

Extraordinary Leave Without Pay



আজ আলোচনা করবো শিক্ষক/শিক্ষিকাগণের ও Non-teaching Employees দেব Without Pay Leave বা Extraordinary Leave(EOL) নিয়ে। এই ছুটির নেওয়ার সময়কালের পদ্ধতিতে বিভিন্ন ধরনের নিয়ম আছে। যা ধীরে ধীরে সব আলোচনা করবো, একটু বড়ো হবে আলোচনা। আমার সব Post ই বড়ো যাতে সব দিকগুলো তুলে ধরা যায়।

এই ছুটি নিয়ে Primary ও High School Teacher দেব জন্য Departmental ভিত্তিক আলাদা আলাদা Notification আছে। Primary এর G.O No. 453-SE(Pry.) dt. 04.05.1999 ও High School এর জন্য Memo No. 1541-Edn(S)/21-2/77 dt. 15.12.1977

এই ছুটির সব নিয়ম একইরকম Primary ও High School এর ক্ষেত্রে। Notification অনুযায়ী এই ছুটি বিশেষ পরিস্থিতিতে Granted করা হয় যখন কারুর Leave Credit এ আর কোনো ছুটিই না থাকে।

High School এর ক্ষেত্রে এই ছুটি মঞ্জুর করেন Managing Committee ও Primary এর ক্ষেত্রে DPSC(Chairman)

●●● এই ছুটি Full Service Life এ 2 Years পাওয়া যায়। ঐ 2 years কেউ চাইলে ভাগ ভাগ করে নিতে পারেন কর্তৃপক্ষের অনুমতিসাপেক্ষে। এই ছুটি Casual Leave ব্যতীত অন্য কোনো ছুটির সাথে Combined করা যেতে পারে।

●●● এই ছুটি Medical Ground(Proper Evidence) ও Private Reasons দেখিয়ে নেওয়া যায়। তবে এই দুটি Reasons এর ক্ষেত্রে আলাদা নিয়ম(Annual Increment ও Benefit এর ক্ষেত্রে) আছে, তা নীচে আলোচনা করবো।

●●● এই ছুটির সাথে Service Break এর কোনো সম্পর্ক নেই অর্থাৎ এই ছুটি নিলে Service Break হয় না। তবে Retirement এর পর Pension এর জন্য চাকুরিকাল হিসেবের সময় ঐ ছুটির সময়কাল টি বাদ দেওয়া হয়, কিন্তু Proper Medical Treatment বা Civil Commotion ইত্যাদির জন্য নিতে বাধ্য হলে বাদ দেওয়া হয় না, তবে ওগুলো Higher Authority এর Permission সহ Proper Medical Evidence দিয়ে যেন Service Book এ Entry থাকে।

●●● এই ছুটির নামটি যেহেতু Without Pay Leave তাই এই ছুটি নিলে ছুটির সময়কালটি কোনো বেতন পাওয়া যায় না।

●●● এবার এই ছুটির কিছু বৈশিষ্ট্য নিয়ে আলোচনা করবো অর্থাৎ এই ছুটি নিলে কিভাবে Pay Fixed হয় বা Increment এর ওপর প্রভাব ফেলবে কিনা বা কিভাবে নিলে Increment পিছিয়ে যাবেনা, সবকিছু

নিয়ে উদাহরণ সহ। এই নিলে Pay Fixed কিভাবে হবে Department এর Original Order এ নেই। এটা নিয়ে আলাদা Clarification দেওয়া হয় Finance Department এর Audit Branch থেকে, যেটির Memo No. 6471-F(P2) dt. 02.12.2019

উক্ত Notification অনুযায়ী নীচে সব সমস্যা গুলো নীচে আলোচনা করেছি দেখুন।

❗️❗️❗️ ছুটির নামটির মধ্যে যেহেতু Extraordinary কথাটি আছে তাহলে এই ছুটির কিছু Extraordinary নিয়ম ও আছে। যেমন ধরুন- 1 month Extraordinary Without Pay Leave , More than 1 month to 11 months Extraordinary Without Pay Leave , Over one year and more Extraordinary Without Pay Leave, Extraordinary Without Pay Leave increment পাওয়ার আগের দিন যদি শেষ হয়, Extraordinary Without Pay Leave এর মাঝখানে Annual Increment যদি পড়ে যায় 🙏🙏🙏 প্রতি ক্ষেত্রেই আলাদা আলাদা নিয়ম।

