

**Government of West Bengal**  
**Education Directorate**  
 Bikash Bhavan, Sal Lake City  
 Kolkata-700091

Memo No. 986-ED/2016

Dated, 24th November, 2016

In order to implement Memorandum No. 892-End(U)/1U-79/13 dated 04.11.2016 and Corrigendum No. 896-End(U)/1U-79/13 dated 08.11.2016, regarding grant of incentives for Ph.D/ MPhil and other higher qualifications(OHQ) to the teachers, following procedure is to be followed by the incumbent and the college:

**1. For Govt. Aided / Sponsored Colleges:**

A proposal along with following documents is to be submitted to the Director of Public Instruction, Govt. of West Bengal.

- (a) First Pay Fixation memo;
- (b) Revised Fixation memos regarding revision of Pay Scale and CAS;
- (c) Non-Drawal Certificate from the Principal/TIC;
- (d) Non-Drawal Certificate from Principal/TIC of all previous colleges, in case of change of College;
- (e) Certificate of Ph.D/M.Phil Degree and OHQ(whichever is applicable) and Provisional Certificate from the Appropriate Authority of Ph.D/M.Phil Degree and OHQ awarding University mentioning date of award of Ph.D/M.Phil Degree and /OHQ, in case the date of award is not mentioned in the Certificate of Ph.D/M.Phil Degree and OHQ;
- (f) Relevance Certificate from the Ph.D/M.Phil Degree awarding University, in case the Ph.D/M.Phil Degree is not in the core subject of the incumbent in which initial appointment was given;
- (g) Resolution of Governing Body (GB) recommending grant of incentives in favour of the incumbent. Resolution of GB by Circulation will not be entertained;
- (h) Proposed fixation taking due incentives into consideration.

**2. For Government Colleges:**

- (a) Appointment Letter;
- (b) Joining Report;
- (c) Fixation, Revised Fixation memos regarding revision of Pay Scale and CAS, if any;
- (d) Non-Drawal Certificate from the Principal/OIC/Office;
- (e) Non-Drawal Certificate from Principal/OIC/DDO of all previous Colleges/Offices, in case of change of College;
- (f) Certificate of Ph.D/M.Phil Degree/OHQ (whichever is applicable), and Provisional Certificate from the Appropriate Authority of Ph.D/M.Phil Degree and OHQ awarding University, mentioning date of award of Ph.D/M.Phil Degree and /OHQ, in case the date of award is not mentioned in the Ph.D/M.Phil Degree and OHQ Certificate;
- (g) Relevance Certificate from the Ph.D/M.Phil Degree awarding University, in case the Ph.D/M.Phil Degree is not in the core subject/discipline of the incumbent in which his/her initial appointment was given.

**3. Whom to apply:**

**(a) In case of Govt. Aided / Sponsored Colleges:**

The Principal/TIC will forward the application of the incumbent alongwith all documents mentioned under clause 1, above to the Director of Public Instruction for re-fixation and re-fixation may be made by the Office of Director of Public Instruction, West Bengal considering the proposal and eligibility of the incumbents.

**(b) In case of Govt. Colleges:**

The incumbents will submit the prayer to the Principal/OIC of the College along with all documents mentioned under clause 2 above, and the Principal/OIC will process the claim of the teachers and re-fixation may be made following their eligibility.

**4. Other Higher Qualification (OHQ) means and includes:**

LL.M (Master of Laws), M. Tech (Master of Technology), M. Arch(Master of Architect), M.E (Master of Engineering), M.V.Sc. (Master of Veterinary Science), M. D (Doctor of Medicine).

**5. Illustrations for fixation:**

Advance increments, on acquiring Ph.D/M.Phil Degree and OHQ shall be calculated on non-compounded basis but will be merged with the Basic Pay (Pay in the Pay Band+AGP)

**For Example:**

- (a) If a candidate is appointed as an Assistant Professor during 01.01.2006 to 31.08.2008 in the service with Ph.D/ M.Phil Degree, the calculation of 4/2 non-compounded increments admissible to him/her may be guided by sl. no.(i) below.
- (b) If a candidate has been awarded Ph.D Degree during 01.01.2006 to 31.08.2008 while in service after three years of his/her joining the service as Assistant Professor and serving with three annual increments on the day of award of Ph.D Degree, the calculation of 2 non-compounded increments admissible to him/her may be guided by sl. no.(ii) below.
- (c) If a candidate is appointed as an Assistant Professor on and after 01.09.2008 in the Pay Band of Rs. 15600-39100+AGP of Rs. 6000/- with Ph.D Degree, the calculation of 5 non-compounded increments admissible to him/her may be guided by sl. no.(iii) below.

