

No. 1086-F(P<sub>2</sub>)

Dated, Howrah, the 1<sup>st</sup> March, 2024

**MEMORANDUM**

The question of enhancement of Professional Fee/ Remuneration of Contractually Engaged IT Personnel (CITP) who have been brought under the ambit of Notification No. 192-IT dated 16.10.2020 of the P&AR Department and who were originally engaged otherwise than in terms of Memo. No. 5859-F(Y) dated 22.07.2013, Memo. No. 1084-F(Y) dated 15.02.2014 and Memo. No. 249-F(Y) dated 15.01.2016, has been under consideration of the Government for sometime past.

2. After careful consideration of the matter, the undersigned is directed to say that the Governor has been pleased to revise their Professional Fee/ Remuneration in the following manner:

- a) All Contractually Engaged IT Personnel (CITP) in various Government establishments under different departments who have been brought under the ambit of Notification No. 192-IT dated 16.10.2020 other than those who are covered by Memo No. 4878-F(P2) dated 05.12.2022 or Memo No. 1875- F(P2) dated 17.04.2023 shall be classified into 6 broad categories on the basis of 2 criteria. The primary criterion shall be "nature of job assigned on the date of initial engagement" and the secondary criterion shall be "minimum qualification and experience on the date of initial engagement."
- b) All such CITP shall be paid Professional Fee/ Consolidated Remuneration as per classification to be done and as per the table enclosed.
- c) Professional Fee/ Consolidated Remuneration of the above CITP as per the table attached shall have no linkage with present designation nor any change in existing designation shall be made.
- d) All the departments are advised to earmark a category in the structure, as proposed above, in respect of each such CITP who have been brought under the ambit of Notification No. 192-IT dated 16.10.2020 in accordance with the nature of job assigned to him on the date of initial engagement subject to the conditions that-
  - (i) there shall be no change of designation and amount of Professional Fee/ Consolidated Remuneration shall not be linked to designation;
  - (ii) he fulfilled the minimum qualification and experience required for such category on the date of initial engagement;

(iii) there has been no break in his engagement. If there has been any break or change of assigned job since the initial engagement, the date of fresh engagement or latest assigned job shall be taken into account for the purpose of calculation of length of engagement;

(iv) the date of initial engagement shall be 01.04.2013 or the actual date of initial engagement in the current assigned job without break, whichever is later, provided that where initial engagement was made directly by the Government and not through any agency before 01.04.2013 with the approval of the Cabinet or the Finance Department, the actual date of initial engagement, falling before 01.04.2013, shall be taken into account;

(v) even if a CITP possesses qualification higher than the minimum required for the category as per "nature of job assigned on the date of initial engagement", he shall be eligible for the category applicable as per "nature of job assigned on the date of initial engagement" and not his personal qualification;

(vi) if a CITP did not possess on the date of initial engagement the minimum qualification and experience required for the category which matches with his "nature of job assigned on the date of initial engagement", he shall be included in a lower category for which he fulfils the required minimum qualification and experience;

(vii) if a CITP did not possess on the date of initial engagement the minimum qualification and experience required for any of the categories, he shall be included in Category I;

(viii) if a CITP is drawing a Professional fee/ Consolidated Remuneration higher than the Professional fee/ Consolidated Remuneration that would be admissible to him as per the above structure, he shall continue to draw the higher Professional fee/ Consolidated Remuneration. No annual enhancement will however be admissible to such higher Professional fee/ Consolidated Remuneration till the Professional fee/ Consolidated Remuneration admissible under the above structure becomes higher than or equal to the amount drawn by him on actual basis.

e) On earmarking all such CITP engaged under any department, the department shall forthwith issue an order showing the provisional Category assigned to each CITP and the provisional Professional Fee/ Consolidated Remuneration to be drawn from the date of effect of the proposed revision.

(i) Professional Fee/ Consolidated Remuneration of such CITP shall be fixed in the structure laid down in the annexure based on the number of completed years since initial engagement without any break in the present assignment subject to the conditions mentioned in sub-para (d) above.

(ii) Annual enhancement of Professional Fee/ Consolidated Remuneration of such CITP may be allowed on the 1<sup>st</sup> July every year provided at least 6 months of satisfactory service from the date of engagement or change of slab on account of completing 5/10/15//20 years of engagement, as the case may be, has been rendered.

(iii) Annual enhancement on 01.07.2024 shall be allowed after such revision to all such CITP excepting those who have been engaged after 01.01.2024 or has completed 5/10/15/20 years of engagement after 01.01.2024.

f) Thereafter, each department shall move a proposal to P&AR Department within three months, in proforma to be prescribed by P&AR Department for ratification of the order with necessary documents in support of "nature of job assigned on the date of initial engagement", minimum required qualification sought for by the department for such job at the time of such engagement and a certificate that there has been no break or change of role in respect of such CITP from the date of initial engagement as claimed. It shall be clearly mentioned in the order to be issued by the department that the same is a provisional order subject to ratification by P&AR Department.

g) P&AR Department, on scrutiny, shall ratify such order issued by the department concerned with or without such modifications as may be appropriate. The department concerned shall issue order notifying such ratification after making any modification as advised by P&AR Department.

3. This structure of Professional fee/ Consolidated Remuneration shall be applicable to such CITP who have been brought under the ambit of Notification No. 192-IT dated 16.10.2020 with express concurrence of P & AR Department and no other category of contractually engaged personnel shall be entitled for such Professional fee/ Consolidated Remuneration.