❗️❗️❗️ প্রথমে বলি যদি কেউ 1 মাসের জন্য এই ছুটি নিয়ে থাকে কোনোকিছু সমস্যা নেই। শুধু যা ওই সময়কালে ওনার বেতন পাবেন না। আর কোনো কিছু পরিবর্তন হবে না।

❗️❗️❗️ কিন্তু More than 1 month to 11 months এই ছুটি নিলে Increment বা Benefit Notionally হবে(যদি উনি ওনার ছুটি Medical Ground এ Sanctioned না ও করিয়ে থাকেন)। Increment বা Benefit Stop বা পিছিয়ে যাবে না।

Over one year and more এই ছুটি নিলে Increment বা Benefit Stop হয়ে যাবে বা পিছিয়ে যাবে, এক্ষেত্রে উনি যদি ওনার ছুটি Medical Ground এ Sanctioned না করিয়ে থাকেন।

উপরের নিয়মগুলোর প্রত্যেকটির আলাদা আলাদা Example দিয়ে আমি নীচে আলোচনা করেছি দেখুন।

ধরুন কেউ যদি More than 1 month to 11 months এই ছুটি নিয়ে থাকেন ও ওনার এই ছুটি শেষ হলো ওনার Annual Increment এর ঠিক পূর্বে অর্থাৎ ওনার ঐ ছুটি Annual Increment এর মধ্যে পড়লো না তাহলে এক্ষেত্রে ওনার Pay fixed কিভাবে হবে? উদাহরণ

ধরুন উনি ছুটি নিয়েছেন 04/12/2019 থেকে 13/06/2020 পর্যন্ত(মোট সময়কাল 6 মাস 09 দিন, এই সময়কাল উনি বেতন পাবেন না, এইখানে আর একটি কথা বলে দিচ্ছি যদি কারুর ছুটি 6 মাস 15 দিন হয় তাহলে ওনাকে 6 মাস পর থেকে Increment এর Benefit দেওয়া হয় কিন্তু 6 মাস 16 দিন হয়ে গেলেই 7 মাস পর থেকে এটা দেওয়া হয়) ও উনি ছুটি শেষ করে Join করলেন 14/06/2020 তে। ওনার ROPA'19 অনুযায়ী BP হলো 29800 টাকা। ওনার 01/07/2020 তে Annual Increment,


এবার দেখবো ওনার 01/07/2020 তে ওনার Pay Fixed কিভাবে হবে? উনি 14/06/2020 থেকে অর্থাৎ ওনার ছুটি শেষ করে Join করার দিন থেকে ওনার ছুটিতে যাওয়ার সময় যে BP(29800) ছিল সেই BP এর উপর Salary পেতে শুরু করলেন, এবার ওনার Annual Increment

01/07/2020 তে হবে Notionally অর্থাৎ ওনার Service Book এ Entry হবে ঐ দিন থেকে কিন্তু ঐ Increment এর Financial Benefit হাতে পাবেন 01/07/2020 থেকে 6 মাস পর অর্থাৎ 01/01/2021 থেকে, অর্থাৎ উনি 14/06/2020 থেকে 31/12/2020 পর্যন্ত BP 29800 এর Salary পাবেন আর 01/01/2021 থেকে BP 30700 এর উপর Salary পাবেন। তাহলে এক্ষেত্রে কিন্তু ওনার Increment পিছোল না, যেহেতু Increment Notionally হলো তাই টাকার পরিমাণ কমলো না, শুধু 6 মাস একটি Increment অনুযায়ী বেতন কম পেলেন।

এবার দেখবো কেউ এই ছুটি নিলে ওনার 10 years Benefit কিভাবে Pay Fixed হবে। ধরুন 2011 সালে Join করেছেন কোনো Teacher, ROPA'19 অনুযায়ী ওনার 01/01/2020 তে BP 30700 ও ওনার 10 year Benefit হবে 01/07/2021 এ। তিনি 01/02/2021 থেকে 31/05/2021 পর্যন্ত 4 মাস এই ছুটি নিলেন ও Join করলেন 01/06/2021 এ। এক্ষেত্রে ওনার 10 years Benefit কখন হবে? এক্ষেত্রে ওনার Benefit Notionally হবে। উনি 01/06/2021 থেকে BP 30700 এর উপর Salary পাবেন, এরপর 01/07/2021 এ ওনার Annual Increment ও 10 years Benefit Notionally হয়ে BP 32500 হবে Respectively অর্থাৎ ঐ 01/07/2021 এ ঐ Benefit Service Book এ Entry হবে কিন্তু Financial Benefit হাতে পাবেন 01/07/2021 এর 4 মাস পর থেকে অর্থাৎ 01/11/2021 থেকে। তাই এক্ষেত্রে তাঁর Increment বা Benefit পিছিয়ে যাওয়ার ব্যপার নেই। শুধু ঐ 4 মাস বেতন টা যা একটু কম পাবেন।