- (d) If a candidate has been awarded Ph.D Degree while in service after three years of his/her joining the service as Assistant Professor and serving with three annual increments on the day of award of Ph.D Degree, the calculation of 3 non-compounded increments admissible to him/her may be guided by sl. no. (iv) below:
- (e) If a candidate is appointed as an Assistant Professor in the Pay Band of Rs. 15600-39100+AGP of Rs. 6000/- with M.Phil Degree or Other higher qualifications such as LL.M./M.Tech./M.Arch./M.E./M.V.Sc. and M.D. Degree, the calculation of 2 non-compounded increments admissible to him/her may be guided by sl. no. (v) below.
- (f) If a candidate has been awarded M.Phil Degree or Other higher qualifications such as LL.M./M.Tech./M.Arch./M.E./M.V.Sc. and M.D Degree after three years of his/her joining the service and serving with three annual increments on the day of award of degree of M.Phil and OHQ, the calculation of 1 non-compounded increment admissible to him/her may be guided by sl. no. (vi) below.

Sl. No	Degree	Pay in the Pay Band (PB)	Academic Grade Pay (AGP)	Basic Pay	No. of Increments @ 3% (i.e. Rs. 648 R/O to Rs. 650 in case of entry level) of Basic Pay Admissible	Total Basic = 1+6+AGP
1	2	3	4	5	6	7
		Incumbent joined with or acquired Ph.D/M.Phil Degree during 01.01.2006 to 31.08.2008				
(i)	Ph.D (Entry Level)	15600	6000	21600	4 X 3% of Col.5=648 4 X 650 = 2600	15600+2600 +AGP
	M.Phil (Entry Level)	15600	6000	21600	2 X 3% of Col.5=648 2 X 650 = 1300	15600+1300 +AGP
(ii)	Ph.D (In Service)	15910	6000	22420	2 X 3% of Col.5=672.6 2 X 680 = 1360	15600+1360 +AGP
		Incumbent joined with or acquired Ph.D/M.Phil Degree on and after 01.09.2008				
(iii)	Ph D (Entry Level)	15600	6000	21600	5 X 3% of Col.5=648 5 X 650 = 3250	15600+3250 +AGP
(iv)	Ph. D (In Service)	18020	6000	24020	3 X 3% of Col.5=720.8 3 X 730 = 2190	18020+2190 +AGP
(v)	M. Phil/ LL.M/ M.Tech etc. (Entry Level)	15600	6000	21600	2 X 3% of Col.5=648 2 X 650 = 1300	15600+1300 +AGP
(vi)	M.Phil/ LL.M/ M.Tech etc. (In Service)	18020	6000	24020	1 X 3% of Col.5 = 720.8 1 X 730 = 730	15600+730 +AGP

Allowances like DA etc. as per State Govt. norms and annual increment shall also be admissible in addition to these non compounded advance increments.

Sd/- Jayasri Raychaudhuri  
Director of Public Instruction  
Govt. of West Bengal

Memo No. 986- ED-1(12)/2016

Dated, 24th November, 2016

Copy forwarded for information and necessary action to:

1. Addl. Director of Public Instructions, Govt. of West Bengal, 8th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091.
2. ....Joint/Deputy Director of Public Instructions, Govt. of West Bengal, Education Directorate, 8th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091.
3. Joint Secretary, Appointment Branch, Higher Education Department, 6th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091.
4. Joint Secretary, CS Branch, Higher Education Department, 6th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091.
5. Nodal Officer, HCCMC, Higher Education Department, Integrated Law Cell, 8th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091.
6. All Deputy Directors, of Public Instructions, Govt. of West Bengal, Education Directorate, 8th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091.
7. Principal.....
8. P.S, Principal Secretary, Higher Education Department, 6th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091.
9. P.S, Secretary, Higher Education Department, 6th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091.
10. Integrated Law Cell, Education Directorate, 8th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091.
- ✓ 11. Web-in-charge, Higher Education Department, 6th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091.
12. Guard File

24/11/16  
For Director of Public Instruction  
Govt. of West Bengal