

Govt. of West Bengal
Education Directorate
Bikash Bhavan (6th & 8th floor)
Salt Lake City, Kolkata – 700091.

Memo No:- ED - 788/2016

Dated: 22 .7.2016

From : Director of Public Instruction
West Bengal.

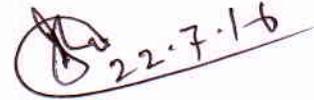
To : The Principal / O.I.C / T. I. C.

Sub : Report regarding 6th Pay Commission

Sir,

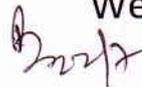
Enclosed please find herewith two annexure viz 'Annexure – I' and 'Annexure – II' for furnishing data/ information as on 1.1.2016 in respect of non-teaching employees of your establishment , which is to be filled up and submitted to this office within 03.8.2016 for onward submission to the 6th Pay commission.

This may be treated as urgent.

 22.7.16

Director of Public Instruction

West Bengal



Annexure - I

Proforma for furnishing data/information as on 1.1.2016 in respect of all categories of employees of State Government Departments, Directorates, Regional Offices and other State Government establishments under the rule making control of the Government of West Bengal
(All information regarding Directorates, Regional and Other Offices should be given centrally by the concerned Department)

A. Name of Department

B. Status-Secretariat/Directorate/Other Offices (Mention the name of Office)

| Serial No | Designation of Post | No. of Sanctioned Posts | No. of Persons in position | Scale of Pay with Grade Pay, if any | Special Allowance, if any |
|-----------|---------------------|-------------------------|----------------------------|-------------------------------------|---------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

| Other Allowance | Duties and Responsibilities | Method of recruitment (Direct/Promotion/Other methods) | Essential recruitment qualification /experience with age limit for each type of recruitment (copies of recruitment rules, if any, to be furnished) | Designation(s) of feeder post(s) with scale(s) of pay from which promotion is made |
|-----------------|-----------------------------|--|--|--|
| 7 | 8 | 9 | 10 | 11 |
| | | | | |

C. Post/Cadre wise views/suggestions of the Department regarding Pay and other service matter (to be submitted in separate annexure)

Guidelines for filling up Proforma

- (i) Information in respect of employees within the purview of the terms of reference of the Pay Commission should only be furnished.
- (ii) The designation should be arranged from the highest pay scale to the lowest
- (iii) Full designation of the posts should be given. If there is a number of posts in the same scale of pay with different designations (e.g. Peon/Office Peon/Orderly Peon/Messenger Peon etc.) particulars for each of the designations should be given separately.
- (iv) Under the heading "Duties and Responsibilities, in column 8, main duties and responsibilities of the posts excluding the common categories like Lower Division Clerks, Upper Division Clerks, Typists and Stenographers, Staff Car Drivers etc., should be given.

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