এবার বলবো যদি কারুর এই ছুটির মাঝে Annual Increment ও 10 years Benefit পড়ে যায় তাহলে Pay Fixed কিভাবে

হবে। কেউ 2011 সালে Join করেছেন ও ROPA'19 অনুযায়ী ওনার 1/1/2020 তে BP 30700, ওনার 10 years benefit হবে 1/07/2021 এ। উনি Without Pay Leave নিয়েছেন 01/05/2021 থেকে 31/10/2021 পর্যন্ত(6 মাস), উনি পুনরায় Join করেছেন 1/11/2021 এ। এক্ষেত্রে ওনার Annual Increment ও 10 years Benefit ছুটির মাঝে পড়েছে তাই 01/07/2021 এ তেই ওনার Annual Increment ও 10 years Benefit এর Notionally Effect(Respectively) হয়ে BP হবে 32500 অর্থাৎ ঐ দিন থেকেই ওনার এই Benefit Service Book এ Entry হবে কিন্তু উনি Financial Benefit হাতে পাবেন 01/11/2021(ওনার Re_joining date after Leave) থেকে 6 মাস পর অর্থাৎ 1/05/2021 থেকে আর 1/11/2021 থেকে 30/04/2021 পর্যন্ত উনি ছুটিতে যাওয়ার আগে যে Basic ছিল অর্থাৎ BP 30700 এর উপর বেতন পাবেন।

 এবার আর একটি উদাহরণ দেখবো 11 মাস Extraordinary Leave ও annual increment ও 18 years Benefit এর Pay Fixed কিভাবে করবো।




কেউ 2002 সালে Join করেছেন ও ওনার ROPA'19 অনুযায়ী 01/01/2020 তে BP 41200, ওনার 1/07/2020 তে 18 years benefit হবে ও ঐ Date এ Annual Increment ও 18 years Benefit পেয়ে ওনার BP হবে 44600/- টাকা। উনি 1/08/2019 থেকে 30/06/2020(এই সময়কাল বেতন পাবেন না) পর্যন্ত EOL নিয়েছেন। এক্ষেত্রে ওনার 01/07/2020 থেকেই Annual Increment ও 18 years Benefit Notionally হবে Respectively অর্থাৎ ওনার Service Book এ Entry হবে কিন্তু Financial Benefit পাবেন 01/06/2021 থেকে আর

01/07/2020 থেকে 31/05/2021 পর্যন্ত Salary পাবেন উনি EOL এ যাওয়ার আগের BP এর উপর অর্থাৎ ROPA'09 অনুযায়ী।




এবার আর একটি নতুন উদাহরণ দিচ্ছি, কেউ 2014 এ Join করেছেন ও ROPA'19 অনুযায়ী 01/01/2020 তে ওনার BP 28900, উনি 01/04/2020 থেকে 28/02/2021(এই সময়কাল বেতন পাবেন না) পর্যন্ত 11 মাস EOL নেবেন, আর Re_join করবেন 01/03/2021 এ। এবার প্রথম ওনার 01/07/2020 তে অর্থাৎ ঐ ছুটির মাঝে Annual Increment হয়ে ওনার BP হবে 29800 যা Notionally Effect হবে। উনি 01/03/2021(Re_joining Date) থেকে 31/01/2022 পর্যন্ত BP 28900 এর উপর বেতন পাবেন। এর মধ্যে আবার 01/07/2021 এ উনার Annual Increment হয়ে BP হবে 30700, যা Notionally Effect হবে কিন্তু তিনি 01/02/2022 থেকে BP 30700 এর উপর বেতন পাবেন অর্থাৎ ওনার Financial Benefit হাতে পাবেন।

