

West Bengal Primary Teachers Manual

An eBook of Acts, Rules, Govt. Notifications etc. compiled by WBXPress.com

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West Bengal Primary School Teachers Recruitment Rules, 2015

GOVERNMENT OF WEST BENGAL
School Education Department
(Elementary Branch)

No. 580-SE(E)/10M-6/09(Pt) Date: 14th July, 2015

NOTIFICATION

The following draft of amendments which the Governor, in exercise of the power conferred by sub-section (1) and clause (k) of sub-section (2) of section 106, read with clause (k) of sub-section (I) of section 60, of the West Bengal Primary Education Act, 1973 (West Ben. Act XLIII of 1973) (hereinafter referred to as the said Act) and in supersession of previous rules under notification no. 57-SE(Pry)/10R-1/91 dated 15.01.2002 amended from time to time, is hereby published as required by section 106 of the said Act, for the information of persons likely to be affected thereby.

These draft rules will be taken into consideration on or after expiry of a period of 15 days from the date of its publication in the Official Gazette and any objection or suggestion with respect thereto, which may be received by the undersigned before the said date, shall be duly considered:-

Draft rules

CHAPTER I **Preliminary**

1. Short title and commencement.

- (1) These rules may be called the West Bengal Primary School Teachers Recruitment Rules, 2015.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions.

In these rules, unless there is anything repugnant in the subject or context,-

- (a) "Act" means the West Bengal Primary Education Act, 1973 (West Ben. Act XLIII of 1973);
- (b) "Appointment" means appointment of teachers of primary schools in accordance with the provisions of the Act and the rules;
- (c) "authorised officer" means, unless otherwise specified, an officer not below the rank of Deputy Director of School Education, West Bengal, duly authorized by the Director of School Education, West Bengal;
- (d) "Board" means the West Bengal Board of Primary Education established under the Act;

- (e) “Council” means a Primary School Council established under the Act;
- (f) “deputation” means deputation of teachers of primary schools to the Training Institute by the Council;
- (g) “Director” means the Director of School Education, West Bengal and includes the Commissioner of School Education, West Bengal;
- (h) “Head Teacher” means the teacher of a Primary School appointed as Head Teacher of the primary school by the Council in accordance with these rules;
- (i) “primary school” means a school or a department of a school set up under the Act for imparting such primary education as the State Government may prescribe, and includes a primary school or a Junior Basic School recognized under the Act and in existence on the date of coming into force of the West Bengal Primary Education (Amendment) Act, 1996;
- (j) “panel” means a list of names of the eligible and selected candidates for appointment as teacher in Primary Schools, published by the Board according to rules;
- (k) “rule” means any rule made under section 106 of the Act;
- (l) “State Government” means the Government of West Bengal in the School Education Department;
- (m) “superannuation” means the date of retirement of a teacher from the service on completion of sixtieth year of his age;
- (n) “teacher” means a person who holds a teaching post in a primary school or in a Junior Basic School on a regular and whole time basis, and is paid either wholly or in part from the funds under the control of the State Government in the Education Department;
- (o) “trained candidate” means a candidate who has obtained Diploma in Elementary Education;
- (p) “training” means two years Diploma in Elementary Education (by whatever name known) from an institute recognized by the National Council for Teacher Education (NCTE);
- (q) “vacancy” means vacant post of a primary school teacher arising by way of-
- (i) creation of a new post by the Council with prior sanction from the State Government,
 - (ii) retirement of a teacher,
 - (iii) death of a teacher or declaration by the competent Medical Board for incapacitation of a teacher,
 - (iv) resignation tendered by a teacher and accepted by the Council,
 - (v) removal or dismissal of a teacher.

CHAPTER II

General

3. Roll strength for a teacher.

(1) The roll strength for a teacher of a primary school under the jurisdiction of the Council shall be determined as per the Schedule annexed to the Right of Children to Free and Compulsory Education Act, 2009.

(2) No Council shall appoint teacher in primary schools within its jurisdiction beyond the number of teachers sanctioned by the State Government for the district or the sub-division.

(3) A Council may propose to the Director for sanction of additional posts of primary teachers due to increase in roll strength in primary schools of the district or the sub-division, as the case may be. The Director of School Education will send the said proposal with his views to the School Education Department for necessary sanction of such additional post.

4. Information regarding vacancies.

(1) The District Primary School Council shall prepare a report regarding the number of vacancies in sanctioned posts, medium-wise and category-wise for the post of assistant teachers of primary school under its jurisdiction plus vacancies anticipated to occur against the sanctioned strength within the next 12 months from the date of advertisement.

(2) On receipt of report under sub-rule (1), the Director of School Education after due verification and with due approval of the Government shall send the vacancy report to the West Bengal Board of Primary Education.

(3) On receipt of the vacancy report for all the District Primary School Councils under sub-rule (2), from the Director of School Education, the Board shall, for filling up such vacancies, make an advertisement through widely published daily newspapers in the State in English, Bengali or any other languages, if necessary and also through the website of the Board.

(4) The advertisement for filling up vacancies shall, inter alia, contain-

(a) the date, place and time for collection of application form;

(b) the manner of submission of application form;

(c) date and time of viva-voce/interview;

(d) quota for reservation with due consideration of the reservation policy of the Government of West Bengal;

(e) the manner of payment of application fee;

(f) any other particulars as may be approved by the State Government;

(g) terms and conditions of the recruitment.

(5) With the prior approval of the State Government, the Board shall have the following power to lay down the modalities, procedures or guidelines, as the case may be,-

(a) for selection of candidates for preparation of panels for appointment;

(b) co-ordinate the entire procedural formalities relating to the recruitment; and

(c) engage any specialized agency for the purpose.

(6) The application form shall be obtained on payment such fee which is non-refundable and in such manner as mentioned in the time of advertisement:

Provided that the candidates belonging to Scheduled Castes or Scheduled Tribes or Physically challenged shall be required to pay such non-refundable fee at reduced rate as may be mentioned in the said advertisement.

CHAPTER III Selection and Appointment

(1) Teacher

5. Appointing Authority.

The Chairperson, the concerned District Primary School Council, the Kolkata Primary School Council, or the Siliguri Primary School Council, shall be the appointing authority.

6. Qualifications.

(1) No person shall be appointed by the Council as a teacher unless he is a citizen of India and has completed the age of 18 years as on 1st day of January of the year of advertisement and has not completed the age of 40 years on the 1st day of January of the year of advertisement of the Teacher Eligibility Test (TET).

(2) The candidate shall possess the minimum educational qualifications specified by the National Council for Teacher Education, read with the notification relating to eligibility of candidates with the relaxed qualification issued by the Ministry of Human Resource Development, Department of School Education and Literacy, Government of India, from time to time.

(3) In the matter of appointment, priority shall be given to those eligible candidates who possess the minimum qualifications as specified by the National Council for Teacher Education and thereafter, the eligible candidates with the relaxed qualification specified by the Ministry of Human Resource Development, Department of School Education and Literacy, Government of India, may be considered, and if candidates with relaxed qualifications are considered as teachers, such teachers under the relaxed qualification norms shall be appointed with an undertaking to acquire the minimum qualifications specified in the National Council for Teacher Education within a period of 2 years from the date of appointment.

Note 1. — Any candidate seeking appointment to the post of primary school teacher shall have studied and passed in the specific language as the first or the second language in the Higher Secondary Level or equivalent for which medium of instruction, the candidate is seeking appointment:

Provided that in case of Santhali as medium of instruction, the candidate shall only be required to possess proficiency of reading, writing and speaking in Santhali. Here, Santhali means Santhali in Ol-Chiki Script. It shall not be obligatory for the candidates seeking appointment to the post of primary school teacher in Santhali medium schools to have passed in the specific language as the first or the second language in the Higher Secondary Level or its equivalent for which medium of instruction, the candidate is seeking appointment.

Note 2.— In case of the certificate issued by the authority other than the West Bengal Council of Higher Secondary Education, the said certificate issuing authority shall either be set up as a statutory authority or the said certificate issuing authority shall be authorized by the Government of India or by the State Government of the concerned State, as the case may be, for issuing Higher Secondary Level certificates.

Note 3.— All candidates must have studied and obtained Madhyamik (Secondary) Pass Certificate or its equivalent with Mathematics and English as subjects.

Note 4.— The equivalent of Madhyamik certificate means the said certificate issuing authority shall either be set up on the basis of provisions of a legislation passed by the Government of India or by the State Government of the concerned State and or as the said statutory authority must be authorized by the Government of India or by the State Government of the concerned State, as the case may be, for issuing Secondary Level certificates.

Note 5.— The decision of State Government on the question of equivalence shall be final.

Note 6.— Candidates belonging to reserved categories viz. candidates belonging to the Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC-A and OBC-B), Exempted Categories (EC), Ex-Servicemen and for Physically Handicapped (PH) candidates, shall be allowed relaxation up to 5% in the qualifying marks.

Note 7.— The State Government may, by notification, earmark up to 10% of the total posts, with a view to providing adequate representation of the candidates of some categories without disturbing the 100-point roster as notified by the State Government from time to time:

Provided that the qualifications for such categories of candidates shall be the same as mentioned in this rule:

Provided further that notwithstanding anything contained in this rule, the upper age-limit of candidates to be appointed as teachers by earmarking 10% of the total posts with a view to providing adequate representation of the candidates of some categories as mentioned in this note, shall be 55 years of age as on the 1st day of January of the year of the advertisement, shall be considered.

Note 8.— The reservation quota for the candidates belonging to the Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC-A and OBC-B), Exempted Categories (EC), Ex-Servicemen and for Physically Handicapped (PH) candidates, shall be maintained as per the existing reservation rules as framed by the competent authority.

7. Selection Committee.

(1) The Board shall constitute Selection Committee for each district for the purpose of selection of eligible candidates and preparation of panel or panels of such candidates for appointment of teachers in primary schools within the jurisdiction of the Board.

(2) The Selection Committee shall normally function for a period of two years from the date of its first meeting:

Provided that the Board may, during the said period, reconstitute the Committee for the reason to be recorded in writing.

(3) Any member of the Committee, other than an ex-officio member, may resign with one month notice to the Chairman. The Board may remove any member, other than an ex-officio member at any times, subject to the condition that such member has been informed of the reason of his removal and has been given an opportunity of being heard.

8. Procedures of selection.

(1) The Selection Committee shall make prima facie scrutiny of the duly filled application forms submitted by the candidates having qualification as mentioned in rule 6.

(2) The Selection Committee shall call all qualified candidates as mentioned in sub-rule (1), for the viva-voce or interview and Aptitude Test. The performance of the candidates who will be called for viva-voce or interview and Aptitude Test, shall be assessed separately by the Interview Board formed for the specific purpose.

(3) Academic qualifications, training, TET-score, Extra Curricular activities and performance in viva-voce or interview and Aptitude test, shall be computed in the manner as mentioned in Table A below:-

Table A

Sl. No.	Item for evaluation	Maximum Marks
(i)	Madhyamik pass under the West Bengal Board of Secondary Education or its equivalent	05
(ii)	Higher Secondary pass under the West Bengal Council of Higher Secondary Education or its equivalent	10
(iii)	Training as specified by NCTE	15
(iv)	Teacher Eligibility Test (TET)	05
(v)	Extra Curricular Activities	05
(vi)	Viva- Voce or Interview	05
(vii)	Aptitude Test	05
	Total	50

Note 1.— The percentage of marks obtained by the candidate in the Madhyamik Examination or its equivalent excluding additional marks, if any, shall be reduced proportionately to marks obtained out of 5.

Note 2.— The percentage of marks obtained by the candidate in the Higher Secondary Examination or its equivalent excluding additional marks, if any, shall be reduced proportionately to marks obtained out of 10.

Note 3.— The percentage of marks obtained by the candidate in the relevant Teacher Training shall be reduced proportionately to marks obtained out of 15.

Note 4.— The percentage of marks obtained by the candidate in the TET Examination shall be reduced proportionately to marks obtained out of 5.

Note 5.— Marks out of maximum five (5) Marks shall be awarded to the candidates in the Extra Curriculum Activities on the following Extra Curriculum Activities

1	Games and Sports	1
2	National Cadet Corps (NCC)	1
3	Arts and Literature	1
4	Performing Art (Drama)	1
5	Music	1
	Total	5

(4) The marks shall be allotted as follows:-

(a) a certificate of representation in the State/National/International level. Games or Sports issued by the Competent State Government or Central Government Authorities or agencies, shall be awarded (01) mark;

(b) Minimum 'A' certificate of National Cadet Corps (NCC) shall be awarded (01) mark;

(c) a certificate that any essay, story, short story, drama, poetry written by the candidate selected for publication in State Level or National Newspaper or Magazine (Certificate alongwith a copy of publication shall be submitted), shall be awarded (01) mark;

(d) a certificate that the candidate has obtained proficiency in Performing Art (Drama) issued by National School of Drama or by the State Government or Central Government shall be awarded (01) mark;

(e) a certificate that the candidate has obtained proficiency in Music or Instrumental Music issued by the State Government or Central Government shall be awarded (01) mark.

(5) The Selection Committee shall prepare separate district-wise panels as per procedure below:-

(a) a panel of all selected candidates in a district, namely, unreserved Category comprising of the names of the candidates belonging to General Category and reserved candidates of Scheduled Caste Category, Scheduled Tribe Category, OBC Category-A, OBC Category-B and PH Category serially according to descending order of merit as per existing vacancies medium wise;

(b) a panel of selected reserved category candidates in a district, namely, Scheduled Castes, Scheduled Tribes, OBC Category-A, OBC Category-B and Physically Handicapped (PH) candidates in the respective category as per statutory reservation rules, from amongst the remaining candidates of such categories, serially according to descending order of merit as per existing vacancies medium wise;

(c) a panel of selected candidates belonging to Exempted Category, Ex-servicemen and Physically Handicapped (PH) in a district, separate panels category wise, for vacancies reserved for the respective categories;

(d) an alternative set of panel of selected candidates for each category in a district serially according to descending order of merit as per existing vacancy medium wise;

Note.- Such an alternative set of panel of selected candidates for each category in a district shall be prepared for the purpose of providing option to the reserved category candidates during counselling to opt for posting as per position in unreserved category or as per position in the reserved category.

(6) An additional panel of 5% of General, Scheduled Castes, Scheduled Tribes, OBC Category-A and OBC Category-B, Exempted Category, Ex-Servicemen and Physically Handicapped candidates shall be prepared in the same manner as referred to in sub-rule 4(d):

Provided that additional panel of General Category shall not include the candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes category. However, in case of appointment to the post of General Category from additional panel, if any reserved candidate secures higher marks than the candidate belonging to General Category in the left out merit list then the said reserved candidate shall be selected for appointment:

Provided further that in case of non-availability of suitable qualified Ex-servicemen candidates belonging to General, Scheduled Castes, Scheduled Tribes and Other Backward Classes, the said vacancy of Exempted Category candidates shall be filled up by non-exempted category candidates belonging to General, Scheduled Castes, Scheduled Tribes, and Other Backward Classes, as the case may be:

Provided also that in case of non-availability of suitable qualified Exempted-Category(EC) candidates belonging to General, Scheduled Castes, Scheduled Tribes and OBC Category-A and OBC Category-B, the said vacancy shall be filled up by non Ex-Servicemen candidates belonging to General, Scheduled Castes, Scheduled Tribes and Other Backward Classes, as the case may be.

(7) While preparing the panels mentioned in sub-rule (4) and sub-rule (5) for any category for appointment to the post of Primary School Teachers, two sets of panels shall be prepared, one for the Trained Candidates and other for the un-trained Candidates in each category.

(8) Notwithstanding anything contained in any of these rules, the Selection Committee shall at first divide all the candidates who will be found eligible after the interview into two categories. Trained and Untrained and thereafter, panels (district-wise) shall be made.

(9) A bunch of all trained candidates, regardless of their categories (unreserved), while a second set is of the same trained eligible candidates category-wise and the empanelled trained candidates shall be absorbed first against the sanctioned vacancies and thereafter the untrained empanelled candidates shall be absorbed against the remaining vacancies.

(10) If in the process of recruitment or even after recruitment at any stage, it is detected or proved that a candidate has achieved success by way of unfair means or by suppression of some material facts, his or her appointment shall summarily be cancelled.

9. Approval of the panel.

The panels, after being prepared, shall be accorded approval by the Board and thereafter, shall be sent to the respective District Primary School Councils (DPSCs) with all necessary papers for appointment.

10. Appointment letters.

(1) The District Primary School Councils on receipt of the approved panels, shall call the empanelled trained candidates first for counseling for posting in accordance with the vacancies (medium-wise) in terms of the options exercised by the empanelled trained candidates and thereafter the empanelled untrained candidates in the manner mentioned in sub-rule (2) to sub-rule (6).

(2) if a reserved category candidate opts for an unreserved post on the basis of his/her position in the general merit list/panel, he/she shall not be taken into account for the reserved category post. If, however, this reserved category candidate opts for a reserved category post as per his/her position in the respective reserved category merit list/panel, he/she shall be considered as a candidate filling a reserved category post/vacancy of that category and his/her candidature in the unreserved category the resultant vacancy in the unreserved post shall be filled up from the general (unreserved) panel/merit list.

(3) After such counseling of eligible empanelled candidates, appointment letters shall be issued to the candidates from the approved panels serially and appointment letters shall be issued under the signature of the Chairman of the Council or by an officer, not below the rank of the Secretary of the Council, authorized by the Council to sign such appointment letters. No appointment made otherwise shall be considered valid.

(4) In case of non-joining of candidates within stipulated time from out of the normal panel, the Council may issue appointment letter from the aforesaid additional panel of 5% of vacancies in excess of the panel provided the normal panel is exhausted and the vacancies as worked out remain unfilled.

