

**EDUCATION DIRECTORATE  
GOVERNMENT OF WEST BENGAL,  
BIKASH BHAVAN, SALT LAKE, KOLKATA-91**

MEMO NO- ED-258/2013

Dated-17.04.2013

From

**Director of Public Instruction, West Bengal  
& Ex-Officio Secretary, Dept. of Higher Education**

**Government of West Bengal, Bikash Bhavan, Kolkata-91**

**To: All Principals and TIC s of the Govt-aided colleges in the state**

**Reg- Submission of claims for remuneration of the existing Part-time teachers(PTTS) and Contractual Whole time teachers(CWTTs) for the period from 01.01.2013 to 31.03.2013(as before) & submission of claims for remuneration of PTs & CWTTs for 1.4.2013 to 30.6.13; 1.7.13 to 31.12.13; and 01.01.14 to 31.3.2014(onwards), along with the claim bills of Regular Teaching & Non-teaching staff of colleges.**

1.They are requested to submit claim proposal with regard to payment of remuneration to Part-time teachers and Contractual Whole time teachers **in separate proposal**, for the period 01.01.13 to 31.03.13 with the following documents to the Receiving section of the Education Directorate **within 25.04.2013 positively**.

**2. In accordance to G.O. No. 360 Edn(CS)/10M-45/2013 dated 10.4.2013, it is being notified that the state aided non govt. colleges of W.B. are to submit monthly bills of remuneration of CWTTs & PTs to the Pay Packet Section of the Education Directorate along with the bills of regular teaching and non teaching employees of Colleges w.e.f. 1.4.2013 onwards.**

**Necessary Formats and documents required for PTs and CWTTs in this regard are attached herewith.**

Sd/-

**Director of Public Instruction,  
West Bengal & Ex-Officio Secretary, Dept. of Higher Education  
Government of West Bengal, Bikash Bhavan, Kolkata-91**

**To all the Principals and TIC s of the Govt-aided colleges in the state**

**Reg- Submission of claims of the existing Contractual Whole-time teachers(CWTTs) for 01.01.2013 to 31.03.2013**

Kindly submit claim proposal of Contractual whole-time teachers, for the above-mentioned period with the following documents to the Education Directorate, **Receiving section only, within 25.04.2013 positively.**

**Documents required-**

- 1. Duly-filled in format for claim submission in Excel worksheet (as given),**
- 2.10-Point Certificate,**
- 3. Non- Drawal Certificate,**
- 4. Attested Copy of Original Approval Order, with Annexure,**
- 5. Disbursement Certificates of the previous grants received mentioning the period, Memo No, Amt received, disbursed amount, surplus/deficit, if any. Copy of last sanctioning Memo to be enclosed positively.**
- 6. Audited report of the previous grant received,**
- 7. Authentication of Principal/TIC mentioning the names of CWTTs who have resigned w.e.f, with G.B Resolution confirming the acceptance of resignation,**
- 8. A soft copy of THE CLAIM in Excel worksheet to be attached with the proposal.**
- 9. If any amount has not been drawn from the treasury, a certificate of non-drawal by T.O is to be given.**
10. Attested photo-copy of original acquittance roll.
11. Copies of P.Tax challan to be enclosed.

To all the Principals and TIC s of the Govt-aided colleges in the state

**Reg- Submission of claims of the existing Part-time teachers(PTTS) for 01.01.2013 to 31.03.2013**

Kindly submit claim proposal of Part-time teachers for the above-mentioned period with the following documents to the Education Directorate, **Receiving section only, within 25.04.2013 positively.**