এবার Over one year and more এই ছুটি কেউ নিলে Pay Fixed কিভাবে হবে তা আলোচনা করবো। কেউ Join করেছেন 2011 সালে আর ROPA'19 অনুযায়ী ওনার 01/01/2020 তে BP 30700, ওনার 1/7/2021 এ 10 years benefit হবে। উনি ভেবেছেন 1/05/2021 থেকে 31/05/2022 পর্যন্ত 1 বছর 1 মাস EOL নিয়ে 1/06/2022 এ Re_joining করবেন। উনি যেহেতু 1 বছর 1 মাস EOL নেবেন ভেবেছেন ও ওনার Annual Increment ও Benefit ওর মধ্যে তাই ওনার Annual Increment Stop হয়ে যাবে যদি না উনি ওনার এই ছুটি Proper Medical Ground এ Sanctioned করাতে পারেন। ধরুন ওনার এই ছুটি Medical Ground এ Sanctioned হলো না তাহলে দেখুন কি হবে। উনি 1/05/2021 থেকে 31/05/2022 পর্যন্ত কোনো

বেতন পাবেন না। এবার ঐ ছুটির মাঝে পড়ে যাওয়া 1/07/2021 এ ওনার Annual Increment ও 10 years Benefit Stop হলো। উনি 1/06/2022(Re_joining date) এ BP 30700(ছুটিতে যাওয়ার আগে যে BP ছিল) এর উপর বেতন পাবেন। এরপর 1/7/2022 এ উনি Annual Increment ও 10 years Benefit পাবেন Respectively ও BP হবে 32500, অর্থাৎ ওনার Increment 1 year পিছিয়ে গেল।

   কেউ 2011 সালে Join করেছেন ও ROPA'19 অনুযায়ী 1/1/2020 তে ওনার BP 30700 ও ওনার 1/7/2021 এ 10 years benefit,

উনি ভেবেছেন 1/05/2021 থেকে 30/04/2023(প্রায় 2 বছর) পর্যন্ত EOL নেবেন। উনি এই ছুটি Medical Ground এ Sanctioned করাতে পারেন নি। তাই এই ছুটি ওনার যে যে Annual Increment ও Benefit এর মধ্যে হবে সেগুলো Stop হবে। তাই এক্ষেত্রে উনি 1/05/2021 থেকে 30/04/2023 পর্যন্ত কোনো বেতন পাবেন না। 1/05/2023 থেকে 30/06/2023 পর্যন্ত উনি BP 30700 এর উপর বেতন পাবেন। 1/07/2023 এ ওনার Annual Increment ও 10 years Benefit Respectively হয়ে BP হবে 32500, এর উপর বেতন পাবেন। ওনার 10 years benefit 2 years পিছোল।

   এবার কেউ যদি EOL 1 বছর 1 মাস নিয়ে থাকে ও উনি ওনার ছুটি Medical Ground এ Sanctioned করাতে পারেন তাহলে Pay Fixed কিভাবে হবে। কেউ 2011 সালে Join করেছেন ও ROPA'19 অনুযায়ী 1/1/2020 তে ওনার BP 30700 ও ওনার 10 year Benefit হবে 1/7/2021 এ। উনি ভেবেছেন 1/05/2021 থেকে 31/05/2022 পর্যন্ত EOL নেবেন(এই সময়কাল বেতন পাবেন না ও Re_joining

করবেন 1/06/2022)। উনি ওই ছুটি Medical Ground নেবেন। তাহলে
ওনার 1/07/2021 এ Annual Increment ও 10 years Benefit
Notionally হয়ে হবে 32500(যেহেতু উনি ভেবেছেন ওই ছুটি Medical
Ground এ Sanctioned করাবেন) অর্থাৎ Service Book এ Entry
হবে। উনি 1/06/2022(Re_joining Date) থেকে 30/06/2023 পর্যন্ত
BP 30700(ছুটিতে যাওয়ার আগে BP) এর উপর বেতন পাবেন। এরপর
1/07/2022 এ Annual Increment Notionally হয়ে হবে 33500,
এরপর 1/07/2023 থেকে Annual Increment হয়ে BP হবে 34500,
এর উপর বেতন হাতে পাবেন।

#শুভ_তোজো_মান্না

Extraordinary Leave Without Pay

Government of West Bengal
School Education Department

No. 453-SE(Pry), dated 04.05.1999

(g) Extraordinary Leave without Pay –
Extraordinary leave without pay may be granted to a teacher under special circumstances when no other leave may commute retrospectively the period of absence without leave into extraordinary leave without pay:

Provided that the total duration of such leave in conjunction with any other leave shall not, at any time, exceed 24 months.