(5) Appointment letters shall be sent to the candidates' address by registered post immediately after the counselling or otherwise to be decided by the appropriate government. Provided that appointment shall be made from the panel for vacancies as referred to in rule 4.

(6) No appointment shall be made beyond notified vacancy for which the panel is to be prepared and the inclusion of name in the panel shall not constitute a claim for appointment.

11. Observance of statutory provisions for reservation.

In every case of selection and appointment under Chapter III, the statutory provisions for reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Group A and Group B) and Physically Handicapped candidates, shall be properly observed.

12. Validity of the panel.

An approved panel shall remain valid normally for one year from the date of approval by the Board:

Provided that the Board may extend the validity of such panel by six months at a time, but the total period of such extension shall not exceed for a period of one year.

13. Posting on appointment.

(1) The primary teachers shall be posted in primary schools or junior Basic Schools within the jurisdiction of the Council according to vacancies determined by the Council under rule 4.

(2) The teachers shall be asked to join their posts within a specified period, failing which their names may be struck off from the panel and the appointments shall be cancelled without further communication to the candidates and the next eligible candidates in the panel shall be offered appointment.

(2) Head Teacher

14. Appointment of Head teachers.

The Council shall appoint Head teachers in every primary school within the jurisdiction of the Council, from a panel of senior-most primary teachers possessing requisite minimum educational qualifications and professional qualifications as specified by the National Council for Teacher Education from time to time:

Provided that primary school teachers appointed before the 3rd September, 2001, may be appointed as Head Teacher with Madhyamik Pass qualification or equivalent and 1 year Junior Basic Training Certificate or Primary Teacher's Training Certificate or equivalent.

15. Preparation of panel.

A circle-wise panel of head teachers shall be prepared by the Council between January and April of every year on the basis of vacancies occurred or due to occur within 31st December of the said year:

Provided that, if due to circumstances beyond the control of the Council, any teacher from the aforesaid panel is not appointed against the vacancies for that year, the panel shall continue in the following year in so far as such teacher is concerned and the name of such teacher may be placed at the top of the panel to be prepared in the following year.

16. Posting.

The Head teacher may be posted in such primary schools where no head teacher is posted or the post of the Head Teacher is vacant.

A Head teacher shall join his post within a period specified by the Council, failing which his appointment as head teacher may be cancelled and his name may be stuck off from the panel of head teachers without any further communication, and the person whose name appears next in the panel of head teachers, shall be appointed and posted as head teacher in that post.

17. Appointment of Teacher-in-charge.

The Council may utilize the services of the senior most primary teacher in a primary school as the teacher-in-charge, temporarily for a maximum period of six months at a time, when a panel of head teachers is not ready or the post of a head teacher is lying vacant for a considerable period of time:

Provided that such teacher-in-charge shall hand over the charge or the office to the head teacher from the date the head teacher assumes the charge.

CHAPTER IV Miscellaneous

18. Retirement.

A primary teacher shall retire from the service on completion of his sixtieth year of age:

Provided where the date of birth of the retiring teacher falls other than the 1st day of the month, the date of retirement shall be on the last date of that month and where the date of birth falls on the 1st day of the month, the date of retirement shall be on the last date of that previous month.

19. Premature retirement.

Having satisfied to the prayer of a teacher seeking early retirement, upon completion of 20 years of qualifying service, after considering all aspects, the Council may allow the teacher to retire before completion of his sixtieth year of age. No member of the family of the retired teacher shall be allowed any employment in this respect.

20. Confirmation.

(1) Subject to the provisions of sub-rule (2), sub-rule (3), sub-rule (4) and sub-rule (5), a teacher may be confirmed by the concerned Council against a sanctioned post with effect from the date following the date of completion of two years of service from the date of joining in a primary school.

(2) On expiry of the said period of two years and within a period of three months thereafter, the Council shall, by a letter ask the Sub-Inspector of Schools of the concerned Circle to furnish a report on the continuous and satisfactory services of the teacher during the said period of two years.

(3) The report shall be furnished by the Sub-Inspector of Schools within a period of three months from the date of issue of such letter or within such extended period, not exceeding three months as the Council may determine, and the Sub-Inspector of Schools shall be informed, by a letter, of such extension.

(4) Before confirmation of the teacher, the report shall be considered by the Council and if satisfied, shall issue an order of confirmation of the teacher.

(5) The teacher shall be confirmed with effect from the date following the date of completion of two years of service.

(6) If—

(a) no report is furnished by the Sub-Inspector of Schools within the period or extended period mentioned in sub-rule (3); or

(b) the report of the Sub-Inspector of Schools is not considered by the Council within a period of three months from the date of receipt of the letter, as the case may be, the teacher shall be deemed to have been confirmed with effect from the date following the date of completion of two years of service.

21. Appeal.

An appeal shall lie, in respect of any action taken by the Council under rule 10 to the West Bengal Board of Primary Education, if made within thirty days of such action, and the decision of the Board in this regard shall be final.

22. Reference to the Board.

If any difficulty arises in implementing any provisions of these rules, the matter shall be referred to the Board and the Board may take decision with intimation to the State Government.

If however, in the opinion of the Board, the matter need to be referred to the State Government, such reference to the State Government shall be made by the Board and the decision of the State Government shall be final.

23. Interpretation.

The power of interpreting these rules shall be reserved to the State Government and if any question arises relating to the interpretation of these rules, it shall be referred to the State Government whose decision thereon shall be final.

By order of the Governor,

Sd/-
Secretary to the Government of West Bengal.

West Bengal Recognised Non-Government Educational Institution Employees' (Management of General Provident Fund Accounts) Scheme, 1995

GENERAL PROVIDENT FUND SCHEME, 1995
GOVERNMENT OF WEST BENGAL
School Education Department
Budget Branch, Salt Lake, Kolkata - 700 091

No. 134-SE(B), Calcutta the 26th Sept, 1995

MEMORANDUM

1. The West Bengal Non-Government Educational Institution and Local Authorities (Control of Provident Fund of Employees) Act, 1983 and Rules made thereunder became effective from 15th March, 1984 for all Primary schools of which the District School Boards / District Primary School Councils or District Inspectors of Schools (Primary Education) are the Controlling Authorities and 1st June, 1984 for all Secondary Schools recognised as such under the W.B. Board of secondary Education Act, 1963 and all Higher Secondary Schools recognised as such under the W.B. Council of Higher Secondary Education Act, 1975. It has been observed that in absence of effective Management Schemes in respect of General Provident Fund of the Employees, there is some misunderstanding among the employees of the Non-Government Educational Institutions.

2. After careful consideration of the circumstances explained above the Governor has been pleased to direct that a scheme under the name 'West Bengal Recognised Non-Government Educational Institution Employees (Management of General Provident Fund Accounts) Scheme, 1995 be introduced as enclosed in the Annexure to this Memorandum.

3. This order issues with the concurrence of Finance Department vide their U.O.No .515 Group J dated 15.11.94.

By order of the Governor
Sd/- J. R. Saha
Secretary to the Government of West Bengal.

The Scheme

1. This Scheme may be called **West Bengal Recognised Non-Government Educational Institution Employees' (Management of General Provident Fund Accounts) Scheme, 1995.**

2. Application

It shall come into force with effect from the 1st day of November, 1995.

3. Extent of applicability:

This scheme shall be applicable to all employees covered by the provisions of the West Bengal recognized Non-Government Educational Institution Employees (Death-Cum-Retirement Benefit) Scheme, 1981 (as contained in this Department's Memo No. 136-Edn.(B) dated 15.5.85) as may be amended from time to time as indicated in Statement-I referred to in paragraph 3 of the West Bengal Recognised Non-Government Educational Institutions Employees (Death-Cum-Retirement Benefit) Scheme, 1981 and who have opted for pension (including family pension)-cum-gratuity in terms of para 4 of the said scheme of 1981.

4. Definitions:

In this Scheme unless there is anything repugnant to the subject or context—

(a) 'Approved/ Affiliated Institution' shall mean those educational which are recognised by the West Bengal Board of Secondary Education/West Bengal Council of Higher Secondary Education/ West Bengal Board of Madrasah Education/ West Bengal Board of Primary School Education/District Primary School Council or any such authority specifically authorized by the State Government in this respect.

(b) 'Approved teaching/ Non-teaching Employees' shall mean a whole time teaching/ Non-teaching employee attached to the institutions included in the Statement - I referred to in paragraph 3 of the Memo No. 136-Edn(B) dated 15.5.85 duly recruited by a competent appointing authority in accordance with approved recruitment rules/ norms framed by a competent authority and such appointment approved by competent authority, wherever necessary.

(c) 'Pay' in this scheme shall mean basic pay and includes personal pay, special pay and dearness pay, if any.

(d) 'State Government' shall mean Government of West Bengal in the Education Departments and in charge of matters of School Education, Higher Education, Mass Education Extension and Technical Education & Training and where necessary, in consultation the Finance Department.

(e) 'Subscriber' shall mean an employee who subscribes to the General Provident Fund.

(f) Family means –

(i) in the case of a male subscriber, the wife or wives and children of a subscriber and the widow or widows and children of deceased son of the subscriber, provided that, if a subscriber

proves that his wife been judicially separated from him or has ceased under the customary law of the community to which she belongs to be no entitled to maintenance, she shall thenceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently indicates by express notification in writing to the Head of the Institution that she shall continue to be so regarded;

(ii) in case of a female subscriber, the husband and children of a subscriber, and the widow or widows and children of deceased son of the subscriber:

Provided that if a subscriber by notification in writing to the Head of the Institutions expresses her desire to exclude her husband from her family, the husband shall thenceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

Note-1. 'Children' means legitimate Children.

Note-2. An adopted child shall be considered to be child when the Head of the Institution, or if any doubt arises in the mind of the Head of the Institution, the Government is satisfied that under the personal law of the subscriber adoption is legally recognized as conferring the status of a natural child, but in this case only.

(g) 'Fund' shall mean General Provident Fund.

(h) 'Year' shall mean the financial year followed by the State Government, with 'paid months' meaning the months from March to February next year and 'credited months' meaning the months from April to March next year.

(i) 'Subscription' shall mean the amount subscribed by an employee at a fixed rate for each month of a year.

(j) 'Advance' shall mean amount as may be withdrawn by a subscriber on specific by a competent authority.

(k) 'Refund of Advance' shall mean amount repaid on a fixed monthly rate for the purpose of a repayment of the amount withdrawn temporarily.

(l) The 'Act', for the purpose of this Scheme and schedule there under shall mean West Bengal Non-Government Educational Institutions and Local Authority (Control of Provident Fund of Employees) Act, 1983 as may be amended from time to time.

(m) The 'Rules' referred to in this scheme and schedule thereunder shall mean West Bengal Non-Government Educational Institution and Local Authorities (Control of Provident Fund of Employees) Rules, 1984 as may be amended from time to time.

(n) The 'authorised officer', for the purpose of appreciation and interpretation of the Scheme and schedule thereunder shall mean the officer in whose name Provident Fund Deposit Account is to be opened in the Treasury for making transactions of General Provident Fund of Employees of the Non-Government Educational Institution in accordance with act and rules thereunder.

(o) 'Natural heir' means all members of the family.

5. All approved employees of the Recognised Non-Government Educational Institution shall be **required to subscribe** to the General Provident Fund **on completion of one year's continuous service**.

N.B. Employees recruited against deputation/ leave/ short-term vacancies shall not be eligible to subscribe to the General Provident Fund.

6. A subscriber on being eligible to subscribe to the General Provident Fund shall have to submit application in prescribed form for allowing him to subscribe to the General Provident Fund. In case an eligible employee fails to submit required application form within one month from the date of attaining eligibility the Head of the institution shall suo-motu fill up the form and commence deduction of subscription from the salary of the eligible employee at the minimum rate prescribed in para 10 of this Scheme.

NOTE: Sometimes communication of approval is issued with retrospective effect from an earlier date. The employee concerned shall have to subscribe to the fund with commensurate retrospective effect. Head of the institution shall realise the subscription out of arrear claim.

7. All subscriber shall have to submit nominations in prescribed form conferring right to receive the amount that may stand to his credit in the fund in the event of his death before that amount has become payable or having become payable has not been paid.

Provided a subscriber shall not make any nomination in favour of a person who is not member of his family. A subscriber having no family may, however, nominate any person provided further that the nomination shall become invalid on subsequently acquiring a family.

8. A subscriber shall be allotted an account number by the Head of the Institution immediately after the starts subscribing to the General Provident Fund.

9. Account in respect of each account number of each individual subscriber shall be maintained by the respective Head of the Institution in the manner prescribed in the schedule annexed to this Scheme.

10. Rate of Subscription:

(a) Subscriber shall be eligible to subscribe to the General Provident Fund at the minimum rate of 6% (six per cent) of his pay as on 31st March of the year and not more than his pay subject to the following provisions:

(i) if an employee on the said date was under suspension or on leave and elected not to subscribe during the period of such leave, his pay shall be the pay to which he was entitled on the first day after his return to duty;

(ii) if the subscriber was on deputation out of India or on leave on the said date and elected to subscribe during such leave, his pay shall be the pay to which he might have been entitled had he been duty;

(iii) in case of a subscriber who was not in employment on the preceding 31st March, his pay shall be the pay to which he was entitled on the first day of his employment.

(b) Subscription shall be paid monthly except during the period an employee is under suspension.

(c) A subscriber willing to enhance or reduce his monthly subscription shall intimate in writing in the month of March of the year specifying his rate of monthly subscription to the Head of the Institution.

The Head of the Institution shall realize the amount from the salary for the month of March for deposition the amount to the fund, provided that in case of reduction, the reduced rate shall not be below the prescribed minimum rate.

(d) The rate of subscription commenced from the salary of the month of March shall remain unchanged throughout the year. In no case rate shall be changed except in the following cases.

(i) An employee who has been placed under suspension shall not subscribe to the General Provident Fund during the period of such suspension. But on reinstatement he shall have the option of paying any sum not exceeding the maximum amount of arrear subscription in one lump or in installments.

(ii) Where the rate of subscription falls short of 6% of pay.

(e) A subscriber may discontinue his subscription for the last six months of his service on serving a notice to the Head of the Institution well before the commencement of such discontinuance.

11. Interest:

(a) Interest on the balance of a subscriber shall be allowed to his credit at such rate as may be prescribed by the State Government.

(b) Interest shall be credited with effect from the 1st day of the financial year.

(c) Interest shall be allowed only on the balance standing at the credit of the subscriber on the last day of a particular month. Detailed procedure of calculation of interest has been set forth in the schedule annexed hereto.

(d) In case of existing subscribers when the balance standing at the credit of the subscriber with interest up to date under the present system has been transferred to the Treasury under the provision of the Act and rules there under, it shall be treated as transferred to the newly opened amount of the subscriber.

(e) In cases where the existing balance of subscriber with up to date interest has not been deposited to the Treasury under the provision of the Act and rules there under, the same shall be taken into account for the purpose of calculation of interest only when the said amount is deposited into Treasury.

12.A (i) Withdrawal:

A temporary advance may be granted to a subscriber from the amount standing to his credit in the fund on the following grounds as conditions:

(a) To pay expenses incurred in connection with medical treatment of the subscriber or a member of his family actually dependent on him/ her.

(b) To pay obligatory expenses that may be required to maintain social status of the subscriber connection with marriages in respect of persons solely dependent on him/ her, funerals and other religious ceremonies in accordance with the prevailing customs of the community to which the subscriber belongs and also to meet expenses in connection with marriage and other ceremonies of the subscriber himself/ herself.

(c) Sanctioning authority shall record the reasons for such sanction in writing.

(d) The amount of advance shall not exceed three month's pay of the subscriber or three-fourth of the balance standing at the credit of the subscriber, whichever is less, provided that the amount of monthly recovery together with monthly subscription shall not exceed three-fourth of monthly pay of the subscriber.

(e) The amount of temporary advance shall be recovered in equal monthly instalments from the salary of the subscriber, the number of such instalments being not less than ten and not more than twentyfour in any case.

12.A (ii) A second temporary advance shall be admissible during the pendency of the first temporary advance subject to the condition laid down, in para 12A (i) (d) provided the unrecovered amount of the first advance together with the amount of fresh advance shall be computed and will be treated as fresh advance and shall be recovered in the manner prescribed in para 12(A) (i) (e).

12B. A subscriber on completion of twenty years of service or within ten years before the date of his retirement on superannuation, whichever is earlier, may be allowed non-refundable advance on the following terms and conditions:

(a) The amount of non- refundable advance shall not exceed three-fourth, of the balance standing at the credit of the subscriber on the last day of previous year.

(b) The non- refundable advance shall be allowed on the following grounds.

(i) Medical treatment of self and/ or any member of the family actually dependent on him/ her. The amount of advance shall cover the expenses of medical consultation fees, cost of medicine etc., cost of other para-medical services, including cost of equipments, cost of pathological, radiological and electronic examinations required and recommended by physician, cost of journey to a place and back for specialized treatments not available in the locality.

(ii) for incurring expenditure in connection with marriage or other religious ceremonies of daughters and sons whether dependent on the subscriber or not and / or any other relation actually dependent on the subscriber.

(iii) for purchase of a house/ flat for residential purpose of his own and his family.

(iv) for purchase of a suitable house-site for the purpose of construction of a house for use as residence of his own and/ or his family.

(v) for construction of a house for use as residence of his own and/ or his family.

(vi) for incurring expenditure in connection with Higher Education like Medical, Engineering and other technical Education of a duration of not less than three years for children of the subscriber.

(c) A second advance shall be sanctioned except for the reasons specified in b(iii) b(iv), b(v) above.

(d) In case of non-refundable advance sanctioned in favour of a subscriber, the subscriber shall have to furnish utilization certificate within a specified period.