4. This may be given effect from 01.04.2024.

**Sd/- Dr. Manoj Pant  
Additional Chief Secretary to the  
Government of West Bengal**

**P.T.O**

**Copy forwarded with enclosure for information and necessary action to:-**

01. The Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place [West] Kolkata – 700 001.
02. The Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place [West] Kolkata – 700 001.
03. The Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Block DF, Sector-I, Salt Lake, Kolkata – 700 064.
04. Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_  
\_\_\_\_\_ Department.
05. Director, \_\_\_\_\_
06. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8 Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700 001.
07. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700 012.
08. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Building, P-1, Hyde Lane, Kolkata – 700 073.
09. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No. 9, DF Block, Sector-I, Salt Lake City, Kolkata- 700 064.
10. The Commissioner, \_\_\_\_\_ Division
11. The District Magistrate/ District Judge / Superintendent of Police  
\_\_\_\_\_
12. The Sub-Divisional Officer, \_\_\_\_\_
13. The Treasury Officer, \_\_\_\_\_
14. Shri Sumit Mitra, Network Administrator, Finance Department for uploading this Resolution in the Finance Department, Website.
15. Office Copy.



**Additional Secretary to the  
Government of West Bengal.**

**Enclosure to Memo. No. 1086-F(P2) dated 01.03.2024**

<b>Category</b>	<b>Nature of assigned job on the date of initial engagement</b>	<b>Minimum qualification required on the date of initial engagement</b>	<b>Initial Remuneration</b>	<b>Annual enhancement</b>	<b>Remuneration on completion of 5 years</b>	<b>Annual enhancement after completion of 5 years</b>	<b>Remuneration on completion of 10 years from initial engagement</b>	<b>Annual enhancement after completion of 10 years</b>	<b>Remuneration on completion of 15 years from initial engagement</b>	<b>Annual enhancement after completion of 15 years</b>
III	<b>Discharge of function of system administrator, assistance to officers who have role of system administrator in any network/system, any other job of related or incidental nature</b>	<b>B.Tech./ B.E./ MCA/ M.Sc. and OEM L2 Certification on System/ Server- Linux or System/ Server-Windows</b>	<b>29000</b>	<b>900</b>	<b>36000</b>	<b>1100</b>	<b>44000</b>	<b>1300</b>	<b>55000</b>	<b>1700</b>
II	<b>Installation, maintenance of software and database management, implementation support, assistance to office staff towards implementation of e-office, e-governance projects, any other job of related or incidental nature</b>	<b>PGDCA/ B.Sc. (Computer Science)/ BCA/ DOEACC 'A' Level course of 3 year duration or equivalent from recognised University/ Institute with skill in (a) installation, maintenance of application software and DBMS (b) implementation support</b>	<b>21000</b>	<b>800</b>	<b>26000</b>	<b>900</b>	<b>32000</b>	<b>1000</b>	<b>40000</b>	<b>1200</b>
I	<b>Data entry, computer operation, typing, CAD, CAD GIS, AUTO CAD, DATA centre supervision, Help Desk assistance, management of accounts and data, imparting basic computer knowledge, any other work of routine or repetitive nature</b>	<b>Graduation with Certificate in Computer Application</b>	<b>16000</b>	<b>600</b>	<b>20000</b>	<b>700</b>	<b>25000</b>	<b>800</b>	<b>31000</b>	<b>1000</b>



**Additional Secretary to the  
Government of West Bengal**

**Enclosure to Memo. No. 1086-F(P2) dated 01.03.2024**

Category	Nature of assigned job on the date of initial engagement	Minimum qualification required on the date of initial engagement	Initial Remuneration	Annual enhancement	Remuneration on completion of 5 years	Annual enhancement after completion of 5 years	Remuneration on completion of 10 years from initial engagement	Annual enhancement after completion of 10 years	Remuneration on completion of 15 years from initial engagement	Annual enhancement after completion of 15 years
VI	<b>Identification of scope of digitisation, development of applications for G2G, G2C, G2B communications, Software design/development, documentation, identification of optimal network architecture and software platform, overall responsibility of implementation of e-Governance, any other job of related or incidental nature</b>	<b>1st Class MCA or 1st Class M.Sc. in IT/ Computer Science or 1st Class B.E. in IT/ Computer Science or 1st Class B.Tech. in IT/ Computer Science with 5 years experience as Software Developer in Government Projects</b>	<b>40000</b>	<b>1200</b>	<b>48000</b>	<b>1400</b>	<b>58000</b>	<b>1700</b>	<b>72000</b>	<b>2200</b>
V	<b>Design and development of secure Network, discharge of function of administrator of system administrator, assistance to officers who have role of system administrator in any network/system, suggesting optimal network architecture, any other job of related or incidental nature</b>	<b>1st Class MCA or 1st Class M.Sc. in IT/ Computer Science or 1st Class B.E. in IT/ Computer Science or 1st Class B.Tech. in IT/ Computer Science with 5 years experience as Security and Network Administrator in Government Projects</b>	<b>37000</b>	<b>1100</b>	<b>44000</b>	<b>1300</b>	<b>53000</b>	<b>1600</b>	<b>66000</b>	<b>2000</b>
IV	<b>Software design/development, documentation and implementation support, identification of scope of updation and upgradation of software, identification of optimal platform for software, any other job of related or incidental nature</b>	<b>1st Class MCA or 1st Class M.Sc. in IT/ Computer Science or 1st Class B.E. in IT/ Computer Science or 1st Class B.Tech. in IT/ Computer Science with skill in software design, development, documentation and implementation support</b>	<b>33000</b>	<b>1000</b>	<b>40000</b>	<b>1200</b>	<b>48000</b>	<b>1400</b>	<b>60000</b>	<b>1800</b>

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