Government of West Bengal

Education Department, Secondary Branch

No. 1541-Edn (S) /21-2/77, dated

15.12.1977

7. Extraordinary leave

If for any unforeseen reason a teacher or a non-teaching employee of a school fails to attend his or her duties and if there is no other leave due at his or her credit he or she may be granted leave without pay at the discretion of the Managing Committee for a period not exceeding two years.

Government of West Bengal
Finance Department
Audit Branch

No-6471-F[P₂]

Date: 02.12.2019

MEMORANDUM

Consequent upon promulgation of the West Bengal Services (Revision of Pay and Allowance) Rules,2019 and Finance Department's Memo. No-5563-F dt. 25.09.2019, certain points have been raised from different corners regarding various aspects of fixation of pay in the revised pay structure as well as exercising of option to come under the revised pay structure.

After careful consideration of the matter the undersigned is directed by order of the Governor to provide the following clarifications on the points raised for information and guidance of all concerned.

Sl. No	Points raised	Clarification
1.	<p>In terms of 2nd proviso to Rule 5 of the WBS(ROPS) Rules,2019, a government employee is eligible to exercise option to come under the said Rules from the date of promotion.</p> <p>The pay of the employees who, after getting promotion during the 2nd January to 30th June in any of the years from 2016 to 2019 got their pay fixed w.e.f. the date of next increment on 1st July as per their option in terms of the then existing provision (ROPA-2009), cannot be fixed under revised pay structure from the date of promotion because of the fact that on that date such employees did not get pay fixation benefit of promotion except the Grade Pay of the promotion post in the case of functional promotion and got nothing in respect of non-functional promotion.</p>	<p>In respect of the employees who, after getting promotion during 2nd January to 30th June in any of the years from 2016 to 2019, got their pay fixed w.e.f. the date of next increment on 1st July, the date of final fixation of pay on promotion, whether functional/ non-functional, in the pre-revised pay structure shall be treated as the date of promotion for the purpose of the 2nd proviso to Rule 5 of the said rules.</p>
2.	<p>In terms of 2nd proviso to Rule 5 of the WBS(ROPS) Rules,2019, a government employee is eligible to exercise option to come under the said Rules from the date of promotion that took place between 1st day of January 2016</p>	<p>As the 2nd proviso to the said Rules does not categorically indicate the same, the employee is eligible to exercise option for the revised pay structure from the date of any promotion whether functional/ non-functional that took place during that period.</p>

	<p>and the date of notification of the said Rules and it is observed that a few employees got more than one promotion during that period.</p> <p>A question has been raised whether such an employee is eligible to exercise option to come under the revised pay structure from the date of 2nd or subsequent promotion.</p>	
3.	<p>It is observed that few employees got more than one promotion within one year during the period from 1st January 2016 to the date of notification of the Rules. In terms of Memo. No- 919-F dt. 02.02.2006 such employees are eligible to get pay fixation benefit for subsequent promotion only after completion of one year probation period in the immediate lower promotion post.</p> <p>A question has been raised whether such an employee who, after getting promotion has not got final pay fixation benefit due to non-completion of one year probation period in the lower promotion post in terms of Memo. No-919-F dt. 02.02.2006, is eligible to exercise option to come under the revised pay structure from the date of such subsequent promotion.</p>	<p>Option to come under the revised pay structure in respect of such an employee shall be regulated in terms of the provisions of Rule 5 of the WBS(ROPA) Rules,2019 except from the date of subsequent promotion in which he has not got final pay fixation benefit due to non-completion of one year probation period in the lower promotion post in terms of memo. No-919-F dt. 02.02.2006.</p> <p>In respect of such an employee, the revised pay so arrived at immediately before such promotion as per the option in the above manner or due to increment or promotion shall initially be fitted w.e.f. the date of promotion in the appropriate Level attached to the promotion post at the same Cell as that of the said pay and in absence of such Cell, it shall be fitted at the next higher Cell and such pay shall finally be refixed under the provisions of Rule 11 of the WBS (ROPA) Rules,2019 on completion of one year probation period in the earlier promotion post in terms of Memo. No-919-F dt. 02.02.2006. In that case he may have option to get his pay fixed in the promotion post either from the date of completion of probation period in the lower promotion post or from the date of next increment which falls after that date.</p> <p><u>Illustration I</u></p> <p>An employee while drawing pay of Rs.7220/- (Rs.5520+Rs.1700) in the lower post in PB-1 with Gr. Pay Rs.1700/- was promoted to the post of LDA on 21.10.2018 in PB-2 with Gr. Pay Rs.2600/- and was again promoted to the post of UDA w.e.f. 19.11.2018 in PB-3 with Gr. Pay Rs.3600/- before completion of one year probation period in the post of LDA.</p> <p>After granting one promotional increment, his pay w.e.f. 21.10.2018 in the post of LDA in PB-2 with Gr. Pay Rs.2600/- was fixed at Rs.8840/- (Rs.6240 +Rs.2600) i.e at the minimum. On promotion to the post of UDA, his pay was provisionally fixed at Rs. 9840/- (Rs. 6240 + Rs.3600) w.e.f. 19.11.2018 which shall be refixed w.e.f</p>