13. Sanctioning authority in respect of advances mentioned in para 12 of the scheme has been

specified in the schedule annexed hereto. 10. Rate of Subscription:

(a) Subscriber shall be eligible to subscribe to the General Provident Fund at the minimum rate of 6% (six per cent) of his pay as on 31st March of the year and not more than his pay subject to the following provisions:

(i) if an employee on the said date was under suspension or on leave and elected not to subscribe during the period of such leave, his pay shall be the pay to which he was entitled on the first day after his return to duty;

(ii) if the subscriber was on deputation out of India or on leave on the said date and elected to subscribe during such leave, his pay shall be the pay to which he might have been entitled had he been duty;

(iii) in case of a subscriber who was not in employment on the preceding 31st March, his pay shall be the pay to which he was entitled on the first day of his employment.

(b) Subscription shall be paid monthly except during the period an employee is under suspension.

(c) A subscriber willing to enhance or reduce his monthly subscription shall intimate in writing in the month of March of the year specifying his rate of monthly subscription to the Head of the Institution. The Head of the Institution shall realize the amount from the salary for the month of March for deposition the amount to the fund, provided that in case of reduction, the reduced rate shall not be below the prescribed minimum rate.

(d) The rate of subscription commenced from the salary of the month of March shall remain unchanged throughout the year. In no case rate shall be changed except in the following cases.

(i) An employee who has been placed under suspension shall not subscribe to the General Provident Fund during the period of such suspension. But on reinstatement he shall have the option of paying any sum not exceeding the maximum amount of arrear subscription in one lump or in installments.

(ii) Where the rate of subscription falls short of 6% of pay.

(e) A subscriber may discontinue his subscription for the last six months of his service on serving a notice to the Head of the Institution well before the commencement of such discontinuance.

14. Final withdrawal

The amount standing at the credit of a subscriber shall become payable on the following eventualities:

(a) When a subscriber ceases to be in employment on superannuation.

(b) When a subscriber resigns from service, and after such resignation is accepted, provided that if the subscriber joins an employment having General Provident Fund Scheme regulated by the provision of Acts or regulations of Govt. of India or State Govt. or any statutory authority under the Central and State Govt. or authority constituted by Central or State Government, the balance standing at his credit may be transferred to the account of the subscriber to be opened at his new place of appointment, if the new employee agrees to such transfer.

(c) A subscriber may be allowed to withdraw 90% of the balance standing at his credit on the closing date of the previous year (less amount already withdrawn, if any) at any time prior to one year from the date of retirement.

(d) In the event of the death of the subscriber before the amount standing at his credit becomes payable normally.

(e) In the event of dismissal of the subscriber from service provided that if the subscriber is re-instated after the dismissal the amount shall have to be refunded by the subscriber to his Account/ newly-opened account.

15. On the death of a subscriber before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made -

(i) When the subscriber leaves a family -

(a) if a nomination made by the subscriber in accordance with the provisions of para 7 or of the corresponding para heretofore in force in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination;

(b) if no such nomination in favour of a member or members of the family of the subscriber subsists or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares:

Provided that no share shall be payable to -

(1) sons who have attained legal majority;

(2) sons of a deceased son who have attained legal majority;

(3) married daughters whose husbands are alive;

(4) married daughters of a deceased son whose husbands are alive;

If there is any member of the family other than those specified in clauses (1), (2), (3) and (4): Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso.

(ii) When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of para 7 or of the corresponding para heretofore in force in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

16. Detailed procedures to be followed from the very beginning of the allotment of account number and till the balance standing at the credit of the subscriber have been finally paid have been specified in the schedule annexed hereto.

17. When the amount standing to the credit of the subscriber in the Fund becomes payable, it shall be the duty of the Authority to make payment as provided in the paras 14 and 15.

18. The employees or Members of an organization who have obtained interim orders from the Hon'ble Court, Calcutta relating to the application of the Act and rules thereunder shall not be covered with the provisions of the scheme and scheduled thereunder provided that each employee shall have to submit documentary evidence to the effect that he is covered by the order of the Hon'ble Court, and provided further that any such employee may apply to come under the Scheme with the leave of the Hon'ble Court.

19. The State Government may from time to time, issue such instructions as considered necessary, for proper implementation of the scheme or for any other matter in connection with the scheme.

20. If any question arises relating to the interpretation of any provision of this scheme, it shall be referred to the State Government, whose decision shall be final.

THE SCHEDULE

1. Allotment of Account number

(a) The subscriber shall apply to the Institution where he is working for allotment of an account number in Form No. I annexed hereto along with nomination in Form No. II annexed hereto duly filled in and submitted in duplicate at least three months before he becomes eligible to subscribe to the General Provident Fund.

(b) In case the subscriber fails to submit application, the Head of the institution shall suo motu allot an account number and ask the employee concerned to submit nomination in the prescribed Form No. II.

Note: At the time of the General Provident Fund account number to a subscriber, the Head of the Institution must put his signature on the nomination paper if already submitted and if it is properly filled in.

(c) The account number shall be allotted in such a manner that the identity of the subscriber i.e. the name of institution, Type of institution and District in which it is situated can be identified by the prefix of the number.

Example: Account number of an employee of Rahara High School of North 24 Parganas shall be prefixed with 'N24 Pgs./SE/Rahara H.S. /.....', placing a serial number at the end.

Similarly Account number of an employee of a Primary School of Barrackpore Circle of North 24 Parganas District shall be like 'N 24 Pgs/ Barrackpore/PE/ (name of the school/a serial number)'

(d) In case of employees of the approved State-aided Non-Government Primary Schools, the Secretary of the District Primary School Council shall act as Head of the Institution for the purpose of allotment of account number etc., wherever the term, 'Head of the Institution' has been used; similarly District Library Officer shall act as Head of the Institution in respect of Non-Government aided Libraries and sponsored Libraries in the District and District Social Education Officer shall act as Head of the Institution in respect of employees whose grant-in-aid/ contribution towards salaries are controlled by him.

(e) Head of the Institution shall maintain an Index register in Form No. III annexed hereto.

(f) The application for enrolment as subscriber and nomination form duly filled in and accepted after proper security of each entry shall be kept in the safe custody of the Head of the Institution. The Head of the Institution shall also acknowledge the receipt of nomination form in prescribed proforma (Form IV) annexed herewith. One copy of the accepted nomination form shall be kept pasted in the Service Book of the employee.

2. Deduction from salaries

(a) Deduction shall commence from the salary for the month in which the subscriber becomes eligible to subscribe.

Provided, however, when a subscriber becomes eligible from a retrospective date for any reason whatsoever, the subscription shall commence from the date of eligibility and subscription shall be recovered in one lump, or, in instalments in a number of months at the option of the subscriber where salary for the earlier period has already been drawn and disbursed and the recovery of current subscription and the arrear subscription, if any, shall run simultaneously.

(b) The Head of the Institution shall prepare a schedule of recovery in duplicate in each month for the purpose of deduction in Form V annexed hereto.

3. Authority empowered to sanction advance

(a) The Head of the Institution shall sanction advance in accordance with the provisions in para 12 of the scheme on receipt of application in Form VI annexed hereto.

(b) The Head of the Management Board/ Committee/ Council shall disposed of the similar application for advance as may be submitted by the Head of the Institution himself.

4. Accounting

(a) The Head of the Institution shall maintain a Broadsheet in Form VII annexed hereto.

(b) Posting in the Broadsheet shall be made from the entries in the schedule of recovery (Form V).

(c) The Head of the Institution shall maintain a ledger account in respect of each individual subscriber in Form VIII. Posting herein shall be made from the entries in the Broadsheet.

(d) Each entry in the ledger account shall be initiated by The Head of the Institution.

(e) By the 15th day of following month The Head of the Institution shall submit to the grant-in-aid disbursing authority a statement of debits and credits under the following columns:

- (i) Credit on account of subscription,
- (ii) Credit on account of additional subscription, if any,
- (iii) Credit on account of refund of advance,
- (iv) Total credit,
- (v) Debits on account of withdrawals,
- (vi) Balance at the Credit of the Institution.

(f) The disbursing authority shall check the figures with reference to the record maintained in his office and take steps for reconciliation forthwith, if necessary.

5. Deposit and withdrawals

(a) The Head of the Institution shall submit the schedule of recovery in duplicate along with Treasury challan in quadruplicate in the manner prescribed in the West Bengal Non-Government Educational Institution and Local Authorities (Control Provident Fund of Employees) Act, 1983 and Rules thereunder to the grant-in-aid disbursing authority by the 20th of each month. The grant-in-aid disbursing authority shall issue advice of release of grant-in-aid deducting the amount to be credited to the Government account on account of General Provident Fund. A second advice along with duly filled Treasury challan in quadruplicate shall also have to be submitted to the Treasury by the tenth of the month following one in respect of which the salary has been drawn for crediting the amount in the General Provident Fund Account of the school. The Treasury Officer shall retain one copy of the challan and return three copies with his seal and countersignature as proof of deposit of the amount to the grant-in-aid disbursing authority. The grant-in-aid disbursing authority shall return one copy challan together with one copy of schedule duly countersigned by the Institution to the head of the Institution who shall make entries in the BROADSHEET from the duly countersigned schedule. Necessary action with the remaining copies of challans shall be taken in accordance with the provision of the act and Rules thereunder.

(b) In the case where salaries are disbursed out of Local Fund Account of an Institution/ Body maintained with the Treasury, deposit have to be made through cheques drawn on the Treasury, other procedures remaining the same.

(c) The amount deducted out of salary of an employee shall have to be shown in the acquittance roll.

(d) The sanctioning authority in respect of temporary advance and non-refundable advance communicate the sanction on receipt of an application from the subscriber in prescribed Form No. VI to the authorized officer in terms of the provision of the Act and Rules thereunder with a certificate to the effect that the fact of withdrawal of the amount (to be mentioned specifically) has been recorded in the ledger Account and BROADSHEET maintained by the Institution. The Officer concerned shall release the amount in favour of the Institution who will disburse the amount on proper acquittance. Final withdrawal on superannuation etc. as provided in para 14 of the Scheme shall be allowed by the authority competent to sanction an advance on receipt of an application in the prescribed Form IXA or IXB, as the case may be, annexed hereto. A certificate shall have to be incorporated in the sanction order to the effect that necessary entries in the Index register, BROADSHEET against the name and account number as well as in the Ledger account have been made. The authorized officer concerned as mentioned in the para above shall release the amount in favour of the institution where the employee was attached before the amount became payable and the Head of the Institution shall arrange payment of proper acquittance.

6. Calculation of interest and posting

(a) The interest on the balance at credit of the subscriber shall be calculated at the rate as may be prescribed by the State Government in the Finance deptt. And on the basis of the balance as on the last date of each month and posted to the credit of the subscriber in the BROADSHEET and the ledger account of the subscriber. A copy of the BROADSHEET shall be submitted to the Officer entrusted with maintenance of Institution-wise account under the Act for verification and crediting the total interest in favour of the Institution.

(b) Interest shall be allowed upto 6 (six) month from the date on which the balance standing at the credit of the subscriber becomes payable.

N.B. Interest upto 50 paise shall be ignored and from 51 paise and above shall be rounded up to the next rupee.

7. Auditing

All the postings in respect of General Provident Fund account shall be audited cent-per cent. The audit firm after completing auditing shall specifically add a certificate to the following effect "The entries in the ledger account of each subscriber to the General Provident Fund have been verified with reference to entries in the Broadsheet and entries in the Broadsheet have been checked with reference to withdrawals and challans showing the deposit for the period from.....to.....and calculations of interest in respect of each individual subscriber have been checked and found correct or the following discrepancies have been observed which have been reconciled in our presence.

- 1.
- 2.
- 3.

8. Furnishing of statement of Account

After the appointed audit firm furnishes the required certificate, the Officer authorized to operate General Provident Fund of Non-Government Educational Institution under the Act and the Rules thereunder shall issue instructions to the Head of the Institution to issue statement of account for the financial year upto which the audit of the accounts has been completed in Form X to the subscriber and the Head of the Institution/ Management Board will accordingly issue Statement of accounts to the subscriber.

9. Miscellaneous Provisions

(a) In the event of transfer of an employee where the service is transferable, such as employees of the Primary Schools, on appointment in an institution covered by the scheme, the Head of the Institution in the place of new posting will allot a fresh Account number and notify the same to the Head of the Institution where the subscriber was employed before transfer/appointment.

The Head of the former Institution shall intimate the fact to the officer authorized under the Act and Rules thereunder, who will withdraw the balance of the subscriber at his old place of posting, transmit the same to the concerned Treasury Officer through an account payee demand draft to be drawn in favour of the concerned officer of the District/ Sub-Division authorized under the Act and Rules thereunder and the last will deposit the same to the Provident Fund Deposit Account through treasury challan in quadruplicate and also furnish advice to the Head of the Institution of the new place of posting for crediting the amount in new account of the subscriber.

N.B. The transfer of amount through demand draft and deposit shall not be required where there will be no change of Treasury and the authorized officer under the Act and Rules thereunder in respect of the employee after his transfer/ new appointment.

(b) The balance standing at the credit of a subscriber covered by paragraph 14(b) of the scheme shall be transferred through a demand draft to be drawn in favour of the new employer under intimation to the subscriber.

West Bengal Primary Education Teachers and Employees Death cum Retirement Benefit Rules, 2008

GOVERNMENT OF WEST BENGAL
School Education Department
Bikash Bhawan, Salt Lake, Kolkata - 700 091

NOTIFICATION

No. 1467-SE(Law) PL/5S-174/07, Dt. 05.08.2008 - The following draft of rules, which the Governor proposes to make in exercise of the power conferred by sub-section (1) of section 106, read with clause (q) of sub-section (1) of section 60 of the West Bengal Primary Education Act, 1973 (West Ben. Act XLIII of 1973) (hereinafter referred to as the said Act) and in supersession of all orders, schemes and notifications on the subject, is hereby published, as required by sub-section (1) of section 106 of the said Act), for information of persons likely to be affected thereby;

The draft shall be taken into consideration on or after the expiry of a period of thirty days from the date of its publication and any objections or suggestions with respect thereto, which may be received by the undersigned before the said period, shall be duly considered: -

Draft rules

CHAPTER I

Preliminary

1. Short title

These rules may be called the West Bengal Primary Education (Teachers and Employees' Death-cum-Retirement Benefit) Rules, 2008.

2. Application

(1) These rules shall apply to -

a) the teachers who have joined the service on or after the first day of April 1981 and opted for pension- cum-general provident fund including family pension under West Bengal Non-Government Aided Educational Institution Employees (Death Cum Retirement Benefit) Scheme 1981;

b) the teachers who joined the service on any date on or after the first day of April, 1968 and opted to come under Pension-cum-Family Pension and Gratuity under the West Bengal Recognized Non-Government Educational School Employees (Death-cum-Retirement Benefit) Scheme, 1981 published under Government Order No. 136-Edn (B) dated 15.5.85 within the timeframe, as decided by Government Orders Nos. 136-Edn (B) dated 15.05.1985, 284 Edn (B) dated 17.10.1989, 148 Edn (B) dated 31.05.1990 and 496 - Edn (B) dated 16.12.1991:

Provided that those options have duly been accepted by respective District Inspector of Schools.

c) the approved teaching and non-teaching staff of the Government or Government aided or sponsored Training Institutions for Primary Teachers;

d) the approved employees of District Primary School Councils or District School Board;

e) the approved teaching and non-teaching staff of Government Sponsored Free Primary Schools and Junior Basic or Pre-Basic or Pre-Primary or Nursery Schools taken over from municipalities and brought under the Scheme of the West Bengal Urban Primary Education Act, 1963 (West Ben. Act XXVIII of 1963).

(2) Subject to the provisions of Chapter III with respect to payment of Gratuity, these rules shall not apply to the teachers of D.A. getting schools or the teachers appointed or engaged on contract basis such as part-time teachers, para- teachers or Siksha Sahayaks and to those teachers who have opted for Contributory Provident Fund in lieu of Pension- cum-Family Pension.

3. Definitions

(1) In these rules, unless there is anything repugnant in the subject or context-

a) "Act" means the West Bengal Primary Education Act, 1973 (West Ben. Act XLIII of 1973);

b) "basic pay" means the monthly pay which is drawn by an employee and which corresponds to a stage in the time scale of pay attached to the post held by him;

c) "daughter" means daughter of an employee till she attains 25 years of age and includes step daughter or adopted daughter of such employee till she attains 25 years of age;

d) "Director of Pension and Provident Fund and Group Insurance" means Director of Pension and Provident Fund and Group Insurance appointed by the Government of West Bengal;

e) "emoluments" means basic pay and dearness pay last drawn;

f) "employee" means and includes-

i) the approved teaching and non-teaching staff of Government, or Government aided or sponsored, Training Institutions for Primary Teachers,

ii) the approved employees of District Primary School Councils or District School Board,

iii) the approved leaching and non-teaching staff of Government Sponsored Free Primary Schools and Junior Basic or Pre-Basic or Pre-Primary or Nursery Schools taken over from Municipalities and brought under the Scheme of the West Bengal Urban Primary Education Act, 1963 (West Ben. Act XXVIII of 1963);

g) "family" includes the following relations of an employee of the Council, namely:-

i) for the purpose of death gratuity-

A) spouse of the employee,

B) son including step son/adopted son,

C) unmarried and widow and divorced daughter,

D) mother,

E) father,

F) brother below the age of 25 years and unmarried or widow sister;

ii) for the purpose of family pension-

A) spouse of the employee,

B) sons including step or adopted sons,

C) unmarried or widow and divorced daughter,

D) dependent parents;

Note: - Marriage after retirement shall be recognized for the purpose of family pension;

h) "leave" means any period of leave admissible to an employee under the rules applicable to him;

i) "pensioner" means a retired employee who is receiving pension;

j) "Primary School" means a school sponsored by Government or the schools under the management of District Primary School Council including Siliguri or Kolkata Primary School Council and District School Board in Darjeeling Gorkha Hill Council area;

k) "Service Book" means the documents that contain the records of service of an employee, as specified under Government Order No.804-Edn (B) dated 19.10.1990 and Government Order No.1980-Edn (S) dated 15.12.1971;

l) "State Government" means the Government of West Bengal in the School Education Department.

