

Government of West Bengal
Finance Department
Audit Branch
Service Records Cell

No. 1960-F

Kolkata, the 5th March, 2009

MEMORANDUM

Consequent upon promulgation of West Bengal Services (ROPA) Rules, 2009 the following guidelines are provided for fixation of pay of the officers of the West Bengal Audit & Accounts Services including those under deputation and those who have already retired.

(1) An-officer not on deputation shall submit his option to his Head of office in terms of Rule 6(2) of West Bengal Services (ROPA) Rules, 2009.

(2) The Head of the office will in turn pass necessary orders fixing the pay of the officers and the following conditions shall be followed strictly at the time of fixation of pay under the West Bengal Services (ROPA) Rules, 2009.

i) Top most care should be taken to avoid any wrong fixation, in every case a statement of pay/ document may be obtained from the officer concerned or from Gr.-T of Finance (Audit) Department if necessary, on the basis of which the pay is to be fixed after following the norms prescribed in West Bengal Services (ROPA) Rules, 2009.

ii) Copies of pay fixation orders should be endorsed to the Joint secretary/ Finance (Audit) Department, Gr. -T for necessary entry in the respective service book.

iii) An undertaking should also be obtained from all officers that they will be liable to refund the amount drawn in excess, if any, in terms of the pay fixation order in a single installment while obtained the options for West Bengal Services (ROPA) Rules, 2009.

(3) The officers who are on deputation under Govt. undertakings/ Local Bodies/ Autonomous Bodies shall submit their options to the Finance Department/ Audit Branch/ Group-T through their respective Head of office/ Controlling officer and pay fixation order in respect of them will be issued by the Finance Department Audit Branch, Group -T.

(4) The fixation orders of the retired officer will be issued by the authorities who sanctioned, their pension finally.

Sd/- S. K. Bhattacharyya

Special Secretary to the
Government of West Bengal
Finance Department