

# Government of West Bengal

OFFICE OF THE ADDITIONAL DISTRICT INSPECTOR OF SCHOOLS  
(SE), CONTAI SUB-DIVISION.

P.O.- KARKULI, DIST.- PURBA MEDINIPUR, PIN-721401

Memo No.....

Date.....

## NOTICE

To

All Heads Of Schools / Madrasahs under Contai & Egra Sub Division.

Sub :- Refund of the Govt. Share of the Contributory Provident Fund in  
accordance with the G.O. No. 749-se (L), Dated-13.06.2014

All Heads of the Secondary /H.S./JR.High/Madrasah are here by informed to submit the option of teaching and Non-teaching staff who are interested to switch over option for taking G.P.F instead of C.P.F as per G.O No-749-SE(l), dated 13.06.2014. Following documents are essential for submission of such option to the undersigned.

1. Option (1 copy original duly signed by incumbent and authority ).
2. Calculation sheet for refund of the Govt. Share of the Provident Fund (duly signed by incumbent and authority).
3. Copy of resolution of the managing committee.
4. Duly filled T.R Form – 7 (5 Copies)[**Head of A/C - 00710110100310** ]
5. Approval of appointment.
6. Copy of the P.P.O. / Xerox copy of service Book.

This is for your information and taking necessary action,

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J. Gantait 28.7.14  
ADI/S (SE),  
Contai Sub- Division