(2) The words and expressions used and not defined in these rules but defined in the Act shall have the same meanings as respectively assigned to them in the Act.

CHAPTER II

Pension

4. Classification of pensions

There shall be following four classes of pensions, namely:-

- (a) compensation pension;
- (b) invalid pension;
- (c) superannuation pension;
- (d) retiring pension.

5. Eligibility for pension

- (1) An employee shall be eligible to compensation pension, invalid pension or superannuation pension, as the case may be, if he has completed at least ten years satisfactory qualifying services.
- (2) An employee shall be eligible to retiring pension if he has completed at least twenty years satisfactory qualifying services.
- 3) Any service of an employee before completion of his 18 years of age shall not count as service.

6. Compensation pension

- (1) An employee is entitled to receive compensation pensionary benefits for the satisfactory service he has rendered if he is discharged on abolition of the permanent post held by him;

Provided that an employee is not entitled to receive compensation pension or gratuity for the service he has rendered if he accepts any other appointment where his previous service may be counted.

- (2) An employee is not entitled to receive compensation pension for loss of appointment on discharge after the completion of a specified term of service.
- (3) An employee shall be given a notice of not less than three months before he is discharged from the service on abolition of the post held by him:

Provided that if in any case, notice of at least three months is not given and the employee is not offered with any employment on the date on which his service is dispensed with the sanction of the authority competent to dispense with the service, then a gratuity, not exceeding his emoluments for the period by

which the notice actually given to him falls short of three months, may be paid to him in addition to compensation pension but no compensation pension shall be payable for the period for which he receives a gratuity in lieu of notice.

7. Invalid pension

- (1) An employee shall be entitled to receive invalid pension if he retires from service due to becoming permanently incapacitated on account "of physical or mental infirmity.
- (2) Unless otherwise specified, an employee who applies for an invalid pension shall submit a medical certificate from the Chief Medical Officer of Government of West Bengal in the concerned District or from any other Medical Officers of equivalent status nominated or specified by the state Government.
- (3) While applying for invalid pension, the employee shall furnish a medical certificate in Form 19.
- (4) Invalid pension is not admissible to an employee, if the Medical Officer certifies that the incapacity of the employee is directly due to addiction to drugs, alcohol or any other substance.

8. Superannuation pension

Superannuation pension is granted to an employee who retires at the age of 60 years.

9. Retiring pension

A retiring pension is admissible to an employee who is allowed to retire as per his prayer after completing at least twenty years" satisfactory qualifying services.

10. Commencement of pension

The pensions herein above referred in rules 6, 7, 8 and 9 shall commence from the date following the date of retirement of such employee.

11. Determination of date of birth

- (1) When the year of birth of employee is known but the date of birth is not known, the first day of July shall be deemed to be the date of birth.
- (2) When only the month and year of birth of an employee are known, the 16th day of that month shall be deemed to be the date of birth.

12. Qualifying service

(1) The continuous satisfactory service of a whole time approved employee in any educational Institution, shall count as qualifying service:

Provided that the service rendered before completion of 18 years shall not be counted as service:

Provided further that the service rendered by an employee in an unrecognized school or in a D.A. getting school shall not be counted:

Provided also that the service rendered by an employee under the Central or in any State Government or union territories shall count for determining qualifying services.

(2) Approved temporary service including approved service on leave or deputation vacancy in one or more schools shall be counted towards pension, subject to the fulfillment of other conditions for grant of pensions.

(3) All periods of authorized leave, other than extra-ordinary leave without pay, shall be counted as qualifying service:

Provided that the service rendered by an employee under State Government shall be counted for determining qualifying service:

Provided further that extra-ordinary leave granted other than on medical ground shall be also counted towards calculating qualifying services if such leave is granted due to the employee's inability to join or rejoin duty on account of civil disturbance declared by the state government or for pursuing higher studies in relation to his teaching subject in school with prior permission from District Inspector of Schools concerned.

(4) Period of suspension followed by reinstatement shall be counted as qualifying service if such period is treated, by order, as duty by the competent authority.

(5) The period between the date of dismissal or removal and the date of reinstatement shall be counted as qualifying service only if the appointing authority, by order, treats that period as on duty or leave other than extra-ordinary leave.

(6) Vacations shall be counted as qualifying service if an employee is present on both the closing and re-opening dates and if on leave on either of the dates, the absence is regularized by sanction of leave by the competent authority.

(7) Qualifying services for pension shall be counted upto the age of superannuation or the date preceding the date of voluntary retirement.

(8) Period of absence under duress as declared by Government Order No.1071-Edn (S), dated 19.8.1977 and Government Order No. 477-Edn (S) dated 16.8.1980 (read with any subsequent orders to the same effect) issued by State Government shall be counted as qualifying service.

(9) Any period of services not covered under sub-rules (1) to (8) shall not count as qualifying service.

13. Effect of dismissal or removal or resignation

When an employee is dismissed or removed from service or when he resigns from the post, the service rendered by him shall stand forfeited and such employee is not entitled to receive pension.

14. Date of retirement

(1) When an employee is required to retire on attaining a specific age, the date on which he attains that age, shall be reckoned as a working day and the employee shall retire with effect from the afternoon of that day.

(2) If the date of retirement on superannuation of an employee falls on any date other than the first day of the month, he shall be allowed to retire on the last day (afternoon) of the month.

(3) If the date of retirement on superannuation of an employee falls on the first day of a month, he shall be allowed to retire on the last day (afternoon) of the preceding month.

15. Pension sanctioning authority

The Secretary of the District Primary School Council concerned shall be the pension sanctioning authority under these rules.

16. Rate of pension

(1) The amount of pension shall be determined at the rate of 50% of last pay drawn in all cases to an employee who has completed at least 33 years satisfactory qualifying services:

Provided that an employee, who at the time of retirement has rendered satisfactory qualifying service of 10 years or more but less than 33 years the amount of his pension shall be of such proportion of the maximum admissible pension as the qualifying services rendered by him.

(2) The maximum or minimum monthly amount of pension in favour of a pensioner shall not exceed or not be less than the sum as may be fixed from time to time by the State Government.

(3) In addition to pensions determined under sub-rule (1), the pensioner is entitled to relief as admissible to the State Government pensioners from time to time.

(4) Subject to the other provisions of these rules the amount of monthly pension payable monthly shall be expressed as a whole of a rupee and where the pension calculated according to these rules contains a fraction of rupee, it shall be rounded off to the next higher rupee.

- (5) A pension admissible to an employee shall be fixed and paid in Indian rupee and in India.
- (6) Where the service of an employee has not been thoroughly satisfactory, the pension sanctioning authority may make such reduction in the amount as it thinks fit.
- (7) The proportionate reduction in the amount of pension under these rules should be to the extent by which the employee's service as a whole has failed to reach a thoroughly satisfactory standard.
- (8) The service of an employee against whom a charge of corruption has been initiated through proceedings cannot be considered to be satisfactory.
- (9) Final pension, gratuity etc., shall not be sanctioned to an employee against whom departmental or judicial proceedings have been instituted or pending.
- (10) In case of misconduct of the pensioner, the pension sanctioning authority shall have the power to withhold pension or reduce the amount of pension.

17. The rate of dearness pension

The amount of dearness pension shall be determined at the rate of 50% of the dearness pay (the part of dearness allowance merged with pay is treated as dearness pay) drawn last in all cases to an employee who has completed at least 33 years satisfactory qualifying services:

Provided that for an employee who at the time of retirement has rendered satisfactory qualifying service of 10 years or more but less than 33 years, the amount of his dearness pension shall be of such proportion of the maximum admissible dearness pension as the qualifying service rendered by him is in proportion to the maximum admissible length of service qualifying for pension:

Provided further that no part of dearness pension shall be allowed to be commuted before or after retirement with or without medical examination by any employee under any circumstances.

18. Provisional Pension

- (1) Where any departmental or judicial proceeding is instituted or pending against an employee who is allowed to retire on attaining the age of superannuation or otherwise, he shall be paid a provisional pension following his prayer during the period commencing from the date of his retirement to the date on which the final orders are passed by the appropriate authority on such proceeding.
- (2) Where an employee who is allowed to retire on attaining the age of superannuation but whose pension has not been sanctioned by the Pension Sanctioning Authority for want of his necessary service records, shall be paid provisional pension following his prayers.
- (3) The amount of provisional pension shall not exceed the sum total of maximum amount of pension and the maximum amount of dearness pension, which would have been admissible to an employee on the basis of his qualifying services up to the date of retirement, or if he was

under suspension on the date of retirement upto the date immediately preceding the date on which he was placed on suspension.

(4) Payment of the provisional pension shall be adjusted against the final retirement benefits sanctioned to such employee up to conclusion of the aforesaid proceeding but no recovery shall be made where the pension finally sanctioned is less than the provisional pension or the pension is reduced or withheld either permanently or for a specified period.

(5) In no case the provisional pension, referred to in sub-rule (1), shall be paid beyond a period of 12 months from the date of retirement. During sanction of provisional pension under the rules, report on admissibility of pension is required to be obtained from the Director of Pension, Provident Fund and Group Insurance, West Bengal. No Gratuity or death cum retirement gratuity shall be paid to him until the conclusion of such proceedings and the issue of final orders thereon. Such provisional pension shall be subject to adjustment against the amount of pension including gratuity or by short payment of pension. All outstanding dues shall be adjusted in the same manner as above.

19. Right to withhold pension in certain cases

(1) The pension of an employee may be withheld in whole or in part under an order of the pension sanctioning authority, passed not later than 3 years after the date of retirement to meet any sum due under the liability incurred by such employee to the government.

(2) The pension sanctioning authority reserves to himself the right of withholding or withdrawing a pension or any part of it whether permanently or for a specified period, and the right of ordering recovery from the pension relief of the whole or part of any pecuniary loss caused to Government, if the person is found to have been guilty of grave misconduct or negligence during the period of his service, including service rendered on reemployment after retirement:

Provided that such proceedings by Managing committee if instituted while the employee was in service whether before his retirement or during reemployment, shall after the final retirement of the employee be deemed to be a proceeding under this article and shall be continued and concluded by the authority by which it was commenced in the same manner as if the employee had continued in service:

Provided further that such proceedings, if not instituted while the employee was in service, whether before his retirement or during reemployment shall not be instituted save with the sanction of Secretary of the Department and shall not be in respect of any event which took place more than 3 years before such institution.

(3) An employee who retires from service but against whom criminal proceedings involving moral turpitude is pending in a court of law shall not be sanctioned any pension until the termination of the criminal proceedings:

Provided that an interim allowance not exceeding two thirds of the pension that would have been admissible but for the criminal proceedings may be granted during the pendency of such proceedings in case of hardship.

Provided further that if he is convicted on a criminal charge involving moral turpitude he shall not be entitled to any pension but a compassionate allowance may be granted to him and this shall not exceed two third of the pension which would have been admissible to him if he had retired on medical certificate.

Provided also that interim allowance or compassionate allowance, as the case may be, can be sanctioned only after obtaining an admissibility report from Director of Pension, Provident Fund and Group Insurance. West Bengal:

Provided also that no such judicial proceedings if, not instituted while the employee was in service, whether before his retirement or during re-employment shall be instituted in respect of a cause of action which arose, or an event which took place more than 3 years before such institution.

Explanation I. - For the purpose of this rule a departmental proceeding shall be deemed to have been instituted on a date on which the charge sheet or statement of charges is issued to the pensioner or if the employee or an employee has been placed on suspension from an earlier date, on such date.

Explanation II. - For the purpose of this rule a judicial proceedings shall be deemed to have been instituted -

(a) in the case of criminal proceeding, on the date on which the complaint or report of the police officer, on which the magistrate takes cognizance is made, and

(b) in the case of civil proceedings, on the date, on which the plaint is presented or as the case may be, an application is made to the civil court.

(4) Where any departmental or judicial proceeding is instituted against an employee who has retired on attaining the age of retirement or otherwise, he shall be paid during the period, commencing from his retirement to the date on which, upon conclusion of such proceedings final orders are passed, a provisional pension not exceeding the maximum pension which would have been admissible on the basis of his qualifying service upto the date of retirement or if he was under suspension, for the period between the date of his joining to the date immediately preceding the date of suspension, but no gratuity or death cum retirement gratuity shall be paid to him until the conclusion of such proceeding and the issue of final orders there on.

(5) Payment of provisional pension made under clause (4) shall be adjusted against the final retirement benefit sanctioned to such an employee upon conclusion of aforesaid proceeding but no recovery shall be made where pension finally sanctioned is less than provisional pension or the pension is reduced or withheld either permanently or for a specified period.

20. Withholding of pension and dearness pension in case of convictions and misconduct

(1) The Pension Sanctioning Authority shall by order, in writing, withhold or withdraw a pension or a part thereof whether permanently or for a specific period, if the pensioner is convicted of criminal offence serious in nature or is found guilty of grave misconduct.

(2) Where a pensioner is convicted of criminal offence serious in nature by a court of law, action under sub-rule (1) shall be taken in the light of the judgement of the Court relating to such conviction.

(3) In the context of a case not falling under sub-rule (2), if the pension sanctioning authority under the sub-rule (1) considers that the pensioner is prima-facie guilty of grave misconduct, it shall, before passing an order under sub-rule (1), serve upon the petitioner a notice specifying the action proposed to be taken and calling upon him to submit, within 15 days of the receipt of the notice or such further time not exceeding 15 days as may be allowed by the pension sanctioning authority, such representation as he may wish to make against the proposal and such representation shall be considered by the pension sanctioning authority while withholding the pension under sub-rule (1).

(4) An appeal against an order under sub-rule (1) shall be made to the Secretary, School Education Department, Government of West Bengal.

21. Recovery of dues before sanctioning pension

(1) When a retiring employee does not clear government dues and these are ascertainable, an equivalent cash deposit or refund may be taken from him or may be deducted out of gratuity payable to him before releasing his final pension or gratuity.

(2) If any of the Government dues remain unassessed for any reason the retiring employee may be asked to furnish a suitable bond or a part of gratuity not exceeding the estimated outstanding dues plus 25 % thereof may be withheld (subject to maximum of 10%) and balance may be released to him.

(3) Government dues remaining unrealized and other dues revealed within a period not exceeding six months from the date of retiring of the employee, shall, however, be reckonable from the pensioner by adjusting with dearness pension or dearness relief admissible.

CHAPTER III

Gratuity

22. Gratuity

(1) For a service of 10 years or more, an employee is entitled to retiring gratuity at the rate of one-fourth of his for each completed six monthly period of satisfactory qualifying service, subject to a maximum of 16 1/2 months emoluments as fixed by the Government. For service of less than 10 years but more than at least 1 year, the rate of gratuity is 1/2 month's emoluments reckonable for pension for every completed six monthly period of service. The maximum amount is however Rs. 2,50,000/- :

Provided that the period of satisfactory qualifying exceeding 33 years shall not be counted.

(2) No gratuity shall be paid to an employee against whom a departmental or judicial proceeding is instituted or pending, until the conclusion of such proceeding and the issue of final order.

(3) While calculating the amount of death or retirement Gratuity, Dearness pay and Dearness Allowances drawn immediately before death or retirement shall be taken into account in addition to Basic Pay last drawn.

23. Provisional gratuity

An employee whose gratuity is not sanctioned for the reasons as stated in sub-rule (2) of rule 22, provisional gratuity, after withholding of 10 per cent or Rs. 10, 000/- of the provisional gratuity, whichever is less should be sanctioned to the retiring employee by Pension Sanctioning Authority concerned subject to the furnishing a written undertaking by the pensioner concerned.

CHAPTER IV

Provisions relating to death gratuity and family pension

24. Death gratuity

In the event of death in harness, the death gratuity shall be admissible at such rates as mentioned in table below:-

Table

Length of qualifying service	Rate of death gratuity
(a) Less than one year	2 times of the amount reckonable as Gratuity
(b) One year or more but less than 5	6 times of the amount reckonable as Gratuity
(c) 5 years or more but less than 20 years	12 times of the amount reckonable as Gratuity

(d) 20 years or more	Half of the amount reckonable for Gratuity for every completed 6 monthly period of qualifying service, subject to maximum of 33 times of the amount reckonable for Gratuity.
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In no case the amount shall exceed Rs. 2,50,000/-

25. Nomination

(1) Any employee to whom these rules apply shall make a nomination in writing in the appropriate form conferring on one or more persons the right to receive the retiring gratuity or death gratuity that may be sanctioned under these rules.

(2) The concerned employee as well as the heads of offices shall follow the following nomination procedure: —

(a) every whole time and regular West Bengal Recognized Non-Government Educational Institution Employees and teachers shall execute nomination in the proper form as prescribed under these rules just after his joining the service or as soon as his or her services are made whole time and regular;

(b) it shall be the duty of every head of office to supply necessary Form of nomination for West Bengal Primary Teachers' Death Cum Retirement Benefit Rules to every whole time and regular employee on the very date of his joining service or on the date in which the employee is brought under whole time and regular service;

(c) on receiving the nomination Form from the employee concerned, the same should be pasted in the service Book after it is duly countersigned by the head of the office as required under these rules;

(d) the statement of family should be obtained just after the employee completes one year's service and the same should be pasted in the Service Book. It shall be incumbent upon the employee concerned to report to the head of the office, in writing, any omission or addition that may occur subsequently in order to keep the statement of family members updated;

(e) if an employee has a family, the nomination shall not be in favour of any person or persons other than the member of his family. If an employee nominates more than one person, he shall specify in the nomination Form the amount or share payable to each of the nominee in such manner as to cover the whole amount of gratuity.

