) dt. 13.01.2017 in partial amendment of Resolution no. 8071-F(P) dt. 27.11.2015. The Pay Commission has since submitted its recommendations.

2. After careful consideration of the recommendations of the Pay Commission as regards structure of emoluments and other conditions of service in respect of West Bengal Scheduled Castes, Scheduled Tribes and Other Backward Classes Development and Finance Corporation, (herein after referred to as the Corporation) the Governor has been pleased to decide that the following guidelines shall be followed in the matter of revision of pay & allowances of the regular and whole-time employees (hereinafter referred to as 'employees') of the Corporation:-

**I. Revised Pay Structure :**

Now in exercise the power conferred under Section 10 of West Bengal Scheduled Castes, Scheduled Tribes and Other Backward Classes Development and Finance Corporation Act 2017 and keeping in view the guidelines as detailed in Finance Department order no. 6446(65)-F [P2] dated 29-11-2019, the revised pay structure in the form of Pay Matrix in respect of the regular and whole-time employees and officers of West Bengal Scheduled Castes, Scheduled Tribes and Other Backward Classes Development and Finance Corporation shall be as per Annexure-I read with Annexure-II.

The revised pay structure shall come into force notionally from 01.01.2016 with actual financial effect from 01.01.2020.

**II. Exercise of Option to come under the revised pay structure :**

An employee may elect to come under the revised pay structure either from 01.01.2016 or from the date of next or any subsequent increment till 25-09-2019 or from the date of promotion/up-gradation which took place between 01-01-2016 and

25.09.2019 provided that the employee who joined service on or after 01.01.2016 will have no such option to come under the revised pay structure and he/she shall draw pay in the revised pay structure at the initial Cell of the applicable Level of Pay Matrix from the date of his/her joining.

**NOTE:-**

An employee will have no option to come under revised pay structure from the date of any subsequent increment that fell due after any promotion during the period from 01-01-2016 to 25-09-2019.

**Illustration-I:**

An employee got promotion/ advancement on 18-09-2016. He is not eligible to exercise option to come under revised pay structure from the date of increment on 01-07-2017 or 01-07-2018 or 01-07-2019. He is, however, eligible to exercise such option w.e.f. 01-01-2016 or 01-07-2016 or 18-09-2016.

**Illustration-II:**

An employee got promotion/ advancement on 12-03-2017 and got pay fixation benefit on 01-07-2017. He is not eligible to exercise option to come under revised pay structure from the date of subsequent increment on 01-07-2018 or 01-07-2019. He is, however, eligible to exercise such option w.e.f. 01-01-2016 or 01-07-2016 or 01-01-2017.

**III. Fixation of pay in the revised pay structure :**

Initial pay in the revised pay structure of an employee shall be determined by multiplying the pre-revised basic pay (Band Pay + Grade Pay) on the date of option by a factor 2.57 and rounding off the same to the nearest rupee and the figure so arrived at will be located in the appropriate (corresponding) Level in the Pay Matrix as given in Annexure-I read with Annexure-II, if such an identical figure corresponds to any Cell in the applicable Level in the Pay Matrix, the same shall be the pay, and if no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix.

**IV. Fixation of pay on promotion :**

For fixation of pay on promotion, an employee may have option to get his pay fixed either from the date of promotion straightway or from the date of next increment.

- (a) In case the employee opts to get his pay fixed from the date of promotion, he shall be allowed one increment in the Level from which he is promoted and the figure so arrived at shall be placed at a Cell equal to that figure in the applicable Level of the promotion post and if no such Cell is available in the Level to which he is promoted, his/her pay shall be fixed at the next higher Cell in that Level and his/her next increment will fall due on the 1<sup>st</sup> July on completion of at least 6 months from the date of such promotion.
- (b) In case the employee opts to get his/her pay fixed from the date of next increment then on the date of promotion his/her pay shall initially be fitted in the applicable Level of the promotion post at the same Cell as that of his existing pay and in absence of such Cell, it shall be fitted at the next higher Cell and such pay shall finally be refixed as per the provisions as at (a) above after accrual of increment in the lower post. The next increment shall, however, fall due on the next 1<sup>st</sup> July.

**V. Fixation of pay relating to Career Advancement Scheme :**

- a) An employee is eligible to move to 1<sup>st</sup> higher Level in relation to the Level of the first appointed post on completion of 10 years service without having any promotion during that period and is eligible to move to 2<sup>nd</sup> higher Level on completion of total 20 years of service provided he has not got more than one promotion/ movement during that time. Fixation of pay in such cases shall be as per the procedure detailed in para 2 (IV) above except the interim pay fixation benefit as included in (b) of sub-para-IV in case the employee opts to get his pay fixed from the date of increment.
- b) If an employee has got promotion to a post in the 2<sup>nd</sup> higher Level or above within 10 years of service he will not be eligible to move to any further higher Level on completion of 20 years of service except pay fixation benefit of one increment in the same Level keeping the date of increment unchanged.
- c) If an employee, after getting 1<sup>st</sup> higher Level or 2<sup>nd</sup> higher Level under career advancement scheme, gets promotion to a post in the same or lower Level, he will get pay fixation benefit of one increment in the existing Level keeping the date of increment unchanged.