21.10.2019 at Rs.11040/- (Rs.7440 + Rs.3600) in PB-3 with Gr. Pay Rs.3600/- in terms of Memo. No-919-F dt. 02.02.2006 after allowing normal increment on 01.07.2019 and one notional promotional increment. For Fixation of pay in the revised pay structure he may opt w.e.f. 01.01.2016 or 01.07.2016 or 01.07.2017 or 01.07.2018 (as he did not get any promotion during that time) or from 21.10.2018, the date of promotion to the post of LDA.

If he opts for the revised pay structure from 21.10.2018, his pay in the post of LDA w.e.f. 21.10.2018 shall be fixed at Rs. 23400/- in Level 6 (Rs. 8840 x 2.57 = Rs. 22718.80 = Rs. 22719)

On promotion to the post of UDA his pay shall initially be fitted w.e.f. 19.11.2018 at Rs. 28900/- i.e at the minimum of Level 9, which shall finally be refixed w.e.f. 21.10.2019 at Rs. 28900/- in terms of Memo. No-919-F dt. 02.02.2006 after allowing normal increment w.e.f. 01.07.2019 in the post of LDA and one notional increment for promotion. His next increment will be on 01.07.2020.

Illustration II

An employee while drawing pay of Rs.9990/- (Rs.8090 +Rs. 1900) in PB-2 with Gr. Pay Rs.1900/- was promoted to the post of LDA w.e.f. 07.03.2019 in PB-2 with Gr. Pay Rs.2600/- and was again promoted to the post of UDA w.e.f. 20.04.2019 in PB-3 with Gr. Pay Rs.3600/-.

His pay on promotion to the post of LDA may either be fixed at Rs.10990/- (Rs.8390+ Rs.2600) straightway w.e.f. 07.03.2019 or at Rs.11300/- (Rs.8700+ Rs.2600) w.e.f. 01.07.2019 according as he opted w.e.f. 07.03.2019 or 01.07.2019.

In case, he opted for such fixation w.e.f. 07.03.2019, on promotion to the post of UDA, his pay was initially fixed w.e.f. 20.04.2019 at Rs.11990/- (Rs.8390+ Rs.3600) which shall be refixed w.e.f. 07.03.2020 in terms of memo. No-919-F dt. 02.02.2006. In case, he opted for such fixation w.e.f. 01.07.2019, his pay on promotion to UDA was initially fixed w.e.f. 20.04.2019 at Rs.11690/- (Rs.8090+Rs.3600) and w.e.f. 01.07.2019 at Rs.12300/- (Rs.8700+ Rs.3600) which shall be refixed w.e.f. 07.03.2020 in terms of Memo. No-919-F dt. 02.02.2006.

If he opted for fixation of pay in the pre-revised pay structure in the post of LDA w.e.f. 01.07.2019, he may opt for revised pay structure w.e.f. 01.07.2019 and in that case his pay in the revised pay structure in Level 6 may be fixed at Rs. 29600/- w.e.f. 01.07.2019. On promotion to the post of UDA, his pay may initially be fitted in Level 9 at Rs. 29800/- w.e.f. 01.07.2019 which shall be refixed w.e.f. 07.03.2020 in Level 9 at Rs. 30700/- in terms of Memo No. 919 – F dtd. 02.02.2006