26. Family pension

(1) Family pension is admissible to the members of the family of an employee who dies while in service after rendering at least one year's service.

(2) The benefit shall also be admissible in case of death of an employee after retirement if at the time of death he was in receipt of compensation, invalid, retiring or superannuation pension.

27. Family pension at normal rate

The rate of family pension admissible to the members of the family of an employee shall be 30% of pay (basic pay) drawn last actually or notionally:

Provided that maximum and the minimum amount of family pension shall be fixed by orders of the State Government from time to time.

28. Family pension at enhanced rate

(1) In the event of death of an employee while in service, the enhanced rate of family pension may be admissible:

Provided that the employee concerned has rendered, not less than 7 years continuous service, prior to his death:

Provided further that the family pension at enhanced rate is payable for, a period of 7 years from the day following the date of death or till the date on which the employee concerned would have attained the age of 65 years had he survived, whichever period is less.

(2) In the event of death after retirement, the family pension at enhanced rate shall be payable up to the date on which the deceased employee concerned would have attained the age of 65 years had he survived or for 7 years, whichever period is less and after the period of family pension at enhanced rate is over, family pension at normal rate shall commence.

(3) The amount of family pension at enhanced rate payable under these rules shall be calculated in the following manner:-

(a) 50% of the last basic pay of the deceased employee:

(b) two times of family pension as per last basic pay;

(c) amount of pension in case of pensioner (in case of died in harness this point should not be filled).

(4) The amount whichever is the lowest amongst clauses (a), (b) and (c) of sub-rule (3) shall be taken into consideration for payment of family pension at enhanced rate.

29. Period during which family pension is admissible

Subject to the following conditions, the family pension shall be admissible -

(a) in the case of widow or widower up to the date of death of such widow or widower or re-marriage of such widow, whichever is earlier;

(b) in the case of son, until he attains the age of 25 years;

(c) in the case of unmarried daughter, till she attains the age of 25 years or marriage whichever is earlier;

(d) in the case of dependent parents up to the date of their death or re-marriage, whichever is earlier.

Note. - Where an employee is survived by more than one widow, the family pension shall be paid to them in equal shares. This shall not be applicable in cases where bigamy is barred by statutes and personal law. On the death of the widow, her share of the pension shall become payable to her eligible minor children. If at the time of her death a widow leaves no eligible minor child, the payment of her share of the pension shall cease.

30. Grant of family pension to dependent disabled son(s) or daughter(s) of the Deceased Pensioner:-

Where a deceased pensioner's son or unmarried or widowed daughter, who is suffering from any mental disorder or disability of mind or is physically disabled so as to prevent him or her to earn his or her living even after attaining the age of 25 years, shall be paid family pension during his or her lifetime subject to the following conditions:-

(a) if such son or daughter is one among two, or more of the pensioner, the family pension shall be initially payable to the minor children, in the case of minor son until he attains the age of 25 years and in the case of unmarried daughter until she attains the age 25 years or marriage which ever is earlier, as the case may be, and thereafter the family pension shall be resumed in favour of the son or daughter suffering from disorder or disability of mind or who is physically crippled or disabled and shall be payable to him for life;

(b) if there are more than one such son or daughter suffering from mental disorder or disability of mind or who are physically disabled, the family pension shall be payable in the order of their birth and the younger shall get the family pension only after the elder next above him ceases to be eligible. When the family pension is payable to twin children, it shall be paid to such twin children in equal shares, provided when one such child ceases to be eligible, his share shall revert to the other and when both of them cease to be eligible the family pension shall be payable to the next eligible single child or twin children;

(c) the family pension shall be paid to such son or daughter through the guardian as if he is a minor; production of guardianship certificate is not necessary where such child has attained the age of majority;

(d) before allowing the family pension for life to any such son or daughter, the sanctioning authority shall satisfy that the disability is of such a nature as to prevent him or her from earning his or her livelihood and the same shall be evidenced by a certificate obtained from a medical officer not below the rank of a Sub- Divisional Medical Officer, stating, as far as practicable, the Mental or Physical condition of such son or daughter;

(e) the person receiving the family pension as guardian of such son or daughter shall produce once in every year a certificate from a Medical Officer not below the rank of Sub-Divisional Medical Officer to the effect that he or she continues to suffer from mental disorder or disability of mind or continues to be physically disabled;

Provided that such son or daughter is not in receipt of any kind of pension whatsoever from any Government or Government Undertaking etc. on account of such disability:

Provided further that in case of disability of permanent in nature certified as non-recoverable. or incurable, the production of certificates for every three years may be done away with.

31. Date of effect of family pension

A family pension shall take effect from the day following the death of an employee or pensioner.

32. Family pension payable to one member of the family

(1) Subject to the provision contained in the note under rule 29, the family pension sanctioned under these rules shall not be payable to more than one members of the employee's family at the same time. It shall first be admissible to the widow or widower and on the death of such widow or widower to the first eldest minor daughter, thereafter next minor daughter according to seniority and when there shall be no minor daughter, the eldest minor son and so on and thereafter to mother and lastly to father. Payments to minor shall be made through natural or legal guardian.

Note: - Payment of family pension shall not be any bar if at the time of entitlement, the widow or widower or unmarried daughter or son happens to be employed anywhere.

33. Family pension and retirement benefits against disappeared employee

(1) When an employee disappears leaving his family, admissible retirement benefits may be granted to his eligible members of the family as mentioned under rule 28.

(2) On receipt of such application along with documents as may be necessary subject to fulfilment of the following conditions:-

(a) the family must lodge a report with the concerned police station and obtain a report from the Officer-in- Charge of such Police Station to the effect that the incumbent could not be traced out in spite of efforts made by the police.

(b) an indemnity bond should be taken from the family pensioner concerned to the effect that all payments received from the Government shall be refunded to the Government in the event the missing person reappears and claims his dues.

(3) All Government dues outstanding against the employee shall be recovered from the relief on pension.

(4) The family concerned shall apply to the Secretary, District Primary School Council concerned for grant of family pension after one year from the date of disappearance of the employee.

(5) The Pension Sanctioning Authority concerned shall make proper scrutiny of the application received under sub-rule (3) and if it found proper, he shall recommend it to the Director of School Education, West Bengal and the Director of School Education in his turn shall forward the case with his comments to the State Government.

34. Procedure for payment of retirement benefits

(1) (a) The Sub-Inspector of Schools concerned shall prepare a list as shown in Form 1 every six months, i.e. on the 1st January and the 1st July each year of all employees who are to retire within the next 30 months of that date.

(b) A copy of every such list shall be sent to the Director of Pension, Provident Fund and Group Insurance, not later than the 31st January or the 31st July as the case may be, of that year. In case of the persons retiring for reasons other than by way of superannuation, the Sub-Inspector of Schools concerned shall promptly inform the Director of Pension, Provident Fund and Group Insurance.

(2) The Sub-Inspector of Schools concerned shall send a notice specified in Form 2 to the employee who is to retire on superannuation within the next 24 months.

(3) An employee, who is eligible for pension under these rules, shall submit to the Sub-Inspector of Schools concerned a formal application for pension in Form 3 as specified in third schedule duly filled in all respects along with other papers as specified in Form Nos. 4,5,6,7,8 and 9 positively 18 months in advance of his retirement on superannuation. It is to be noted that the retirement benefit can only be obtained when the retiring or retired employee or family pensioner shall submit a formal application for retirement benefits in prescribed proforma as above duly filled in all respects with all requisite papers for any kind of pensions or family pension or Contributory Provident Fund cum Gratuity / Death Gratuity in case of those employees opted for Contributory Provident Fund cum Gratuity under Death Cum Retirement Benefit, 1981.

(4) The Sub-Inspector of Schools on receipt of the formal application for pension, shall prepare the pension papers as specified in Forms 12, 13, 14 and 15 after due scrutiny and verification of the service claimed and the emoluments actually drawn and forward the same along with the original Service Book to the Pension Sanctioning Authority concerned within 3 months after the receipt of the application from the employee under sub-rule (3).

(5) The Pension Sanctioning Authority concerned shall check the pension papers and Service Book under sub-rule (4) with reference to the Check List prescribed in Form 23 (Check List) and shall countersign the Service Book and other forms as required above and he shall also prepare Pension Calculation Sheet in Form 17. He shall also countersign the Initial Pay Fixation statements of different Revision of Pay and Allowances. Within 3 months from the date of receipt of said papers from the Sub-Inspector of Schools, the Pension Sanctioning Authority concerned shall send the Pension papers as stated under sub-rule (4) alongwith Service Book, Form 17 and Form 23 duly completed in all respect to the Finance Officer of the District Primary School Council concerned for further examination.

(6) After receiving back the pension papers, if any observation or objection is made by the Finance Officer of the District Primary School Council concerned, the Pension Sanctioning Authority concerned shall promptly meet the observation or objection with the disposal of the pension papers to enable the Finance Officer of the District Primary School Council concerned to give certificate as to the correctness of the case within 3 months from the date of receipt of the pension case from the Pension Sanctioning Authority concerned.

(7) After obtaining the prescribed certificate as to the correctness of the case from the Finance Officer of the District Primary School Council concerned, the Pension Sanctioning Authority concerned shall sanction pension in Form 16 and shall send all duly filled Forms, as applicable, with the forwarding letter as in Form 18, including Service Book in original and Form 23 (Check List) to the Director of Pension. Provident Fund and Group Insurance, West Bengal within 3 months from the date of receipt of such papers from Finance Officer of the District Primary School Council concerned.

Note: - There is no bar to receive service pension and family pension under theses rules if the family pensioner's husband happens to be in military service prior to appointment as employee.

(8) If the Pension Sanctioning Authority concerned cannot sanction the pension of a employee for whatever be the reasons he shall intimate his decision thereof to the employee concerned within 3 months from the date of receipt of the papers as provided in sub-rule (5).

(9) Director of Pension, Provident Fund and Group Insurance shall issue the said pension payment order within 5 months from the date of receipt of die pension papers under sub-rule (7).

(10) Director of Pension, Provident Fund and Group Insurance shall send Pension Payment Order (PPO) to the Pension Disbursing Officer or Treasury Officer concerned with copies to the Pension Sanctioning Authority concerned and the retiring employee or family pensioner within 5 months from the date of receipt from the Pension Sanctioning Authority concerned.

(11) On receipt of the Pension Payment Order (PPO). the Pension Disbursing Officer (P.D.O.) or Treasury Officer (T.O.) concerned shall on personal appearance of the pensioner, complete formalities as prescribed in the relevant rules and start payment of admissible retirement benefits, from the date as mentioned in the Pension Payment Order (PPO).

(12) If the Director of Pension, Provident Fund and Group Insurance cannot issue Pension Payment Order of an employee for whatever be the reasons, shall intimate his decision thereof to the Pension Sanctioning Authority and the employee concerned, within 5 months from the date of receipt of the papers as provided in sub-rule (7).

(13) The pension sanctioning authority shall sanction provisional pension, provisional gratuity and issue Provisional Pension Payment order. The same shall be drawn and disbursed by the Sub-Inspector of Schools concerned from concerned Treasury.

CHAPTER V

Commutation of pension

35. Commutation of pension

An employee who is eligible for the benefit of pension under these rules shall be entitled to commute for a lump sum payment at the specified rate:

Provided that an employee shall not be entitled to commute more than 40 % of the pension which has been or may be granted to him:

Provided further that a employee against whom a judicial or departmental proceeding has been instituted or continued or a pensioner against whom any such proceeding has been instituted or continued shall not be permitted to commute any portion of his pension during the pendency of such proceeding.

36. Application for commutation before retirement

An employee before his retirement shall make an application to the sub-inspector of Schools concerned in Form 4 along with the application for pension under sub-rule (3) of rule 34.

37. Application for commutation after retirement

A pensioner who fails or declines to make an application for commutation of pension to the sub-inspector of Schools concerned in Form 4 along with the application for pension under sub-rule (3) of rule 34 the employee, may apply to the Sub-Inspector of Schools upto the age of 61 without medical examination. The pensioner shall enclose a copy of Pension Payment Order with the application for commutation of pension.

38. Application for commutation exceeding 61 years

(1) A pensioner who fails or declines to make an application for commutation of pension to the sub-inspector of Schools concerned in Form 4 along with the application for pension under sub-rule (3) of rule 34. the pensioner, may apply to the Secretary. District Primary School Council concerned at the age exceeding 61 years with medical examination in Form 10 for commutation of a portion of his pension.

(2) (a) The Pension Sanctioning Authority concerned, on receipt of application in Part I of Form 10, acknowledge the receipt in Part II of Form 10 and despatch the same to the applicant.

(b) the Pension Sanctioning Authority concerned shall forward in original to the Director of Pension, Provident Fund and Group Insurance in Part III of Form 10 with the request that part IV of that Form may be completed and returned to him as early as possible so that action for getting the applicant examined by the appropriate medical authority can be taken.

(3) The Director of Pension and Provident Fund and Group Insurance shall, on receipt of Form 10 from the Pension Sanctioning Authority concerned complete Part IV of that Form and transmit the same to the Competent Authority as early as possible.

(4) The Competent Authority shall, on receipt of Form 10 from the Director of Pension, Provident Fund and Group Insurance intimate the applicant in Part V (2) of Form 10 by such Medical Authority or Medical Boards as the Competent Authority may consider fit for commutation and shall at the same time instruct him to appear for examination before the Medical Authority or Medical Board within three weeks from the date of its order, or he has applied for Commutation in advance of the date of his retirement within three months from the date of order but in case earlier than the date of retirement and shall supply a copy of Part I of Form 11 to the applicant. If the applicant appears before the Medical Authority or Medical Board, he shall be deemed to have accepted the amount authorized to be commuted.

(5) A copy of Part V(2) of Form 10, as the case may be shall be endorsed by the Director of Pension, Provident Fund and Group Insurance to the Appropriate Medical Authority or Medical Board through the Director of Health Services (for cases in Calcutta) or the Chief Medical Officer of Health (for any other case) with -

(i) Part II and Part III of Form 11;

(ii) Part IV of Form 10 duly completed in original;

(iii) two copies of the applicant's photograph of which one copy shall be attested by an officer belonging to Group A service of the State Government.

(6) (a) If the applicant, after receipt of communication from the Competent Authority under sub-rule (4) fails to appear for Medical examination before the Medical Authority or Medical Board on the date and at the time communicated to him (including any change therein either at the request of the applicant or due to administrative reasons) and there is no reasonable ground for his failure, the Medical Authority or Medical Board shall report the fact to the Competent Authority concerned and return to him the documents received under sub-rule (4).

(b) With the return of documents to the Competent Authority under clause (i) the application for commutation shall be deemed to have been withdrawn.

(7) The Director of Health Services, West Bengal or the Chief Medical Officer of Health shall, on receipt of documents referred to in sub-para (4), shall

(a) arrange for the medical examination of the applicant by the Medical Authority at the nearest available station from the residence of the pensioners;

(b) transmit the documents referred to in sub-para (4) to the Medical Authority with the direction to examine the applicant;

(c) inform the applicant as to the place and date of his medical examination and direct the Medical Authority to communicate to the applicant the time of such examination.

Note. - In fixing the date of medical examination, it shall be ensured that the medical examination is held before the applicant's next birthday.

(8) The Certifying Medical Authority shall, after obtaining from the applicant a statement in Part I of Form 11 which must be signed in their presence, subject to strict examination enter the results in Part II of Form 11 and record their opinion as to the accuracy with which the pensioner has answered the questions in Part I of Form B regarding his medical history and habits, attest the unattested copy of the photograph of the applicant, complete the certificate contained at the end of Part II of Form 11 and forward it to the Audit Officer, who has already completed Part IV of Form 10, with the following documents:-

(i) Part II or Part III of Form 11 in original;

(ii) Attested copy of applicants photograph;

(iii) Part I of Form 11 in original; and

(iv) Part IV of Form 10 duly completed in original.

(9) The Medical Authority or Medical Board shall also send to the applicant a certified copy of Part III of Form 11 and forward a certified copy of Part III of Form 11 to the Competent Authority who has signed Part V (1) or Part V (2) of Form 10.

(10) If the Medical Authority or Medical Board or Special Board, as the case may be directs that his age for the purpose of commutation shall be assumed to be greater than his actual age, the applicant may withdraw his application by written notice despatched within a period of two weeks from the date on which he receives intimation of the finding after Medical Authority and of the revised sum payable on communication. The Pension Sanctioning Authority shall communicate the adverse medical report and revised sum payable as commuted value.

(11) If the applicant does not withdraw in writing his application within the said period of two weeks, he shall be deemed to have accepted the revised sum offered.

(12) The pensioner who applied for commutation of pension within one year from the date of his retirement shall not be subjected to medical examination for the purpose of payment of commuted value of pension, provided this benefit shall not be admissible to the persons retired on ground of invalidation. Application for commutation of pension without medical examination shall be made after the date of retirement and the commutation shall become absolute, that is, the retired pension shall become absolute, that is, the retired person shall become entitled to receive the commuted value of pension on the date on which his application is received by the Competent Authority. A pensioner who has applied for commutation of pension without medical examination shall have no option to withdraw his application.

Persons retired on ground of invalidation and those have applied for commutation of pension after one year from the date of retirement shall be subjected to medical examination. Such persons shall become entitled to receive the commuted value of pension on the basis of next birth day following the date on which the medical authority signs the medical certificate.