**VI. Increments in the Pay Matrix :**

After fixation of pay in the appropriate Level in the Pay Matrix, the subsequent increment in the Level shall be at the immediate next higher Cell vertically arranged downwards in that Level.

**VII. Date of Annual Increment :**

Annual increment shall be the 1<sup>st</sup> day of July of every year uniformly. An employee completing six months or more service in the revised pay structure as on 1<sup>st</sup> day of July, shall be eligible to be granted increment.

**VIII. House Rent Allowance :**

Employees shall be allowed House Rent Allowance @ 12% of Revised Basic Pay subject to a maximum of Rs.12000/- p.m. w.e.f. 01.01.2020 and also subject to other terms and conditions as applicable to the State Government employees. The ceiling of house rent allowance drawn by husband and wife together has also been raised to Rs.12000/- p.m. For the purpose of drawal of House Rent Allowance the term 'revised basic pay' shall mean the pay drawn in the prescribed pay Level in the Pay Matrix and does not include any other type of pay.

**IX. Medical Allowance :**

Payment of Medical Allowance and other Medical Benefits will be regulated as under :-

The employees who are now in receipt of Medical Allowance @ Rs.300/- p.m. shall be allowed enhancement of the rate to Rs. 500/- p.m. w.e.f. 01.01.2020 provided that any employee getting benefit under any medical benefit sponsored by the Government shall get no medical allowance.

**X. Retirement Benefits :**

There will be no change in existing retirement benefits in respect of the employees as they are now covered under CPF-Gratuity-cum-EPF (Pension) Scheme. For these employees the existing ceiling limit on gratuity shall be enhanced to Rs. 12 lakh w.e.f. 01.01.2016.

**XI. Benefit of Leave Encashment :**

Existing benefit of encashment of leave shall continue. The benefit of leave encashment in the revised pay structure shall be admissible to those who will retire on or after 01.01.2020.

**XII. Drawal of pay, allowances and pension in the revised pay structure :**

The employees will draw revised pay, allowances and retirement benefits except gratuity w.e.f. 01.01.2020.

**XIII.** The undersigned is directed to request the W.B. SC, ST & OBC Development and Finance Corporation to take necessary action to give effect to the provisions of this memorandum. The employees shall exercise option in the form shown in Annexure-III within three months from this date and the revised pay shall be fixed in the form shown in Annexure-IV.

**XIV.** If there is any difficulty to give effect to the provisions of this memorandum, the same shall be referred to the Finance Department through BCW Department for removal of difficulty or interpretation or clarification as the case may be. The decision of the Government will be final in this regard.

**XV.** This order issues with the approval of Finance Department vide their U O No. Group P1/2019-2020/0433 Dated 04-03-2020.

Encl: Annexure I, II, III & IV

By order of the Governor,  
Sd/- Dr. A. Subbaiah  
Principal Secretary to the Government of West Bengal.

No.826/1(5)-BCW

Dated: the 13<sup>th</sup> day of March, 2020

Copy forwarded for information & necessary action to:

- 1) The Commissioner, Backward Classes Welfare & Tribal Development Directorate;
- 2) The Additional Secretary, Tribal Development Department;
- 3) The Managing Director & Commissioner in the Department, W.B. SC, ST & OBC Development and Finance Corporation;
- 4) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, Salt Lake;
- 5) Guard File.

