

GOVERNMENT OF WEST BENGAL
FINANCE (AUDIT) DEPARTMENT
NABANNA, MANDIRTALA, HOWRAH-711 102

No. 14-F(P₁)/FA/O/2M/134/19(N.B.)Pt.

Dated, Howrah, the 2nd January, 2020.

MEMORANDUM

The undersigned is directed to say that the Schedule V of the W.B.S. (R.O.P.A.) Rules, 2019 published vide Notification No.5562-F, dated 25.09.2019 has been designed, as in the previous R.O.P.A. Rules, for initial pay fixation (called I.P.F. Statement) of a Government employee on 01.01.2016 or on the date of option to come under the revised pay structure. Further course of action as regards allowing subsequent annual increment(s) in the revised pay structure and fixation of pay on promotion that would take place after the date of option are usually made by issuing separate order(s).

Now, consequent upon the decision taken by Government to make initial pay fixation in the revised pay structure on the date of option of the Government employee, subsequent annual increment(s) and fixation of pay on promotion, if any, after the date of option through H.R.M.S. at a time in a single endeavour, the undersigned is directed by order of the Governor to revise the said Schedule V in the manner as annexed herewith so that all such courses of action can be accomplished through H.R.M.S. in a single endeavour.

Sd/- H. K. Dwivedi.

**Additional Chief Secretary
to the Government of West Bengal.**

Contd....P/2

Annexure to Memo No. 14-F(P₁), dated 02.01.2019

(Name of the Head of Office)

(Office Address)

Memo. No: _____ Date: _____

Schedule-V

[see rule 7(1)]

Initial Pay fixation under West Bengal Services (Revision of pay and Allowances Rules), 2019 and order allowing subsequent normal increment and pay fixation on promotion in the revised Pay Structure that took place after the date of option)

1. Personal Details:-

Name of the Employee (HRMS Id)		Designation	
Cadre & Group		Status (Substantive / Officiating)	

2. Pay Details as on the Date of Option:-

Existing Pay Band and Grade Pay :	Existing Pay Band	Existing Grade Pay
(a) in substantive post		
(b) in officiating/temporary post		

Basic Pay (Band Pay + Grade Pay in the existing pay structure as on January 1, 2016 or any other the date of option	Basic Pay	Band Pay	Grade Pay

3. Fixation of initial pay:-

a) Date of initial pay fixation	
b) Amount arrived at by multiplying basic pay at Sl. No.2 above by 2.57	
c) 75% DA on NPA, if any	
d) Sum of (b) & (c) above	
e) Rounded off to next rupee	
f) Applicable Level in the Pay Matrix corresponding to the Pay Band and Grade Pay	
g) Revised basic as on the date of initial pay fixation	

4. Subsequent Fixation of pay up to 01/01/2020:-

Events of Fixation like Normal Increment / Promotional Increment/Change of Level due to Promotion / Change of Level due to up gradation	Date	Pay Level in the pay matrix	Revised Basic Pay

5. Revised Basic Pay (as on 01/01/2020) :

6. Date of Next Increment after 01/01/2020 :

Name of Head of Office / Delegated Head of Office
Designation of Head of Office / Delegated Head of Office