

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

**No. 14—F(P<sub>1</sub>)/FA/O/2M/134/19(N.B.)Pt.**

**Dated, Howrah, the 2<sup>nd</sup> 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**

(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 :**

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

No.14/1(500)-F(P1)

Kolkata, 2<sup>nd</sup> January, 2020.

Copy with each of the copy of Memorandum No. 5563-F dt. 25.09.2019, 5564-F dt. 25.09.2019, 2991-PL/PB/3A-1/19, dt. 25.09.2019, 2992- PL/PB/3A-1/19, dt. 25.09.2019, 2993- PL/PB/3A-1/19, dt. 25.09.2019 and 1389-CD(E-227466) dated 25.09.2019 forwarded for information and necessary action to:

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place(West), Kolkata-700001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place(West), Kolkata-700001.
3. The Accountant General (Receipt, Work and Local Bodies Audit) West Bengal, 3<sup>rd</sup> MSO Building, CGO Complex, DF Block, 5<sup>th</sup> Floor, Sector-I, Salt Lake, Kolkata-700064.
4. The Additional Chief Secretary to the Governor of West Bengal.
5. The Additional Chief Secretary to the Hon'ble Chief Minister, West Bengal.
6. The Additional Chief Secretary/Principal Secretary/Secretary .....  
..... Department.
7. The Special Secretary/Additional Secretary(s)/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
8. The Financial Advisor, ..... Department.
9. The Commissioner, ..... Division, .....  
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10. The Director, .....  
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11. The Director of Treasuries & Accounts, West Bengal, 8, Lyons Range, Mitra Building, 2<sup>nd</sup> & 3<sup>rd</sup> floor, Kolkata- 700 001.
12. The District Magistrate/District Judge/Superintendent of Police .....  
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13. The Sub-Division Officer, .....  
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14. The Block Development Officer, .....  
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15. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lance, Kolkata- 700 012.
16. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jawahar Building, Kolkata-700012.
17. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suhanna, DF- 9, Sector- I, 5<sup>th</sup> & 6<sup>th</sup> floor, Salt Lake, Kolkata- 700 064.
18. The Treasury Officer, .....  
.....
19. The Group ...../..... Branch, Finance Department.
20. Shri Sumit Mitra, Network Administrator, Finance (Budget) Department.  
--He is requested to upload copy of this Order in the website of Finance Department.
21. Office Copy.

  
Deputy Secretary to the  
Government of West Bengal.