**Documents required-**

1. Duly-filled in format for claim submission in Excel worksheet(as given),
- 2.10-Point Certificate,
3. Non- Drawal Certificate,
4. Attested Copy of Original Approval Order, with Annexure,
5. Disbursement Certificates of the previous grants received mentioning the period, Memo No, Amt received, disbursed amount, surplus/deficit, if any. Copy of last sanctioning Memo to be enclosed positively.
6. Audited report of the previous grant received,
7. Authentication of Principal/TIC mentioning the names of PTTs who have resigned w.e.f, with G.B Resolution confirming the acceptance of resignation,
8. A declaration by Principal/TIC stating slab change of PTTs, if any, (to be calculated from the date of joining as per 1st Approval Memo) mentioning date of effect.
9. A G.B /Organising Committee Resolution regarding approval for slab change of PTTs, if any. Those who have already submitted claims with slab change in the last period, must also enclose similar resolution.
9. A soft copy of THE CLAIM in Excel worksheet to be attached with the proposal.
10. If any amount has not been drawn from the treasury, a certificate of non-drawal by T.O is to be given.
11. Attested photo-copy of original acquittance roll.



**FORMAT II**

**Format for Claim of Remuneration for Approved Contractual-Whole time Teachers of Govt-Aided Colleges(01.01.2013-31.03.2013 )**

**Name of the College with Postal Address with Pin Code:**

**email ID:**

**Name of the Principal /Teacher-in-Charge :**

**Mobile No:**

**College/Office Phone no:**

**Previous surplus if any (with period) :**

Rs. <input style="width: 50px;" type="text"/>	Period from..... to..... vide memo no.....
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Sl. No. (A)	Names of Approved CWTTs as per first approval (B)	Names of resigned CWTTs with date of resignation (C)	Subject in which engaged as CWTT (D)	% of Marks in PG, (E)	Date of Birth (F)	Date of Joining as per first approval (G)	Any other Higher Qualification (NET/SET/ Ph.D (H)	General / SC / ST / OBC/PH (I)	Memo No with date of first approval (J)	Proposed Claim from 01.01.2013 to 31.03.2013 in terms of G.O. 952-Edn(CS) dated 09.12.2010 @ Rs. 21400/- per month per incumbent. (K)
										Rs21400x6 mths=Rs.....
<b>TOTAL CLAIM</b>										<b>Rs.</b>

ACCOUNTANT

BURSAR

PRINCIPAL/TEACHER IN CHARGE

**FORMAT-**

**FORMAT FOR CLAIM OF REMUNERATION FOR APPROVED PART TIME TEACHERS OF GOVT.AIDED COLLEGES (01.01.2013-31.03.2013)**

Name of the College with Postal Address with Pin Code:

e-mail ID:

Name of the Principal /Teacher-in-Charge :

Mobile No:

Office Phone no:

No. of PTT placed at Rs.9450  Rs.10800

Rs 13500  as per first approval vide G.O

no..... dated .....

Previous surplus if any (with period) Rs.

Period from..... to..... vide memo no.....

Sl No <b>(A)</b>	Name of approved PTTs(Please indicate category-G.C./SC/ST/OBC/PH) <b>(B)</b>	Subject <b>(C)</b>	Qualification <b>(D)</b>	Date of Birth <b>(E)</b>	Date of Joining as per first approval <b>(F)</b>	First approval Memo No. <b>(G)</b>	Remuneration as per first approval (in Rs.) <b>(H)</b>	state whether claim is for Rs.9450/ Rs.10800/ OR Rs.13500 X 6 months(Jan 13 to Mar 13) <b>(I)</b>	Due/Arrear remuneration for slab change from Rs.9450 to 10800/- OR from 10800/- to 13500/- with date of effect after 01.01.13 to 31.03.13(in Rs.) [If any] <b>(J)</b>	Total Arrear as per for column J for slab change if any from 01.01.13 to 31.03.13 (in Rs.) <b>(K)</b>	Total claim (in Rs.) <b>(L=I +K)</b>	Remarks (Resignation tendered by any PTT with date, if any) <b>(M)</b>	
								9450 X 6 = Rs..... ...					
								10800 X 6 = Rs..... ...					

**ACCOUNTANT**

**BURSAR**

**PRINCIPAL/TEACHER-IN-CHARGE**