

**Government of West Bengal
School Education Department
Planning & Budget Branch
Bikash Bhavan, Salt Lake, Kolkata - 700 091**

No. 189-SE (P&B)/5B-18/2010

Dated, the 25th May, 2011.

MEMORANDUM

The salary bills of the teaching and non-teaching employees of Non-Govt. Aided/ Sponsored Educational Institutions, both Primary & Secondary, are passed by the Treasury with an endorsement on the cheques so that cheques are encashed from the 4th working day of every month and payments in favour of the said employees are delayed for about 3/4 days thereafter.

In view of such delay in receipt of salaries by the teaching and non-teaching employees of Govt./Govt Aided/Govt. Sponsored/Non-Govt. Aided/Non Govt. Sponsored Educational Institutions, it has now been decided by the Finance Department of this Govt, that the salary cheques will be released by all Treasuries on the 1st working day of each month with effect from the salaries of May, 2011 payable in June 2011. All Treasury Officers are also being requested to release the salary cheques by 28th of each month payable on the 1st working day so that the same can be presented to the Nodal Banks for release of amount immediately at the start of business hours on the 1st working day of each month.

It will be the responsibility of the respective District Inspector of Schools both Primary and Secondary as well as chairman, District Primary School Councils and all D.D.O.s drawing salaries of teaching and non-teaching staff under this Department to ensure that such cheques are presented to concerned Bank Branches undertaking the Treasury function within the same date along with advice list of School-wise Accounts in particular so that the same may be transferred through E.C.S. on the same day to the Bank Account mentioned by the respective school. The School Education Department is also exploring the possibility of direct credit to the salary accounts of all teaching and non-teaching employees maintained in a Nationalized Bank Branch with facilities of Core Banking Solution (C.B.S). Accordingly District Inspector of Schools (both Primary Education and Secondary Education) will immediately request all authorities of all Govt./ Govt. Aided/Govt. Sponsored/Non-Govt. Aided/Non-Govt. Sponsored Primary and Secondary Schools to prepare Bank Account No. with Bank Branch Code No. of all teaching and Non teaching employees under their respective schools along with a blank canceled cheque or photo copy of the first page of the Pass Book where the details of the account holders with account No. and Branch Code are recorded. The respective School authorities are to be requested to prepare and submit the same to the respective District Inspector of Schools/Chairman, District Primary School Council by 30.06.2011. This will enable direct credit to the Bank Account of salaries of teaching and non-teaching staff of Govt./Govt. Aided/Govt. Sponsored/Non-Govt. Aided/ Non-Govt. Sponsored Educational Institutions through E.C.S. in due course.

All concerned are being informed.

Sd/- S. Taraphder

OSD & E.O. Deputy Secretary
to the Govt. of West Bengal.