		with next increment on 01.07.2021. Such refixation may also be done w.e.f. 01.07.2020, if he so opted, raising his pay to Rs. 31600/- in Level 9 with next increment on 01.07.2021. However, in case he opted for fixation of pay in the revised pay structure w.e.f. 07.03.2019, his pay on promotion to the post of UDA may be fixed in the same manner as detailed herein.
4.	<p>A Government employee after coming under the revised pay-structure first gets non-functional movement to higher Level within the period from 2nd January to 30th June of a particular year and thereafter gets promotion to higher Level within the same period.</p> <p>How his pay will be fixed if he opts to get his pay fixed in the promotion post on the date of his annual increment on the 1st July of the year?</p>	<p>Following the analogy as provided under Note 1 (b) below rule 11 of the WBS (ROPA) Rules, 2019, in cases where non-functional movement to higher Level and functional promotion fall within the period from 2nd January to 30th June of a particular year and a government employee opts to fix his pay in the non-functional higher Level or promotion post on the date of his annual increment, no interim benefit of pay fixation will be allowed for non-functional movement to higher Level. However, on the date of functional promotion, his pay will be placed in the applicable Level of the promotion post at the same Cell as that of his existing pay and in absence of such Cell, it shall be fitted at the next higher Cell of that Level.</p> <p>On the 1st July, his pay for such non-functional movement to higher Level will first be fixed after allowing normal increment in the manner as laid down under Rule 11 (i) of the WBS (ROPA) Rules, 2019 and thereafter on the basis of such pay so arrived at he will be allowed promotional pay fixation in the same manner.</p>
5.	Certain question has been raised as regards exercising option to come under revised pay structure under WBS(ROPA) rules, 2019 in respect of the employees appointed on transfer from another post on or after 1 st day of January, 2016 (Explanation 2 below rule 5)	The employees mentioned under Explanation 2 below Rule 5 do not include the employees who joined in a post by transfer from another post in the interest of public service as per the specific provisions of the relevant Recruitment Rules. For example, Typists of the Secretariat and LDAs of the Directorate appointed on transfer to the post of LDA of the Secretariat, LDCs of the Regional Offices appointed on transfer to the post of LDA of the Directorates etc. as per relevant Recruitment Rules are such categories.
6.	It has been provided under Rule 48 (f) of the W.B.S.R. Pt-I that unless the Government directs to do so in certain circumstances, extraordinary leave availed by a State Government employee does not count towards his increments for which periodical increments of such an employee is to be deferred after excluding the period not qualifying for	<p>WBS(ROPA) Rules, 2019 has prescribed a uniform date of annual increment in respect of all State Government employees which is 1st July of every year.</p> <p>It is therefore decided that when the extraordinary leave availed by an employee has not been counted towards his increment under Rule 48(f) of the W.B.S.R. Pt-I, the same may be regulated in the following manner :</p> <p>(i) When the period of extraordinary leave ranges from more than one month to eleven months before 1st July of the next year, the Government employee may be allowed the next annual increment notionally on the 1st July of the next year with actual benefit from the month</p>

	<p>increment and to be fixed on the first day of the particular month in terms of Rule 48A of WBSR Pt-I.</p> <p>Now the question arises how such deferment of increment will be regulated under the WBS(ROPA) Rules,2019?</p>	<p>after deducting the non-qualifying month(s) of service spent on such leave from the 1st July of notional incremental benefit.</p> <p><u>To illustrate</u>, a Government employee after getting periodical increment on 1st July 2017, went on extraordinary leave for 5 (five) months 8 days within 30th June 2018. He would get increment notionally on 01.07.2018 with actual effect from 01.12.2018.</p> <p>(ii) Similarly, when extraordinary leave for one month to eleven months covers the date of increment of 1st July of the year, he will be allowed notional periodical increment for that year and actual benefit would be allowed after the end of the extraordinary leave and also counting the period of non-qualifying service spent on such leave taken together.</p> <p><u>To illustrate</u>, a government employee remained on extraordinary leave on and from 20.03.2018 to 26.09.2018 i.e. for 6 months 11 days. He would be allowed notional annual increment on 01.07.2018 but the actual benefit would be admissible to him from 01.04.2019.</p> <p>(iii) In case the extraordinary leave stretches over one year or more, no annual increment will be admissible for the year(s) spent on such leave. He will get annual increment w.e.f. the next 1st July of the year when he joins after spending such leave.</p> <p><u>To illustrate</u>, a Government employee remained on extraordinary leave for 1 year 5 months on and from 30.12.2017 after coming under the revised pay-structure. He would not get annual increment on 01.07.2018. He would get usual increment on 01.07.2019.</p>
7.	<p>How the annual increment of a Government employee will be regulated under the revised pay-structure after revocation of his suspension?</p>	<p>If the period of suspension in respect of a Government employee has not been treated as the period spent on duty, the incremental benefit in respect of such employee shall be regulated following the procedure as shown under clarification No-6 as if he were on extraordinary leave.</p>

