

**DATA CAPTURE FORMAT (DCF) FOR SUBMISSION OF
OPTION & FIXATION UNDER ROPA-2019
FOR USE OF HOI (FOR SECONDRY) / SIS (FOR PRIMARY)/DPSC(FOR DPSC STAFF)
(TO BE FILLED MANUALLY BEFORE SUBMISSION OF OPTION ONLINE)**

NAME OF THE EMPLOYEE: - _____

NAME OF THE SCHOOL/OFFICE: - _____

DESIGNATION: - _____

TABLE – 1: PAY DETAILS UNDER ROPA-2009 ON DATE OF OPTION

DATE OF OPTION	SCALE OF PAY	PAY IN PAY BAND	GRADE PAY	AGP (IF ANY)	BASIC PAY

REVISED PAY UNDER ROPA-2019 ON DATE OF OPTION TO BE CALCULATED BY SYSTEM (OSMS)

OPTION FORM TO BE GENERATED (PDF) BY OSMS ON THE BASIS OF ABOVE TABLE

**TABLE – 2 : SUBSEQUENT INCREMENTS UNDER ROPA – 2009 (BASIC PAY TO BE TALLIED WITH SERVICE BOOK)
IN THE PERIOD AFTER DATE OF OPTION TO 31/DECEMBER/2019**

DATE OF EFFECT	REASON *	SCALE OF PAY	PAY IN PAY BAND	GRADE PAY	AGP (IF ANY)	BASIC PAY

SUBSEQUENT PAYS UNDER ROPA-2019 TO BE CALCULATED BY SYSTEM (OSMS)

THE LAST BASIC PAY ARRIVED IN THE TABLE ABOVE TO BE TALLIED WITH SYSTEM (OSMS) OF DECEMBER 2019.

REVISED BASIC PAY UNDER ROPA-2019 CALCULATED BY THE SYSTEM TO BE FORWARDED TO THE REVISED SALARY TABLE (ROPA-2019) OF JANUARY – 2020 IN OSMS. AFTER ACCEPTANCE BY DDO ONLINE.

***REASON:**

ANNUAL INCREMENT (APPLICABLE FOR DATE OF EFFECT IS 01/JULY EVERY YEAR)

PROMOTION / 18 YR INCREMENT (APPLICABLE FOR 1 INCREMENT ON PREVIOUS PAY WITH ENHANCEMENT OF GRADE PAY)

10YR / 20 YR INCREMENT (1 INCREMENT ON PREVIOUS PAY, NO CHANGE IN GRADE PAY)

UPGRADATION (ENHANCEMENT OF SCALE OF PAY AND/OR GRADE PAY)

*SCALE OF PAY : 4900-16200, 5400-25200, 7100-37600, 9000-40500

NOTE

EMPLOYEE JOINED AFTER 01/01/2016 TO FILL UP TABLE – 2 ONLY

PRIMARY TEACHERS JOINED AFTER 01/01/2016 TO COME UNDER ROPA-2019 ON 01/08/2019 (WITH ENHANCED PAY)

REVISION OF PAY AND ALLOWANCES, 2019

Annexure-II
Form of option
(see para 5 and 6)

1. I, NA hereby elect the revised pay structure with effect from 1st January, 2016.
2. I, NAME hereby elect to continue on the existing scale of pay of my substantive / officiating post mentioned below until:
- a) the date of my next increment with effect from: NA
 - b) the date of my subsequent increment raising my pay to Rs. BASIC PAY in the existing pay structure with effect from : 01-08-2019
 - c) the date of promotion / upgradation to the post of with upgradation of G.P to the same post.
with effect from : 01-08-2019

Existing Pay Band and Grade Pay : (10000+2900/3600)=?
(as on the date of option)

Signature _____

Name _____

Designation _____

Institute/Office in which employed _____

District _____

To be scored out, if not applicable

UNDERTAKING

I hereby undertaking that event of my pay having been fixed in a manner contrary to be provisions contained in this memorandum, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature _____

Name _____

Designation _____

Date :

Place :

Signature of the Chairperson
District Primary School Council
Cooch Behar

Annexure - III**(See para 7 (1))**

From for fixation of initial pay in the revised pay structure under memorandum of West Bengal Recognized Non Government Aided and Sponsored Educational Institutions Revision of Pay and Allowances, 2019

1	Name of the Institute/ Office	
2	Name and designation of the employee	
3	Status (Substantive/ Officiating)	
4	Existing Pay Band and Grade pay	
(a)	In substantive post	
(b)	In officiating/temporary post	
5	Basic Pay (Band Pay + Grade Pay) in the existing pay structure as on January 1, 2016 or on the date of option	
6	Amount arrived at by multiplying basic pay as at Sl. No. 5 above by 2.57 rounded off to nearest Rupee	
7	Applicable Level in the Pay Matrix corresponding to the Pay Band and Grade Pay	
8	Applicable Cell in the Level either equal to or next higher of the amount at Sl No. 6 above	
9	Revised Basic Pay (as per Sl No. 8)	
10	Date of Effect	
11	Date of next increment	

**Signature of Head of the Institute or
Head of Office with Designation**