



Government of West Bengal
Office of the District Inspector of Schools
Secondary Education : Bankura
Contact: 03242 253305 :: Email: disebankura@gmail.com

Memo No...839/S

Date ...16/06/2020

From: The District Inspector of Schools (SE), Bankura

To: All HOI of Jr. High/High/HS/Madrasah under control of this Office

Sub: Rectification of ROPA -2019 Pay fixation

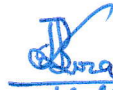
In reference to the subject noted above, this is to inform all HOI under the control of this office that several reports have been received and discussed regarding wrong fixation (Annexure -III) of teaching & non-teaching employees due to network issue and some inadvertent mistakes while submitting fixation through online. After consideration, the undersigned would like to request the HOI to go through the process mentioned hereunder to rectify the same:


In case of any pay related correction in Pay Fixation copy (Annexure-III), HOI will send the following necessary documents

- i) Forwarding letter.
- ii) Approval copy.\
- III) Option Copy(Annexure-II)
- iv) Last fixation copy.(Annexure-III)
- v) Comparative Pay statement (as per format attached herewith)
- vi) Order regarding any pay change in between the date of option to 31.12.2019 (i.e. 18 yrs. Approval, Higher scale of pay etc. if any)
- vii) Pay slip/Salary requisition as on the date of option.

Scanned copy of all the said documents to be submitted through mail to osmsbankura@gmail.com mentioning '**Sub Division Name & Rectification of Fixation - ROPA 2019**' as subject within 22.06.2020. This office will rectify their pay so that they are not deprived of their benefit but regarding receiving a hard copy of the same HOI will have to follow the notice of distribution schedule in our website.

No mail will be considered relating to salary after 22/06/2020 for this month.


16/6/20


16/6/20
District Inspector of Schools (S.E)
Bankura

COMPARATIVE PAY STATEMENT OF SALARY

_____ SCHOOL , SUB-DIVISION: _____

NAME OF THE STAFF(Block letter) _____

Designation: _____ (H.M/A.T/Librarian/Clerk/Gr-D)

Pay as per ROPA'09						Pay as per ROPA'19		
Date	Pay in the Pay Band(Rs)	Grade Pay(Rs)	AGP(Rs)	Basic Pay(Rs)	Remarks	Date	Pay(Rs)	Level & Cell No

Signature of HOI with date & Seal