Sd/- H.K.Dwivedi

Additional Chief Secretary to the
Government of West Bengal

Copy forwarded for information and necessary action to :-

01. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place [West] Kolkata - 700 001.
02. The Additional Chief Secretary to the Governor of West Bengal, Raj Bhaban, Kolkata.
03. The Additional Chief Secretary / Principal Secretary / Secretary, _____
04. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700 012.
05. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jawahar Buildings, Kolkata - 700 073.
06. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, SUVANNA, SGO Complex, 5th & 6th Floor, Plot No.9, Block-DF, Kolkata-700064.
07. The Assistant Secretary & D.D.O., Finance Department.
08. The District Magistrate/Judge _____.
09. The Commissioner, _____ Division
10. The Treasury Officer, _____
11. The Sub-Divisional Officer, _____
12. The Superintendent of Police, _____
13. The Principal, Industrial Training Institute, _____
14. The Ex. Engineer/Superintending Engineer, _____
15. The _____ Department/Directorate.
It is requested that this Memo, may be circulated to all offices under their control.
16. Shri Sumit Mitra, Network Administrator, Finance Department for uploading this Resolution in the website of Finance Department



Deputy Secretary to the
Government of West Bengal

7.1.12. Extra-Ordinary Leave (EOL)

- i. Extraordinary Leave shall always be without leave salary and may be granted when no other kind of leave is admissible, or when other leave being admissible, the staff concerned has specifically applied in writing for the grant of EOL.
- ii. The period of EOL shall not count for increment except when such leave is granted due to sickness on medical certificate or for prosecuting higher studies, provided that in case of any doubt as to whether the EOL taken was for prosecuting higher studies or not, the decision of the Board shall be final.
- iii. Except in the case of permanent staff, the duration of EOL on any one occasion shall not exceed the following limits:
 - a. Three Months
 - b. Six months, where the staff has completed 3 years continuous service on the date of expiry of the leave admissible to him/her under the rules and his/her request for such leave is supported by Medical Certificate.
 - c. Eighteen months, where the staff is suffering from TB, Leprosy, Cancer or Mental illness and undergoing treatment in a recognized clinic or under a specialist.
- iv. EOL may also be granted to regularized periods of absence with out leave retrospectively.
- v. Depending upon the nature and purpose for which the period of leave is to be availed of, EOL without pay and allowances will be granted only after the completion of a qualifying minimum service of 5 years at this Institute. It may be availed of for any one of the following purposes:
 - a. EOL for regular appointment.
 - b. EOL along with or without leave at credit for carrying out research at higher levels in R & D organizations, universities, etc.

APPLICATION FOR LEAVE

1. Name of the applicant.....
2. Leave Rules applicable.....
3. Post held.....
4. Department of office
5. Pay.....
6. House allowance, Conveyance
Allowance or other Compensatory
Allowance drawn in the present post.....
7. Nature and period of leave applied
for and date from which required.....
8. Grounds on period leave is applied
for and date from which required
9. Date of return from last leave and
Period of that leave.....
10. I under take to refund the difference between average pay and half average pay for the period of leave on average pay, which would not have been admissible had the provision to rule 184(b) (ii) of WBSR- I not been applied in the event of my retirement from service at the end or during the currency of the leave.

Date:

Signature of the applicant

11. Remarks and /or recommendation of the Controlling Officer:

Date: -

Signature _____

Designation_____

13. Statement of leave granted to applicant previous to this application:

Nature of leave	In current year	During post Year.	Total	
Casual				
Privilege				
On average pay (including Earned Leave Under revised Leave Rules 1933)				
On average pay on M.C				
On half average pay on M.C				
On half average pay on private affairs				
On quarter average pay				
On quarter average pay on M.C				
Extraordinary leave				

Total

14. Certified that leave on _____ average pay for Earned Leave
Months and Days from _____ to _____
is admissible under articles/ rule _____ of _____

Date:

Signature: _____

Designation: _____

15. Orders of the sanctioning authority:

Date:

Signature: _____

Designation: _____