(13) In case of application for commutation of pension from a pensioner drawing invalid pension, the Medical Board shall, after examination in the manner as stated above, record his opinion in Part III of Form 11.

(14) The Medical Authority examining a pensioner applying for commutation of pension shall be competent to charge fee at rates as prescribed by the State Government in the Health Department.

Note. -The commuted portion of pension shall be restored to a pensioner after completion of 15 years from the date of retirement, irrespective of the date of commutation.

CHAPTER VI

Miscellaneous

39. Transfer of pensionary benefit from one Treasury of India to another

(1) A pensioner settled outside the State of West Bengal can make an application to Director of Pension, Provident Fund and Group Insurance, West Bengal showing sufficient cause to allow transfer of payment from one Treasury in the State of West Bengal to another Treasury in other States or Union Territories in duplicate in Form 20:

Provided that if a pensioner or family pensioner prefers payment of his pensionary benefit outside West Bengal he may submit application to the Director of Pension, Provident Fund and Group Insurance in duplicate in Form 21.

(2) The Director of Pension, Provident Fund and Group Insurance shall countersign and forward the same to the Accountant General (A&E), West Bengal for issuing Special Seal Authority to the concerned Accountant General for payment of pensioner benefits outside West Bengal as per application under sub-rule (1).

(3) If the Pensioner or Family Pensioner prefers on a date subsequent to the first drawal of Pensionary benefit from a Treasury in West Bengal or Pension Disbursement Office Kolkata to draw the Pensionary benefits from a Treasury outside West Bengal he shall submit an application in forms specified in eighth schedule before the concerned Treasury in West Bengal or Pension Disbursement Office, Kolkata. On all the cases, recent duly attested Joint or Single photographs, fresh specimen signature or Left Thumb Impression, are to be collected by the respective Treasury Officer(s) or Pension Disbursement Office (PDO), Kolkata.

(4) On receipt of such application from the Pensioner or Family Pensioner the Treasury in West Bengal or Pension Disbursement Office. Kolkata shall forward the application in Form 22 with both halves of the Pension Payment Order with last payment certificate embodied thereon and photographs, specimen signatures etc. to the Director of Pension and Provident Fund and Group Insurance, West Bengal for necessary authentication and placement before the Accountant General (A&E), West Bengal for issuing specimen seal authority to the concerned Accountant General outside West Bengal.

(5) On the receipt of both copies of P.P.O. (one copy for Treasury and other is incumbent's copy) with application in duplicate and the photographs, specimen signatures etc. from the concerned Treasury or Pension Disbursement Office under sub-rule (4), the Director of Pension, Provident Fund and Group Insurance, shall cancel both halves of P.P.O. and forward the same to the Accountant General (A&E), West Bengal along with the single or joint photographs, fresh specimen signature etc. and a fresh Descriptive Rolls of such Pensioners or Family Pensioners for issue of Special Authority. The Director shall also send specimen signature of the Audit Officer or Director. Pension, Provident Fund & group insurance. West Bengal to the Accountant General (A&E), West Bengal. While sending both halves of P.P.O. to the Accountant General (A&E), West Bengal for issuance of Special Seal Authority in respect of the first payment, the following documents are required to be submitted by The Director of Pension, Provident Fund and Group Insurance, namely: -

- (a) Last Pay Certificate;
- (b) sanction of pension;
- (c) amount of pension or gratuity or commuted value of pension;
- (d) amount commuted and amount reduced pension;
- (e) date of restoration of normal pension after commutation;
- (f) name of family pensioner;
- (g) date of birth in case of minor;
- (h) nomination for life time arrear.

(6) While sending transfer cases to the Accountant General (A&E), West Bengal the Director of Pension, Provident Fund And Group Insurance being the Pension Payment Order issuing Authority is also required to get the Pension Payment Order cancelled and fresh Pension Payment Order prepared with last payment certificates for issuance of Special Seal Authority. In the matter of issuance of Special Seal Authority, the Accountant General (A & E), West Bengal shall act as an interface between the Director of Pension and Provident Fund and Group Insurance, West Bengal and other States.

(7) In the cases of revision of pension the Director of Pension and Provident Fund and Group Insurance, West Bengal shall issue revised authority as per the scheme with the counter signature and send the same to the Accountant General (A&E), West Bengal for issuing Special Seal Authority. In the case of Revision or Relief in pension the Director of Pension and Provident Fund and Group Insurance shall send copy of the order granting relief of pension at revised rates to the Accountant General

(A&E), West Bengal for issue authority for payment of relief at revised rate to the pension drawing person from other States.

(8) The pensioners or family pensioners desirous of drawing pension from outside this State shall furnish to the concerned pension disbursing authority necessary certificates or documents like life certificate, non-employment certificate etc. as and when required by the said authority.

(9) Regarding accounting procedure, the amount paid by the other State Governments shall initially be booked under "8793-Inter-State Suspense Accounts with Government of West Bengal.

(10) On receipt of clearance by R.B.I. Nagpur the same is to be kept under "8658-Suspense Account-110-CAO RBI Suspense" as debit. On receipt of the vouchers and details from the concerned Accountant General the amount is to be debited finally under "2071 -01 -109 -NP-001 -V-04".

40. Application of West Bengal Service Rules

In all matters not expressly provided for by these rules, the rules specified in the West Bengal Service (Death-cum-Retirement Benefit) Rules, 1971 shall, in so far as they are not inconsistent with these rules and with the Act, shall apply to the employees mutatis mutandis subject to approval of the Government of West Bengal in the Finance Department.

41. Interpretation

If any question arises on any matter or matters relating to the interpretations to these rules, it shall be referred to the State Government and the decision of the State Government thereon shall be final.

42. Relaxation

Nothing in these rules shall be construed to limit or abridge the power of the State Government in School Education Department to dispense with or relax with requirement of any provisions of these rules to such extent and subject to such condition as may be considered necessary.

43. Repeal and savings

(1) The provisions of West Bengal Recognized Non-Government Educational Institution Employees (Death-cum-Retirement) Scheme 1981, as applicable to teachers of Primary Schools, along with notifications, memorandum and orders published earlier relating to the eligibility, application, admissibility of the benefits under the aforesaid West Bengal Recognized Non-Government Educational Institution Employees (Death-cum-Retirement) Scheme, 1981 shall be deemed to have been repealed in so far as they are repugnant to the matters covered by these rules:

Provided that such repeal shall not affect the previous operation of the said scheme, notifications and orders or anything done or any action taken thereunder and the benefits already granted on the basis of the scheme, notifications, orders in force prior to coming into effect of these rules shall not in any way be adversely affected.

(2) The Forms appended to these rules shall replace the relevant existing Forms.

West Bengal Primary Education (Transfer of Teachers including Head Teacher) Rules, 2002

Government of West Bengal
School Education Department, Primary Branch

NOTIFICATION

No. 809-SE(Pry), Dated: 15.07.2002

In exercise of the power conferred by the sub-section (1) and clause (K) of sub-section (2) of section 106 of the West Bengal Primary Education Act, 1973 (West Bengal Act XLIII of 1973) (hereinafter referred to as the said Act), the Government is pleased to make the following rules. The rules will be in suppression of all previous rules and will come into effect immediately.

RULES

1. Short title and application:

(1) These rules may be called the West Bengal Primary Education (Transfer of Teachers including Head Teacher) Rules, 2002.

(2) These rules shall apply to Teachers including Head Teachers for the purpose of transfer from one primary school to another within the jurisdiction of a Council.

2. Definitions:

In these rules, unless the context otherwise requires.

(a) "The Act" means the West Bengal Primary Education Act, 1973 (West Bengal Act XLIII of 1973);

(b) "Board" means the West Bengal Board of Primary Education established under the Act;

(c) "Council" means a District Primary School Council established under the Act;

(d) "Head Teacher" means the teacher of a Primary School appointed as a Head Teacher of the Primary School by the Council;

(e) "Primary School" means a School or a department of a School set up under the Act;

(f) "Teacher" means a person who holds a teaching post in a primary school or in a junior basic school, appointed on a regular and whole time basis and is paid wholly from the funds under the control of the State Government in the School Education Department.

3. Roll Strength of a Teacher

A Primary Teacher under the jurisdiction of the Council ordinarily will have one teacher for every forty pupils or part thereof, not being less than twenty in a hilly, forested or other thinly populated

area. A second teacher may be admissible when the roll strength exceeds sixty. A third teacher may be admissible when the Roll strength exceeds one hundred. Similarly, a fourth teacher may be admissible when the Roll strength exceeds one hundred forty and so on. But in no case a primary school is to have less than two teachers.

4. Condition for Transfer

A Council may –

(a) On its own motion, or

(b) On an application from a teacher, transfer approved teacher within its jurisdiction from one primary schools to another primary schools on the condition that such approved teacher is confirmed and has completed minimum two years of continuous service both in case of mutual or single transfer;

Provided that the Council may, if it considers necessary for proper utilization of service of a primary teacher in the interest of education, transfer and approved teacher without maintaining any time limit of service;

Provided further that where there is a surplus teacher according to Roll strength as stated in rule 3, the Council may, on its own motion, transfer such approved teacher without maintaining any time limit of service by way of rational adjustment of teacher in a primary school having deficit teacher in the following order of preference:

- (i) A primary school without an approved teacher,*
- (ii) A primary school having a single teacher, and*
- (iii) Other primary school having shortage of teacher.*

5. Procedure for Transfer

(1) A teacher seeking transfer under clause b of rule 4, shall submit his application for transfer with reasons thereof to the concerned Sub-Inspector of Schools during the month of December of each year and the concerned Sub-Inspector of Schools shall subsequently send such application with his specific views to the respective Council by January of the Succeeding year.

(2) Subject to sub rule (3) the Council shall consider such application and take a decision in respect of transfer by February and March of each year. Every transfer order shall be effected either at the end or at the beginning of the academic year.

Provided that if it is considered expedient to do so by the Council under a exceptional circumstances the application for transfer may be considered at any time with the approval of the Board.

(3) The Council may, while processing the application for transfer of approved teachers, consider the applications of such teachers as stated below on the priority basis according to the following order of preference, namely:

- (a) A physically handicapped teacher having more than fifty percent of handicappedness of such teacher possessing a supporting document issued by the competent authority;
- (b) A female teacher who has to face serious inconvenience in attending the school regularly due to her present place of posting;
- (c) A teacher suffering from acute incurable disease like cancer, kidney element etc. and such teacher possessing a supporting document issued by the competent authority;

(4) After considering the application for transfer of an approved teacher, the Council may accept or reject the application for transfer and such decision of the Council shall be final.

(5) If the application of the approved teacher is accepted, the Council shall issue an order of transfer under the signature of the Secretary of the Council and such order shall be communicated to the teacher and other concerned forthwith.

(6) On receipt of the order of transfer, the Sub-Inspector of Schools of the concerned Council shall immediately issue release order in favour of the teacher, so transferred, with a direction the new place of posting.

(7) The concerned teacher shall after receiving the release order, join the new place of posting as directed under sub-rule 6. A transferred teacher shall be entitled to the joining time as stated under rule 7 depending upon the distance between two schools by normal route.

(8) The transferred teacher shall at the time of joining new place of posting submit a joining report to the concerned Sub-Inspector of Schools who shall endorse a copy of the joining report to the Secretary to the Council.

6. Bar to Transfer

(1) No teacher shall be eligible to apply for transfer for a period of five years from the date of transfer.

(2) No teacher shall be eligible for transfer if he attains the age of fifty seven years.

(3) No prayer of transfer shall be entertained for next five years if the transfer order is not carried out by an approved teacher in whose favour a transfer order is issued.

7. Joining Time

A teacher while carrying out the order of transfer shall be entitled to joining time as specified below namely:

Distance between two Schools by normal route Joining Time

Up to 8 Kms	Nil
Above 8 Kms to 30 Kms	1 (one) day
Above 30 Kms but under 150 Kms	2 (two) days
Above 150 Kms	3 (three) days

8. Inter Council Transfer

In case of inter council transfer the Council shall follow the principles and procedures of the board in accordance with the provision conferred by the clause (K) of section 19 of the Act.

9. Disciplinary Proceedings

Where a teacher fails to comply with an order of transfer made under these rules, disciplinary proceedings against such teacher may be initiated.

10. Appeal

(1) A teacher aggrieved by an order of transfer may, within 30 days of the date of receipt of such order, prefer an appeal to the Board.

(2) Such an aggrieved teacher shall, before preferring any appeal against an order of transfer under these rules, be required to comply with the order of transfer.

(3) The Board may dismiss the appeal or pass an order directing the Council to modify or reverse its decision, and the Council shall comply with such order.

11. Interpretation

If any question arises relating to the interpretation of these rules, the Council shall refer the matter to the Board and the decision of the Board shall be final.

By the order of the Governor

Sd/- D. Basu
Special Secretary to the Govt. of West Bengal

West Bengal Primary Education Conduct of Service Rules, 2001

GOVERNMENT OF WEST BENGAL
Department of School Education
Primary Branch

No. 906-SE(Pry.), Date: 09.07.2001

NOTIFICATION

In exercise of the power conferred by sub-section (1), and in particular by sub-clause (iii) of clause (aa) of sub-section (2) of section 106, and clause (c) of sub-section (1) of section 60, of the West Bengal Primary Education Act, 1973 (West Ben Act XLIII of 1973), the Governor is hereby pleased to make the following rules namely:-

RULES

1. Short title, extent, commencement and application

- (1) These rules may be called the West Bengal Primary Education (Conduct of Service of Primary Schools) Rules, 2001.
- (2) They shall extend to the whole of West Bengal except the hill areas as defined in the Darjeeling Gorkha Hill Council Act, 1988 (West Ben. Act XIII of 1988).
- (3) They shall come into force on the 12th day of July, 2001.
- (4) They shall apply to the teachers of primary schools under the control of the Primary School Councils.

2. Definitions

- (1) In these rules, unless there is anything repugnant to the subject or context –
 - (a) The “Act” means the West Bengal Primary Education Act, 1973 (West Ben Act XLIII of 1973);
 - (b) “appointing authority” means, for the purpose of these rules, the Chairman of the respective Primary School Council;
 - (c) “Board” has the same meaning as in the Act;
 - (d) “disciplinary authority” means, for the purposes of these rules, the Chairman of the respective Primary School Council;
 - (e) “family” includes husband, wife, unmarried daughter(s), dependent son(s) including legally adopted son(s) or daughter(s), or dependent parent;
 - (f) “Primary School Council” has the same meaning as in the Act;
 - (g) “School” means a primary school as defined in the Act;
 - (h) “teacher” has the same meaning as in the Act;

(2) Words and expressions used and not defined in the rules, but defined in the Act shall have the same meaning as respectively assigned to them in the Act.

3. Duties

The following shall be the duties of a teacher, namely:-

- (1) Every teacher shall implement the educational policy and programmes of the State Government / Board and attend to all programmes of the school as may be assigned by the council and the programmes prepared by the school itself, or the Village Education Committee, or the Ward Education Committee (in the case of a municipal area) or the Women's Education Committee, or the Vidyalaya Unnayan Committee;
- (2) Every teacher shall faithfully discharge his assigned duties;
- (3) Every teacher shall, in the discharge of his duties, rise above all prejudices and personal and other considerations and maintain integrity, impartiality and devotion to duty;
- (4) Every teacher shall always be punctual in attending to the duties of the school;
- (5) Every teacher shall perform his duties according to the hours of duty as may be prescribed by the State Government or Board from time to time;
- (6) Every teacher shall provide information regularly to parents / guardians regarding the attendance or short comings of their wards;
- (7) Every teacher shall accept as a profession the individual responsibility of reporting to the concerned authorities, all matters that are considered to be prejudicial to the interest of the students and the development of the school;
- (8) Every teacher shall guide the students in developing their physical, social, intellectual, emotional, moral and aesthetic sense.

4. Rights

The following shall be the rights of a teacher:-

- (1) Every teacher shall enjoy full democratic rights;
- (2) Every teacher shall have the right to form association / unions / federative bodies of teachers.

5. Obligations

- (1) No teacher shall, while on leave, accept any service or employment.
- (2) No teacher shall engage himself in any trade or employment, either part-time or whole time except the honorary work of social or charitable nature or of the co-operative society. There shall be no bar in seeking election to the Panchayat bodies, municipality and legislature by a teacher.
- (3) Every teacher shall treat all students with love and affection and be just and impartial to them irrespective of caste, creed, sex, status, religion, language, or place of birth.

(4) Every teacher co-operate with the head of the school and the colleagues in and outside the school in both the curricular and co-curricular activities.

(5) Every teacher shall refrain himself from accepting any remuneration for coaching or tutoring the students.

6. Annual Performance Report

(1) A self-appraisal report shall be submitted by every teacher annually to the concerned Sub-Inspector of Schools through the Head Teacher of the School concerned. The Head Teacher shall have the authority to give his comments on the performance of the teacher in the self-appraisal report.

(2) An annual academic report of each school and in respect of each teacher shall be submitted by the Head Teacher to the District Inspector of Schools (Primary Education) and the Primary School Council through the Sub-Inspector of Schools (Primary Education) for his comment.

(3) The format of an annual performance report shall be such as the State Government may prescribe.

(4) Before formation of any adverse opinion the Primary School Council may seek the opinion of the respective Vidyalaya Unnayan Committee.

(5) The Head Teacher shall be the custodian of all movable and immovable properties of the school including all documents.

7. Suspension

(1) A Primary School Council may place a teacher under suspension –

(a) Where an inquiry under sub-rule(1) of rule 9 of these rules against him is contemplated by the Primary School Council or such an inquiry is pending; or

(b) Where a case of any criminal offense involving moral turpitude against the teacher is under investigation or trial.