Additional Secretary to the Govt. of West Bengal

**Annexure-I of Memo no. 826-BCW dated 13.03.2020**

Pay Band	P.B.1 4900-16200		P.B. 2 5400-25200					P.B.3 7100-37600			
	1700	1800	1900	2100	2300	2600	2900	3200	3600	3900	4100
Grade Pay	1700	1800	1900	2100	2300	2600	2900	3200	3600	3900	4100
Old Entry Pay	6600	6830	7300	7680	8160	8840	9600	10300	11040	12270	12750
Level	1	2	3	4	5	6	7	8	9	10	11
1	17000	17600	18800	19700	21000	22700	24700	27000	28900	32100	33400
2	17500	18100	19400	20300	21600	23400	25400	27800	29800	33100	34400
3	18000	18600	20000	20900	22200	24100	26200	28600	30700	34100	35400
4	18500	19200	20600	21500	22900	24800	27000	29500	31600	35100	36500
5	19100	19800	21200	22100	23600	25500	27800	30400	32500	36200	37600
6	19700	20400	21800	22800	24300	26300	28600	31300	33500	37300	38700
7	20300	21000	22500	23500	25000	27100	29500	32200	34500	38400	39900
8	20900	21600	23200	24200	25800	27900	30400	33200	35500	39600	41100
9	21500	22200	23900	24900	26600	28700	31300	34200	36600	40800	42300
10	22100	22900	24600	25600	27400	29600	32200	35200	37700	42000	43600
11	22800	23600	25300	26400	28200	30500	33200	36300	38800	43300	44900
12	23500	24300	26100	27200	29000	31400	34200	37400	40000	44600	46200
13	24200	25000	26900	28000	29900	32300	35200	38500	41200	45900	47600
14	24900	25800	27700	28800	30800	33300	36300	39700	42400	47300	49000
15	25600	26600	28500	29700	31700	34300	37400	40900	43700	48700	50500
16	26400	27400	29400	30600	32700	35300	38500	42100	45000	50200	52000
17	27200	28200	30300	31500	33700	36400	39700	43400	46400	51700	53600
18	28000	29000	31200	32400	34700	37500	40900	44700	47800	53300	55200
19	28800	29900	32100	33400	35700	38600	42100	46000	49200	54900	56900
20	29700	30800	33100	34400	36800	39800	43400	47400	50700	56500	58600
21	30600	31700	34100	35400	37900	41000	44700	48800	52200	58200	60400
22	31500	32700	35100	36500	39000	42200	46000	50300	53800	59900	62200
23	32400	33700	36200	37600	40200	43500	47400	51800	55400	61700	64100
24	33400	34700	37300	38700	41400	44800	48800	53400	57100	63600	66000
25	34400	35700	38400	39900	42600	46100	50300	55000	58800	65500	68000
26	35400	36800	39600	41100	43900	47500	51800	56700	60600	67500	70000
27	36500	37900	40800	42300	45200	48900	53400	58400	62400	69500	72100
28	37600	39000	42000	43600	46600	50400	55000	60200	64300	71600	74300
29	38700	40200	43300	44900	48000	51900	56700	62000	66200	73700	76500
30	39900	41400	44600	46200	49400	53500	58400	63900	68200	75900	78800
31	41100	42600	45900	47600	50900	55100	60200	65800	70200	78200	81200
32	42300	43900	47300	49000	52400	56800	62000	67800	72300	80500	83600
33	43600	45200	48700	50500	54000	58500	63900	69800	74500	82900	86100

**ANNEXURE — I (Continued)**

Pay Band	P.B.4 9000 - 40500				P.B.4A 15600 - 42000			P.B. 4B 28000 - 52000		P.B.5 37400 - 60000			
	Grade Pay	4400	4600	4700	4800	5400	6600	7000	7600	8000	8700	8900	9500
Old Entry Pay	13400	13900	14930	15960	21000	25200	25600	35600	36000	46100	46300	46900	47400
Level	12	13	14	15	16	17	18	19	20	21	22	23	24
1	35800	37100	39900	42600	56100	67300	68400	95100	96100	123100	123600	125200	128900
2	36900	38200	41100	43900	57800	69300	70500	98000	99000	126800	127300	129000	132800
3	38000	39300	42300	45200	59500	71400	72600	100900	102000	130600	131100	132900	136800
4	39100	40500	43600	46600	61300	73500	74800	103900	105100	134500	135000	136900	140900
5	40300	41700	44900	48000	63100	75700	77000	107000	108300	138500	139100	141000	145100
6	41500	43000	46200	49400	65000	78000	79300	110200	111500	142700	143300	145200	149500
7	42700	44300	47600	50900	67000	80300	81700	113500	114800	147000	147600	149600	154000
8	44000	45600	49000	52400	69000	82700	84200	116900	118200	151400	152000	154100	158600
9	45300	47000	50500	54000	71100	85200	86700	120400	121700	155900	156600	158700	163400
10	46700	48400	52000	55600	73200	87800	89300	124000	125400	160600	161300	163500	168300
11	48100	49900	53600	57300	75400	90400	92000	127700	129200	165400	166100	168400	173300
12	49500	51400	55200	59000	77700	93100	94800	131500	133100	170400	171100	173500	178500
13	51000	52900	56900	60800	80000	95900	97600	135400	137100	175500	176200	178700	183900
14	52500	54500	58600	62600	82400	98800	100500	139500	141200	180800	181500	184100	189400
15	54100	56100	60400	64500	84900	101800	103500	143700	145400	186200	186900	189600	195100
16	55700	57800	62200	66400	87400	104900	106600	148000	149800	191800	192500	195300	201000
17	57400	59500	64100	68400	90000	108000	109800						
18	59100	61300	66000	70500	92700	111200	113100						
19	60900	63100	68000	72600	95500	114500	116500						
20	62700	65000	70000	74800	98400	117900	120000						
21	64600	67000	72100	77000	101400	121400	123600						
22	66500	69000	74300	79300	104400	125000	127300						
23	68500	71100	76500	81700	107500	128800	131100						
24	70600	73200	78800	84200	110700	132700	135000						
25	72700	75400	81200	86700	114000	136700	139100						
26	74900	77700	83600	89300	117400	140800	143300						
27	77100	80000	86100	92000	120900	145000	147600						
28	79400	82400	88700	94800	124500	149400	152000						
29	81800	84900	91400	97600	128200	153900	156600						
30	84300	87400	94100	100500	132000	158500	161300						
31	85800	90000	96900	103500	136000	163300	166100						
32	89400	92700	99800	106600	140100	168200	171100						
33	92100	95500	102800	109800	144300	173200	176200						

