



Government of West Bengal
Office of the District Inspector of Schools (S.E.)
Bankura

Memo No. 1608/S

Dated Bankura the, 29.05.19

From : The District Inspector of Schools (S.E.), Bankura.

To : The Head of the Institution of all schools under Bankura District.

**Subject: - Vetting of fixation of pay by the concerned Joint Director/Deputy Director/
Assistant Director of Schools**

**Ref.:- Letter of the Principal Secretary to the Govt. of West Bengal bearing no. 614-
ES(Admn)/10M-37/2019 dated 06.05.2019**

This is to bring to the notice of all that this office is going to organize camps for verification of fixations done so far in respect of each and every employee of his/her school in the first week of July 2019. He/she is hereby requested to keep ready the service particulars and related documents of every employee as noted below:

01. Service book to be opened/updated by 30th June'2019. Special attention to be given for entry/updating of various leaves. Necessary sanction of leave have to be accorded by the competent authority.

02. Employee wise file to be opened for keeping original papers such as original copy of approval of appointment, joining report, transfer orders, service book, option form, initial pay fixation statements of all previous ROPA, fixation for CAS, fixation for promotional benefit, fixation for Higher scale of pay due to enhancement of qualification etc.

03. A up to date pay structure since the date of joining to be prepared for very employee mentioning various changes with reasons.

All such documents have to be furnished in original with proper forwarding as and when required. Utmost importance to be given to keep records ready within 30th June'2019 so that the undersigned can proceed to verify such papers and send the same to the Office of the Director of Accounts, School Education Department, Bankura in the first week of July'2019.

This to be treated as urgent.

Encl:- copy of the letter referred to the above.


29.05.19
District Inspector of Schools (S.E.)
Bankura

H. A.S. M. - B. R. A. S. 29.05.19

**GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
(ADMINISTRATIVE BRANCH)
BIKASH BHAVAN (5TH FLOOR), SALT LAKE, KOLKATA-700 091**

No. 614 - ES (Admn.) / 10M-37 / 2019

Dated : 06.05.2019

ORDER

Sub: Vetting of fixation of pay by the concerned Joint Director / Deputy Director / Assistant Director of Accounts.

It has been seen in a number of cases that Hon'ble High Court, Calcutta has directed to refund overdrawal of amount which occurred due to wrong fixation of the pay during the course of employment of the employee of Non-Government Sponsored / Aided Educational Institutions. The respondent authorities have also been directed to disburse the post-retiral benefits to the petitioner on the basis of last drawn pay which is not admissible pay / actual pay of the petitioner in terms of existing Government Rules / Orders.

Such anomalies in pay fixation not only causes inconvenience to the employees of Non-Government Sponsored / Aided Educational Institutions at the time of retirement but also leads to erroneous calculation of post-retiral benefits leading to outgo of public money from the Government exchequer.

Therefore, in such circumstances, the Governor is pleased to decide that the fixation of pay of employee during the course of employment in all stages (i.e. Joining, Promotion, ROPA, CAS, etc.) has to be vetted by the concerned Joint Director / Deputy Director / Assistant Director of Accounts, School Education Department, Government of West Bengal prior to issuance of any approval from the concerned District Inspector of School with immediate effect.

The pay fixation of all the serving employees which has already been done, shall be reviewed, by District Inspector of School and got vetted by the concerned Joint Director / Deputy Director / Assistant Director of Accounts, School Education Department. Such review exercise shall be done on priority and completed within 30.09.2019.

This issues in supersession of this Department earlier order No.292- ES (Admn.) / 10M-37 / 2019 dated 28.02.2019

**Sd/-
Principal Secretary to the
Government of West Bengal**

No. 614 / 1(12) - ES (Admn.) / 10M-37 / 2019

Dated : 06.05.2019

Copy forwarded for information & necessary action to :

- 1) The Principal Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata-700 001
- 2) The Additional Chief Secretary, Finance Department, Nabanna, 325, Sarat Chatterjee, Road, Howrah-711 102.
- 3) The Commissioner of School Education, West Bengal, Directorate of School Education, Bikash Bhavan (7th Floor), Salt Lake, Kolkata-700 091.
- 4) Director of Accounts, Bikash Bhavan (2nd Floor), Salt Lake, Kolkata-700 091.
- 5) The Pay & Accounts Officer, Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012.
- 6) The Pay & Accounts Officer, Pay & Accounts Office-II, P-1, Hide Lane, Kolkata-700 073.
- 7) The Pay & Accounts Officer, Pay & Accounts Office-III, Subhanna (5th Floor & 6th Floor), Salt Lake, Kolkata-700 064.
- 8) The Accounts Officer, West Bengal Secretariat, Writers Buildings, Kolkata-700 001.
- 9) The Accounts Officer, West Bengal Secretariat, Bikash Bhavan, Salt Lake, Kolkata-700 091.
- 10) The District Inspector of Schools, (Secondary / ~~Primary~~ Education),
...Bankura.....
- 11) The Treasury Officer,
- 12) The Department / Directorate.

It is requested that this memo may be circulated to all concerned under his / their control.

J. S. R. M.
**Joint Secretary to the
Government of West Bengal**