(2) Where a teacher is detained in custody for a period of exceeding 48 hours on a criminal charge or otherwise, he shall be deemed to have been suspended by an order of the appointing authority with effect from the date of his detention and shall remain under suspension until further orders. A teacher who is undergoing a sentence of imprisonment shall also be dealt with in the same manner, pending a decision as to the disciplinary action to be taken against the teacher.

(3) Every order of suspension under sub-rule (1) shall be communicated to the Director of School Education, Government of West Bengal, and the Board.

(4) A teacher under suspension or deemed to have been suspended shall be entitled to the following payments:-

(a) During the first three months of suspension, a monthly subsistence pay which he would have drawn if he had been on half-pay leave. Provided that where the period of suspension exceeds three months, the appointing authority shall be competent to increase the amount of subsistence allowance for the remaining period of suspension by such amount, not exceeding fifty percent of the subsistence allowance admissible during the first three months of suspension, if, in the opinion of the appointing authority, the period of suspension has been prolonged for reasons to be recorded in writing.

(b) Dearness, medical and other allowances, admissible from time to time on the basis of the subsistence allowance fixed by the competent authority.

(5) No payment under sub-rule (4) shall be made unless the teacher furnishes a certificate to the effect that he is not engaged in any other employment, business, profession or vocation.

8. Penalties

The following penalties may, for good and sufficient reasons, be imposed on a teacher, namely;-

- (a) Censure;
- (b) Withholding of increments or promotion;
- (c) Removal from service which shall not be a disqualification for future employment as a teacher.
- (d) Dismissal from service which shall be a disqualification for future employment as a teacher.

9. Procedure for imposing penalties

(1) No order imposing any of the aforesaid penalties shall be made without proper enquiry by an enquiring authority to be appointed by the disciplinary authority.

(2) No order imposing any of the penalties provided in these rules shall be made without serving a "show-cause notice" to the teacher and giving him an opportunity of being heard.

(3) Upon completion of the enquiry to be made by an enquiring authority appointed by the disciplinary authority, a report shall be prepared containing the following documents;-

- (a) The articles of charge in the form as may be prescribed by the State Government and the statement of imputations of misconduct or misbehavior,
- (b) The defense of the teacher, if any, in respect of each article of charge,
- (c) An assessment of the evidence in respect of each article of charge, and
- (d) The finding of the enquiring authority on each article of charge and reasons thereof.

(4) A report on the findings of the enquiring authority shall be submitted to the disciplinary authority.

10. Actions to be taken by the disciplinary authority

(1) The disciplinary authority shall consider the report of the enquiring authority and record its findings on each charge.

(2) If the Disciplinary Authority having regard to its findings on the charges, is of the opinion that any of the penalties mentioned in rule 8, may be imposed, it shall pass appropriate orders with a copy to the teacher concerned.

11. Appeal

A teacher may prefer an appeal against an order imposing penalties mentioned in rule 8 to the Appeal Committee, constituted under section 91 of the Act, and the decision of the Appeal Committee shall be final.

12. Implementation of orders of the Appeal Committee

The authority which passed the order appealed against shall give effect to the orders passed by the Appeal Committee and, in doing so, it shall furnish to the teacher concerned a copy of the order passed by the Appeal Committee.

13. Pay and allowances on reinstatement

When the suspension of a teacher is held to have been unjustifiable or not wholly justifiable, or when a teacher who has been dismissed, removed or suspended is reinstated, the disciplinary or appellate authority may grant to him for the period of his absence from duty –

- (a) if he is honourably acquitted, the full pay to which he would have been entitled if he had not been dismissed, removed or suspended, and by an order to be separately recorded, any other allowance of which he was in receipt of prior to his dismissal, removal, or suspension or,
- (b) if otherwise, such proportion of pay and allowance as the disciplinary, appellate authority may deem fit.

In a case falling under clause (a), the period of absence from duty shall be treated as a period spent on duty. In a case falling under clause (b), the period may be treated as on duty or leave but it shall not be so treated unless the disciplinary or appellate authority directs accordingly.

The period of absence shall where it is neither treated as on duty nor leave, be treated as a period spent on suspension.

14. Interpretation

If any question arises relating to the interpretation of these rules, it shall be referred to the State Government in the School Education Department, whose decision shall be final.

By the order of the Governor,

Sd/- Nikhilesh Das
Principal Secretary to the
Government of West Bengal

West Bengal Primary Teachers Leave Rules, 1999

Government of West Bengal
School Education Department

No. 453-SE(Pry), dated 04.05.1999

NOTIFICATION

In exercise of the power conferred by Sub-section (1) of section 106 of the West Bengal Primary Education Act, 1973, (West Bengal Act XLIII of 1973) Governor is pleased hereby to make the following rules:-

RULES

1. Short Title

These rules may be called the **West Bengal Primary Education (Leave of Teacher of Primary Schools) Rules, 1999** and shall come into force with effect from the date of notification.

2. Extent of Application

These rules are applicable to all the teachers of the Non-Government Primary Schools under the administrative control of the Calcutta / Mahakuma / District Primary School Councils.

3. Definitions

In these rules, unless there is anything repugnant in the subject, or context –

(a) the 'Act' means the West Bengal Primary Education Act, 1973;

(b) 'Appointment' means appointment of teachers of Primary Schools in accordance with the provisions of the relevant Act and the Rules;

(c) 'Appropriate medical certificate' means a certificate granted by a Registered Medical Practitioner stating that he / she has examined the concerned teacher personally;

(d) 'Board' means the West Bengal Board of Primary Education established under the Act;

(e) 'Council' means Primary School Council established under the Act;

(f) 'Permanent Teacher' means a teacher who has completed two years of continuous and satisfactory service in the post in which he / she is appointed and confirmed against such post by the appointing authority or an Officer duly authorized in this behalf;

(g) 'Primary School' means a School or department of a School giving instruction in Primary School and includes junior basic school;

(h) 'Sanctioning Authority' means and includes the authorities for sanctioning leave as stated in the sub-rule (i) of 7 of these rules.

(i) 'Teacher' means a person who holds a teaching post in a Primary School appointed in the prescribed manner on a regular and full-time basis and is paid either wholly or in part under the control of the State Government in the School Education Department;

(j) 'Temporary Teacher' means a teacher who is appointed against a post but is not confirmed as a Permanent Teacher against such post.

4. Leave admissible to the teacher

The Primary teachers appointed substantively may be allowed the following kinds of leave:

(a) Casual Leave – Casual Leave for short period may be granted at the discretion of the sanctioning authority to a teacher on full pay for not more than 14 days during a calendar year but it shall not entail an absence of more than 7 consecutive days at a time, including Sundays and / or holidays, except under very special circumstances to be recorded in writing.

Provided that Sundays and / or holidays preceding, following or intervening any period of casual leave shall not be counted as part of such leave.

(b) Maternity Leave-

(i) Maternity leave may be granted to a female teacher on full pay for a period not exceeding 120 days* from the date of its commencement:

Provided that any other admissible leave may be granted in continuation of maternity leave if the request for such leave is supported by an appropriate medical certificate from a registered medical practitioner.

(ii) Maternity leave may be granted to such female teacher on full pay not exceeding a period of 45 days in case of miscarriage or abortion if the request for such leave is supported by an appropriate medical certificate from a registered medical practitioner.

(c) Compensatory leave – If a teacher under specific orders of the Primary School Council is detained for duties and prevented from availing himself / herself, either in full or in part, of the vacation, during which the Primary Schools remains closed, he / she shall be entitled to get leave on full pay for the number of days which is such proportion of 30 days as the number of days of vacation not taken leave to the full vacation of the year, subject to the conditions that such detention of the teacher and a copy of the order shall forthwith be forwarded to the Board, and that when such leave amounts to 240 days at the credit of permanent teacher, he / she shall cease to earn such leave.

(d) Half Pay Leave – A teacher may be granted half pay leave on appropriate medical certificate on the ground of his / her illness or private affairs not exceeding 30 days for each completed year of service:

Provided that no half pay leave shall granted for more than 180 days at a time.

(e) Commuted Leave – Commuted leave, not exceeding half the amount of half pay leave due, may be granted on medical ground on production of appropriate medical certificate or on the ground of private affairs subject to the conditions that –

(i) the commuted leave during the entire period of service shall be limited to the maximum of 180 days on full pay;

(ii) that twice the amount of commuted leave granted shall be debited against the half pay leave due; and

(iii) that the total duration of the commuted leave taken in conjunction with the compensatory leave in lieu of duty during vacation in terms of Clause (d) subject further to the conditions that

(A) no commuted leave under this Clause may be granted, unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry, and

(B) a teacher on commuted leave is entitled to leave salary equal to twice the amount admissible to him under Clause (d) above.

(f) Leave on Medical Ground – A permanent teacher may be granted leave on medical ground on full pay for a period of 15 days for each completed year of service spent on duty on production of resuming charge:

Provided that the total period of such leave shall not exceed 180 days during the entire period of service;

Provided that the total period of such leave in conjunction with leave in terms of Clauses (c) and (d) shall not exceed the maximum limit as prescribed in Clause(d).

(g) Extraordinary Leave without Pay – Extraordinary leave without pay may be granted to a teacher under special circumstances when no other leave may commute retrospectively the period of absence without leave into extraordinary leave without pay:

Provided that the total duration of such leave in conjunction with any other leave shall not, at any time, exceed 24 months.

(h) Special Leave – Special leave with full pay may be granted on grounds and for the period as stated in the following Clauses –

(i) in case of detention in lawful custody without trial for the period of such detention;

(ii) in case of prolonged illness making the teacher bed-ridden for a long time not exceeding 18 months; in such cases the Council shall be the leave sanctioning authority on scrutiny of the application accompanied by appropriate medical certificate;

(iii) for participation in conferences, Council meetings or meetings of recognized All India Federation of Teachers' Association for the actual period required on production of certificate of actual attendance from the Associations;

(iv) for attending as delegates at the annual general conference / meetings of recognized association of Primary Teachers for the actual period required including the days taken for the forward and return journeys to and from the venue of such conference / meeting subject to submission of certificates of actual attendance from the Association.

(i) Quarantine Leave – Quarantine leave being the leave of absence from duty necessitated by order not to attend School in consequences of the presence of infectious disease in the family or household of a teacher may be granted such leave over and above or in continuation of other kinds of leave for a

period not exceeding 21 days or in exceptional circumstances, 30 days on submission of a certificate from Medical or Public Health Office subject to the condition that any leave necessary for quarantine purpose in excess of this period shall be treated as absent from the duty and his pay is not intermitted.

List of infectious diseases for the purpose of the Clause is given below:-

(i) Small Pox (ii) Scarlet fever (iii) Plague (Bueekmonic or Bubionic) (iv) Typhus and (v) Cerebro-spinal meningitis.

5. Teachers appointed on deputation

Teachers appointed on deputation against deputation vacancy or purely temporary basis are entitled to enjoy casual leave for a period of proportionate to their service in the relevant calendar year.

6. Prefixing or suffixing of holidays

Leave other than casual leave may be prefixed to Sundays / holidays / vacations, as the case may be, but intervening Sundays / holidays / vacation shall be counted along with the relevant leave.

7. Sanctioning Authority

(i) The concerned Sub-Inspector of Schools shall be the authority for sanctioning casual leave to teachers in Primary Schools maintained by the Council in the Districts. The Council shall be the authority for sanctioning other kinds of leave after considering the recommendations of the District Inspector of School (Primary Education) or an Officer authorized in this behalf, not below the rank of Sub-Inspector of Schools. The Council shall also make necessary acting arrangement.

(ii) A teacher shall submit leave application through the Head Teacher of his School while the Head Teachers shall leave application through the existing Managing Committee / Administrator of the School.

(iii) On leave application being submitted by a teacher, the Sub-Inspector of School concerned shall draw up the salary bill of teacher including the period of leave admissible and due to the teacher with leave statement in anticipation of the leave being sanctioned by the competent authority.

8. Miscellaneous

(i) No kind of leave except casual leave and medical leave can be availed without written application and previous sanction by the competent authority except under very exceptional circumstances which should be explained in writing to the satisfaction of the leave sanctioning authority. The application of casual leave, where previous sanction has not been obtained, must, however, be submitted as early as possible and in any case, not later than the date of resuming the duties. In case of medical leave exceeding 7 (seven) days, for which no prior applications have been made and a sanction obtained, the intimation of absence must be communicated to the leave sanctioning authority through proper channel with appropriate medical certificate if there is delay submitting leave application in proper manner.

(ii) Any kind of leave except casual leave and compensatory leave, may be granted in combination with or in continuation of any other kind of leave, subject to such limits, as stated.

(iii) Leave cannot be claimed as right and the sanctioning authority reserves the right to refuse or revoke leave of any description, if, in the opinion of the authority, the exigencies of the circumstances so demand.

9. Rule 24, Rule 25 and Rule 26 under chapter IV of the Rules regulating the Recruitment and Leave of Teachers in the Primary Schools in West Bengal as published in the Notification No. 768 Edn.(P), dated 22nd November, 1991 by the Government of West Bengal, Education Department, Primary Branch are hereby repealed.

By order of the Governor

Sd/- Nikhilesh Das
Secretary to the Govt. of West Bengal

The Right of Children to Free and Compulsory Education Act, 2009

An Act to provide for free and compulsory education to all children of the age of six to fourteen years.

1. Short title, extent and commencement

- (1) This Act may be called the Right of Children to Free and Compulsory Education Act, 2009.
- (2) It shall extend to the whole of India except the State of Jammu and Kashmir.
- (3) It shall come into force on such date¹ as the Central Government may, by notification in the Official Gazette, appoint.
- (4) Subject to the provisions of articles 29 and 30 of the Constitution, the provisions of this Act shall apply to conferment of rights on children to free and compulsory education
- (5) Nothing contained in this Act shall apply to Madras as, Vedic Pathsalas and educational institutions primarily imparting religious instruction.

2. Definitions

In this Act, unless the context otherwise requires,-

- (a) "appropriate Government" means-
 - (i) in relation to a school established, owned or controlled by the Central Government, or the administrator of the Union territory, having no legislature, the Central Government;
 - (ii) in relation to a school, other than the school referred to in sub-clause (i), established within the territory of-
 - (A) a State, the State Government;
 - (B) a Union territory having legislature, the Government of that Union territory;
- (b) "capitation fee" means any kind of donation or contribution or payment other than the fee notified by the school;
- (c) "child" means a male or female child of the age of six to fourteen years;
- (d) "child belonging to disadvantaged group" means a child with disability or a child belonging to the Scheduled Caste, the Scheduled Tribe, the socially and educationally backward class or such other group having disadvantage owing to social, cultural, economical, geographical, linguistic, gender or such other factor, as may be specified by the appropriate Government, by notification;
- (e) "child belonging to weaker section" means a child belonging to such parent or guardian whose annual income is lower than the minimum limit specified by the appropriate Government, by notification;

(ee) "child with disability" includes,-

(A) a child with "disability" as defined in clause (i) of section 2 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995,

(B) a child, being a person with disability as defined in clause (j) of section 2 of the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999;

(C) a child with "severe disability" as defined in clause (o) of section 2 of the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999.

(f) "elementary education" means the education from first class to eighth class;

(g) "guardian", in relation to a child, means a person having the care and custody of that child and includes a natural guardian or guardian appointed or declared by a court or a statute;

(h) "local authority" means a Municipal Corporation or Municipal Council or Zila Parishad or Nagar Panchayat or Panchayat, by whatever name called, and includes such other authority or body having administrative control over the school or empowered by or under any law for the time being in force to function as a local authority in any city, town or village;

(i) "National Commission for Protection of Child Rights" means the National Commission for Protection of Child Rights constituted under section 3 of the Commissions for Protection of Child Rights Act, 2005;

(j) "notification" means a notification published in the Official Gazette;

(k) "parent" means either the natural or step or adoptive father or mother of a child;

(l) "prescribed" means prescribed by rules made under this Act;

(m) "Schedule" means the Schedule annexed to this Act;

(n) "school" means any recognised school imparting elementary education and includes-

(i) a school established, owned or controlled by the appropriate Government or a local authority;

(ii) an aided school receiving aid or grants to meet whole or part of its expenses from the appropriate Government or the local authority;

(iii) a school belonging to specified category; and

(iv) an unaided school not receiving any kind of aid or grants to meet its expenses from the appropriate Government or the local authority;

(o) "screening procedure" means the method of selection for admission of a child, in preference over another, other than a random method;

(p) "specified category", in relation to a school, means a school known as Kendriya Vidyalaya, Navodaya Vidyalaya, Sainik School or any other school having a distinct character which may be specified, by notification, by the appropriate Government;

(q) "State Commission for Protection of Child Rights" means the State Commission for Protection of Child Rights constituted under section 3 of the Commissions for Protection of Child Rights Act, 2005.

3. Right of child to free and compulsory education

(1) Every child of the age of six to fourteen years, including a child referred to in clause (d) or clause (e) of section 2, shall have the right to free and compulsory education in a neighbourhood school till the completion of his or her elementary education.

(3) A child with disability referred to in sub-clause (A) of clause (ee) of section 2 shall, without prejudice to the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, and a child referred to in sub-clauses (B) and (C) of clause (ee) of section 2, have the same rights to pursue free and compulsory elementary education which children with disabilities have under the provisions of Chapter V of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995:

Provided that a child with "multiple disabilities" referred to in clause (h) and a child with "severe disability" referred to in clause (o) of section 2 of the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999 may also have the right to opt for home-based education.

4. Special provisions for children not admitted to, or who have not completed, elementary education

Where a child above six years of age has not been admitted in any school or though admitted, could not complete his or her elementary education, then, he or she shall be admitted in a class appropriate to his or her age:

Provided that where a child is directly admitted in a class appropriate to his or her age, then, he or she shall, in order to be at par with others, have a right to receive special training, in such manner, and within such time-limits, as may be prescribed:

Provided further that a child so admitted to elementary education shall be entitled to free education till completion of elementary education even after fourteen years.