ANNEXURE-II of Memo. No. 826-BCW dated 13-03-2020

Sl. No.	Name of the Post	Existing Pay Structure			Pay Range (New Pay Matrix)	Remarks
		P.B.	Pay Band Scale	Grade Pay		
1	Managing Director	5	37400-60000	8700	123100-191800	By deputation from IAS/WBCS(Exe.).
2	General Manager	4	9000-40500	7600	79900-152900	By deputation from WBCS(Exe.)
3	General Manager(A/Cs)	4	9000-40500	7600	79900-152900	By deputation from WBA&AS
4	Project Manager	4	9000-40500	7600	79900-152900	To be filled up by deputation from bank
5	Additional General Manager	4	9000-40500	6600	67300-173200	By deputation from WBCS(Exe.)
6	Chief Accounts Officer	4	9000-40500	6600	67300-173200	
7	Liaison Officer	4	9000-40500	5400	54100-139200	
8	District Manager	4	9000-40500	5400	54100-139200	By deputation from WBCS(Exe.)
9	Administrative Officer	4	9000-40500	4600	37100-95500	
10	Statistical Co-ordinator	4	9000-40500	4400	35800-92100	
11	Assistant Manager	4	9000-40500	4400	35800-92100	
12	Assistant Accounts Officer	4	9000-40500	4400	35800-92100	
13	Accountant	3	7100-37600	3900	32100-82900	
14	CA to Managing Director	3	7100-37600	3900	32100-82900	
15	Field Organiser	3	7100-37600	3900	32100-82900	
16	Stenographer	3	7100-37600	3600	28900-74500	
17	Assistant	3	7100-37600	3600	28900-74500	
18	Junior Assistant	2	5400-25200	2600	22700-58500	
19	Telephone Opr-cum-Receptionist	2	5400-25200	2600	22700-58500	
20	Driver	2	5400-25200	2600	22700-58500	
21	Duplicating Operator	2	5400-25200	1900	18800-48700	
22	Peon-cum-Night Guard	1	4900-16200	1700	17000-43600	

## ANNEXURE-III

### Form of option

\*1. I, ----- hereby elect the revised pay structure with effect from 1st January,2016.

\*2. I, ----- hereby elect to continue on the existing scale of pay of my substantive/officiating post mentioned below until :

(a) the date of my next increment.

(b) the date of my subsequent increment raising my pay to Rs. -----( Band Pay: ----- + Grade Pay: -----) in the existing Pay Band and Grade Pay.

(c) the date of my promotion/upgradation to the post of -----  
Existing Pay----- Band and Grade Pay -----

Signature -----

Name -----

Designation -----

Office in which employed -----

Department -----

**To be scored out, if not applicable.**

### UNDERTAKING

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in these rules , as detected subsequently , any excess payment so made shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature -----

Date :

Name -----

Place:

Designation -----



**ANNEXURE- IV of Memo. No. 826-BCW dated 13-03-2020**

*Form for fixation of initial pay in the revised pay structure under Memo no. –BCW dated*

1. Name of the Office :
2. Name and designation of Government employee :
3. Status (Substantive/Officiating) :
4. Existing Pay Band and Grade Pay
- (a) in substantive post :
- (b) in officiating/ temporary post :
5. Basic Pay in the existing pay structure  
on date of option (Band Pay + Grade Pay) :
6. Amount arrived at by multiplying basic  
pay as at sl. no. 5 above by 2.57 :
- Rounded off to nearest rupee :
7. Applicable Level in the Pay Matrix  
corresponding to the Pay Band and Grade Pay :
8. Applicable Cell in the Level either equal to or  
next higher of the amount at Sl. no. 6 above :
9. Revised Basic Pay (as per sl. no.8) :
10. Date of effect :
11. Date of next increment :

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Signature of Head of Office with Designation