

**Government of West Bengal**  
**Higher Education Department**  
**C. S. Branch**  
**Bikash Bhavan, Salt Lake, Calcutta-700 091**

No. 245-Edn(CS)  
8P-1/89

Dated, Calcutta, the 17th March, 1994

**From :** Shri Sureswar Mukhopadhyay,  
Deputy Secretary to the Govt. of West Bengal.

**To :** The Director of Public Instruction, West Bengal.

**Sub. :** Liberalisation of promotional avenues in respect of non-teaching employees of non-Govt. Colleges.

The undersigned is directed by order of the Governor to say that modification of promotional scope to the non-teaching employees of Non-Government Colleges has been engaging the attention of the State Government for sometime past. After careful consideration the Governor has been pleased to decide in principle to extend the promotional benefits to the non-teaching employees of the Non-Govt. Colleges so that the employees may be allowed to move to their respective next higher scale on completion of 10 (ten) years of continuous and satisfactory service and move to the scale next above the first higher scale mentioned above on completion of further 10 (ten) years of continuous and satisfactory services. These promotional benefits will be a substitute of the present career advancement benefit being extended to the employee in terms of this Department Government Order No. 33-Edn(B) dt. 7.3.90 and will come into effect from the prospective date of 1st April, 1994.

This order issues with the concurrence of the Finance (A) Department vide their U.O. No. Group P (pay) dated 23.2.94.

**Sd/- Sureswar Mukhopadhyay**  
*Deputy Secretary*

Government of West Bengal  
Higher Education Department  
C. S. Branch

Bikash Bhavan, Salt Lake, Calcutta-700 091

No. 17-Edn(CS)

Dated, Calcutta, the 10th January '95

8P-1/89

From : Shri K. K. Roy,  
Deputy Secretary to the Govt. of West Bengal.  
To : The Director of Public Instruction, West Bengal.  
Sub. : Liberalisation of promotional avenues in respect of non-teaching  
employees of non-Govt. Colleges.  
Ref. : Government order No. 245-Edn(CS) dated 17.3.94 and his U.O. notes  
dated 19.4.94. raising certain points for clarifications.

The undersigned is directed to furnish below the required clarifications :

- (1) The non-teaching employees of Non-Govt. Colleges who have got normal promotion to a post in the first higher scale have no occasion for movement to the first higher scale again after 10 years of service. They may be considered for movement to the second higher scale after completion of 20 years of service. If by normal promotion an employee moves to a post in the second higher scale or above, he will not get any further advancement. He may be allowed pay fixation benefit under normal rules on promotion.  
The employee who has got more than one promotion will not be entitled to enjoy the benefit extended in terms of Government order no. 245-Edn(CS) dated 17.3.94.
- (2) The employees who have enjoyed the career advancement benefit in full in terms of Government order no. 33-Edn(B) dated 7.3.90 may be allowed substituted career advancement benefit with effect from 1.4.94 provided the earlier benefits of one or two additional increment(s) would be withdrawn and their pay would be notionally fixed on 1.4.94 in the pay scale of their respective post excluding the earlier benefits. On the basis of this notional pay, their pay in the second higher scale on 1.4.94 on completion of 20 years of service would be re-fixed under normal rules. The earlier drawal need not be disturbed and no recovery of over-payment, if any, be made. If, however, it appears that the re-fixed pay on 1.4.94 becomes less than the pay earlier drawn, the difference shall be treated as personal pay to be absorbed in future increments.
- (3) Similarly, the employees who have partly enjoyed as career advancement benefit in terms of Government order no. 33-Edn(B) dated 7.3.90 will also have to forego the benefit of additional increment(s) and their pay be fixed notionally in the pay scale of their respective post excluding the incremental benefits and on the basis of this notional pay their pay in the first higher scale be re-fixed with effect from 1.4.94 under normal rules. The earlier pay drawn need not be disturbed and no over payment, if any, be recovered. If the earlier pay becomes more than the re-fixed pay, the difference may be treated as personal pay to be absorbed in future increment. The change over in terms of Government order No. 245-Edn(CS) dated 17.3.94 will not be automatic. The employees will exercise option within 60 days from the date of circulation of this move for this change either from 1.4.94 or from any other date up to 1.4.95.

Sd/- K. K. Roy  
Deputy Secretary