5. Right of transfer to other school

(1) Where in a school, there is no provision for completion of elementary education, a child shall have a right to seek transfer to any other school, excluding the school specified in sub-clauses (iii) and (iv) of clause (n) of section 2, for completing his or her elementary education.

(2) Where a child is required to move from one school to another, either within a State or outside, for any reason whatsoever, such child shall have a right to seek transfer to any other school, excluding the school specified in sub-clauses (iii) and (iv) of clause (n) of section 2, for completing his or her elementary education.

(3) For seeking admission in such other school, the Head-teacher or in-charge of the school where such child was last admitted, shall immediately issue the transfer certificate:

Provided that delay in producing transfer certificate shall not be a ground for either delaying or denying admission in such other school:

Provided further that the Head-teacher or in-charge of the school delaying issuance of transfer certificate shall be liable for disciplinary action under the service rules applicable to him or her.

6. Duty of appropriate Government and local authority to establish school

For carrying out the provisions of this Act, the appropriate Government and the local authority shall establish, within such area or limits of neighbourhood, as may be prescribed, a school, where it is not so established, within a period of three years from the commencement of this Act.

7. Sharing of financial and other responsibilities

(1) The Central Government and the State Governments shall have concurrent responsibility for providing funds for carrying out the provisions of this Act.

(2) The Central Government shall prepare the estimates of capital and recurring expenditure for the implementation of the provisions of the Act.

(3) The Central Government shall provide to the State Governments, as grants-in-aid of revenues, such percentage of expenditure referred to in sub-section (2) as it may determine, from time to time, in consultation with the State Governments.

(4) The Central Government may make a request to the President to make a reference to the Finance Commission under sub-clause (d) of clause (3) of article 280 to examine the need for additional resources to be provided to any State Government so that the said State Government may provide its share of funds for carrying out the provisions of the Act.

(5) Notwithstanding anything contained in sub-section (4), the State Government shall, taking into consideration the sums provided by the Central Government to a State Government under sub-section(3) , and its other resources, be responsible to provide funds for implementation of the provisions of the Act.

(6) The Central Government shall-

(a) develop a framework of national curriculum with the help of academic authority specified under section 29;

(b) develop and enforce standards for training of teachers;

(c) provide technical support and resources to the State Government for promoting innovations, researches, planning and capacity building.

8. Duties of appropriate Government

The appropriate Government shall —

(a) provide free and compulsory elementary education to every child:

Provided that where a child is admitted by his or her parents or guardian, as the case may be, in a school other than a school established, owned, controlled or substantially financed by funds provided directly or indirectly by the appropriate Government or a local authority, such child or his or her parents or guardian, as the case may be, shall not be entitled to make a claim for reimbursement of expenditure incurred on elementary education of the child in such other school.

Explanation-The term "compulsory education" means obligation of the appropriate Government to-

- (i) provide free elementary education to every child of the age of six to fourteen years; and
- (ii) ensure compulsory admission, attendance and completion of elementary education by every child of the age of six to fourteen years;
- (b) ensure availability of a neighbourhood school as specified in section 6;
- (c) ensure that the child belonging to weaker section and the child belonging to disadvantaged group are not discriminated against and prevented from pursuing and completing elementary education on any grounds;
- (d) provide infrastructure including school building, teaching staff and learning equipment;
- (e) provide special training facility specified in section 4;
- (f) ensure and monitor admission, attendance and completion of elementary education by every child;
- (g) ensure good quality elementary education conforming to the standards and norms specified in the Schedule;
- (h) ensure timely prescribing of curriculum and courses of study for elementary education; and
- (i) provide training facility for teachers.

9. Duties of local authority

Every local authority shall:-

- (a) provide free and compulsory elementary education to every child:

Provided that where a child is admitted by his or her parents or guardian, as the case may be, in a school other than a school established, owned, controlled or substantially financed by funds provided directly or indirectly by the appropriate Government or a local authority, such child or his or her parents or guardian, as the case may be, shall not be entitled to make a claim for reimbursement of expenditure incurred on elementary education of the child in such other school;

- (b) ensure availability of a neighbourhood school as specified in section 6;
- (c) ensure that the child belonging to weaker section and the child belonging to disadvantaged group are not discriminated against and prevented from pursuing and completing elementary education on any grounds;
- (d) maintain records of children up to the age of fourteen years residing within its jurisdiction, in such manner as may be prescribed;
- (e) ensure and monitor admission, attendance and completion of elementary education by every child residing within its jurisdiction;

- (f) provide infrastructure including school building, teaching staff and learning material;
- (g) provide special training facility specified in section 4;
- (h) ensure good quality elementary education conforming to the standards and norms specified in the Schedule;
- (i) ensure timely prescribing of curriculum and courses of study for elementary education;
- (j) provide training facility for teachers;
- (k) ensure admission of children of migrant families;
- (l) monitor functioning of schools within its jurisdiction; and (m) decide the academic calendar.

10. Duty of parents and guardian

It shall be the duty of every parent or guardian to admit or cause to be admitted his or her child or ward, as the case may be, to an elementary education in the neighbourhood school.

11. Appropriate Government to provide for pre-school education

With a view to prepare children above the age of three years for elementary education and to provide early childhood care and education for all children until they complete the age of six years, the appropriate Government may make necessary arrangement for providing free pre-school education for such children.

12. Extent of school's responsibility for free and compulsory education

(1) For the purposes of this Act, a school,-

- (a) specified in sub-clause (i) of clause (n) of section 2 shall provide free and compulsory elementary education to all children admitted therein;
- (b) specified in sub-clause (ii) of clause (n) of section 2 shall provide free and compulsory elementary education to such proportion of children admitted therein as its annual recurring aid or grants so received bears to its annual recurring expenses, subject to a minimum of twenty-five per cent.;
- (c) specified in sub-clauses (iii) and (iv) of clause (n) of section 2 shall admit in class I, to the extent of at least twenty-five per cent. of the strength of that class, children belonging to weaker section and disadvantaged group in the neighbourhood and provide free and compulsory elementary education till its completion:

Provided further that where a school specified in clause (n) of section 2 imparts pre-school education, the provisions of clauses (a) to (c) shall apply for admission to such pre-school education.

(2) The school specified in sub-clause (iv) of clause (n) of section 2 providing free and compulsory elementary education as specified in clause (c) of sub-section (1) shall be reimbursed expenditure so incurred by it to the

extent of per-child-expenditure incurred by the State, or the actual amount charged from the child, whichever is less, in such manner as may be prescribed:

Provided that such reimbursement shall not exceed per-child-expenditure incurred by a school specified in sub-clause (i) of clause (n) of section 2:

Provided further that where such school is already under obligation to provide free education to a specified number of children on account of it having received any land, building, equipment or other facilities, either free of cost or at a concessional rate, such school shall not be entitled for reimbursement to the extent of such obligation.

(3) Every school shall provide such information as may be required by the appropriate Government or the local authority, as the case may be.

13. No capitation fee and screening procedure for admission

(1) No school or person shall, while admitting a child, collect any capitation fee and subject the child or his or her parents or guardian to any screening procedure.

(2) Any school or person, if in contravention of the provisions of sub-section (1),-

(a) receives capitation fee, shall be punishable with fine which may extend to ten times the capitation fee charged;

(b) subjects a child to screening procedure, shall be punishable with fine which may extend to twenty- five thousand rupees for the first contravention and fifty thousand rupees for each subsequent contraventions.

14. Proof of age for admission

(1) For the purposes of admission to elementary education, the age of a child shall be determined on the basis of the birth certificate issued in accordance with the provisions of the Births, Deaths and Marriages Registration Act, 1886 or on the basis of such other document, as may be prescribed.

(2) No child shall be denied admission in a school for lack of age proof.

15. No denial of admission

A child shall be admitted in a school at the commencement of the academic year or within such extended period as may be prescribed:

Provided that no child shall be denied admission if such admission is sought subsequent to the extended period:

Provided further that any child admitted after the extended period shall complete his studies in such manner as may be prescribed by the appropriate Government.

16. Prohibition of holding back and expulsion

No child admitted in a school shall be held back in any class or expelled from school till the completion of elementary education.

17. Prohibition of physical punishment and mental harassment to child

(1) No child shall be subjected to physical punishment or mental harassment.

(2) Whoever contravenes the provisions of sub-section (1) shall be liable to disciplinary action under the service rules applicable to such person.

18. No School to be established without obtaining certificate of recognition

(1) No school, other than a school established, owned or controlled by the appropriate Government or the local authority, shall, after the commencement of this Act, be established or function, without obtaining a certificate of recognition from such authority, by making an application in such form and manner, as may be prescribed.

(2) The authority prescribed under sub-section (1) shall issue the certificate of recognition in such form, within such period, in such manner, and subject to such conditions, as may be prescribed:

Provided that no such recognition shall be granted to a school unless it fulfils norms and standards specified under section 19.

(3) On the contravention of the conditions of recognition, the prescribed authority shall, by an order in writing, withdraw recognition:

Provided that such order shall contain a direction as to which of the neighbourhood school, the children studying in the derecognised school, shall be admitted:

Provided further that no recognition shall be so withdrawn without giving an opportunity of being heard to such school, in such manner, as may be prescribed.

(4) With effect from the date of withdrawal of the recognition under sub-section (3), no such school shall continue to function.

(5) Any person who establishes or runs a school without obtaining certificate of recognition, or continues to run a school after withdrawal of recognition, shall be liable to fine which may extend to one lakh rupees and in case of continuing contraventions, to a fine of ten thousand rupees for each day during which such contravention continues.

19. Norms and standards for school

(1) No school shall be established, or recognised, under section 18, unless it fulfils the norms and standards specified in the Schedule.

(2) Where a school established before the commencement of this Act does not fulfil the norms and standards specified in the Schedule, it shall take steps to fulfil such norms and standards at its own expenses, within a period of three years from the date of such commencement.

(3) Where a school fails to fulfil the norms and standards within the period specified under sub-section (2), the authority prescribed under sub-section (1) of section 18 shall withdraw recognition granted to such school in the manner specified under sub-section (3) thereof.

(4) With effect from the date of withdrawal of recognition under sub-section (3), no school shall continue to function.

(5) Any person who continues to run a school after the recognition is withdrawn, shall be liable to fine which may extend to one lakh rupees and in case of continuing contraventions, to a fine of ten thousand rupees for each day during which such contravention continues.

20. Power to amend Schedule

The Central Government may, by notification, amend the Schedule by adding to, or omitting therefrom, any norms and standards.

21. School Management Committee

(1) A school, other than a school specified in sub-clause (iv) of clause (n) of section 2, shall constitute a School Management Committee consisting of the elected representatives of the local authority, parents or guardians of children admitted in such school and teachers:

Provided that at least three-fourth of members of such Committee shall be parents or guardians:

Provided further that proportionate representation shall be given to the parents or guardians of children belonging to disadvantaged group and weaker section:

Provided also that fifty per cent. of Members of such Committee shall be women.

(2) The School Management Committee shall perform the following functions, namely:-

(a) monitor the working of the school;

(b) prepare and recommend school development plan;

(c) monitor the utilisation of the grants received from the appropriate Government or local authority or any other source; and

(d) perform such other functions as may be prescribed.

Provided that the School Management Committee constituted under sub-section (1) in respect of,-

(a) a school established and administered by minority whether based on religion or language; and

(b) all other aided schools as defined in sub-section (ii) of clause (n) of section 2, shall perform advisory function only.

22. School Development Plan

(1) Every School Management Committee, except the School Management Committee in respect of a school established and administered by minority, whether based on religion or language and an aided school as defined in sub-clause (ii) of clause (n) of section 2, constituted under sub-section (1) of section 21, shall prepare a School Development Plan, in such manner as may be prescribed.

(2) The School Development Plan so prepared under sub-section (1) shall be the basis for the plans and grants to be made by the appropriate Government or local authority, as the case may be.

23. Qualifications for appointment and terms and conditions of service of teachers

(1) Any person possessing such minimum qualifications, as laid down by an academic authority, authorised by the Central Government, by notification, shall be eligible for appointment as a teacher.

(2) Where a State does not have adequate institutions offering courses or training in teacher education, or teachers possessing minimum qualifications as laid down under sub-section (1) are not available in sufficient numbers, the Central Government may, if it deems necessary, by notification, relax the minimum qualifications required for appointment as a teacher, for such period, not exceeding five years, as may be specified in that notification:

Provided that a teacher who, at the commencement of this Act, does not possess minimum qualifications as laid down under sub-section (1), shall acquire such minimum qualifications within a period of five years.

(3) The salary and allowances payable to, and the terms and conditions of service of, teachers shall be such as may be prescribed.

24. Duties of teachers and redressal of grievances

(1) A teacher appointed under sub-section (1) of section 23 shall perform the following duties, namely:-

- (a) maintain regularity and punctuality in attending school;
- (b) conduct and complete the curriculum in accordance with the provisions of sub-section (2) of section 29;
- (c) complete entire curriculum within the specified time;
- (d) assess the learning ability of each child and accordingly supplement additional instructions, if any, as required;
- (e) hold regular meetings with parents and guardians and apprise them about the regularity in attendance, ability to learn, progress made in learning and any other relevant information about the child; and

(f) perform such other duties as may be prescribed.

(2) A teacher committing default in performance of duties specified in sub-section (1), shall be liable to disciplinary action under the service rules applicable to him or her:

Provided that before taking such disciplinary action, reasonable opportunity of being heard shall be afforded to such teacher.

(3) The grievances, if any, of the teacher shall be redressed in such manner as may be prescribed.

25. Pupil-Teacher Ratio

(1) Within three years from the date of commencement of this Act, the appropriate Government and the local authority shall ensure that the Pupil-Teacher Ratio, as specified in the Schedule, is maintained in each school.

(2) For the purpose of maintaining the Pupil-Teacher Ratio under sub-section (1), no teacher posted in a school shall be made to serve in any other school or office or deployed for any non-educational purpose, other than those specified in section 27.

26. Filling up vacancies of teachers

The appointing authority, in relation to a school established, owned, controlled or substantially financed by funds provided directly or indirectly by the appropriate Government or by a local authority, shall ensure that vacancy of teacher in a school under its control shall not exceed ten per cent/of the total sanctioned strength.

27. Prohibition of deployment of teachers for non-educational purposes

No teacher shall be deployed for any non-educational purposes other than the decennial population census, disaster relief duties or duties relating to elections to the local authority or the State Legislatures or Parliament, as the case may be.

28. Prohibition of private tuition by teacher

No teacher shall engage himself or herself in private tuition or private teaching activity.

29. Curriculum and evaluation procedure

(1) The curriculum and the evaluation procedure for elementary education shall be laid down by an academic authority to be specified by the appropriate Government, by notification.

(2) The academic authority, while laying down the curriculum and the evaluation procedure under sub-section (1), shall take into consideration the following, namely:-

- (a) conformity with the values enshrined in the Constitution;
- (b) all round development of the child;
- (c) building up child's knowledge, potentiality and talent;
- (d) development of physical and mental abilities to the fullest extent;
- (e) learning through activities, discovery and exploration in a child friendly and child-centered manner;
- (f) medium of instructions shall, as far as practicable, be in child's mother tongue;
- (g) making the child free of fear, trauma and anxiety and helping the child to express views freely;
- (h) comprehensive and continuous evaluation of child's understanding of knowledge and his or her ability to apply the same.

30. Examination and completion certificate

(1) No child shall be required to pass any Board examination till completion of elementary education.

(2) Every child completing his elementary education shall be awarded a certificate, in such form and in such manner, as may be prescribed.

31. Monitoring of child's right to education

(1) The National Commission for Protection of Child Rights constituted under section 3, or, as the case may be, the State Commission for Protection of Child Rights constituted under section 17, of the Commissions for Protection of Child Rights Act, 2005 (4 of 2006), shall, in addition to the functions assigned to them under that Act, also perform the following functions, namely:-

- (a) examine and review the safeguards for rights provided by or under this Act and recommend measures for their effective implementation;
- (b) inquire into complaints relating to child's right to free and compulsory education; and
- (c) take necessary steps as provided under sections 15 and 24 of the said Commissions for Protection of Child Rights Act.

(2) The said Commissions shall, while inquiring into any matters relating to child's right to free and compulsory education under clause (c) of sub-section (1), have the same powers as assigned to them respectively under sections 14 and 24 of the said Commissions for Protection of Child Rights Act.

(3) Where the State Commission for Protection of Child Rights has not been constituted in a State, the appropriate Government may, for the purpose of performing the functions specified in clauses (a) to (c) of sub-section (1), constitute such authority, in such manner and subject to such terms and conditions, as may be prescribed.

32. Redressal of grievances

(1) Notwithstanding anything contained in section 31, any person having any grievance relating to the right of a child under this Act may make a written complaint to the local authority having jurisdiction.

(2) After receiving the complaint under sub-section (1), the local authority shall decide the matter within a period of three months after affording a reasonable opportunity of being heard to the parties concerned.

(3) Any person aggrieved by the decision of the local authority may prefer an appeal to the State Commission for Protection of Child Rights or the authority prescribed under sub-section (3) of section 31, as the case may be.

(4) The appeal preferred under sub-section (3) shall be decided by State Commission for Protection of Child Rights or the authority prescribed under sub-section (3) of section 31, as the case may be, as provided under clause (c) of sub-section (1) of section 31.

33. Constitution of National Advisory Council

(1) The Central Government shall constitute, by notification, a National Advisory Council, consisting of such number of Members, not exceeding fifteen, as the Central Government may deem necessary, to be appointed from amongst persons having knowledge and practical experience in the field of elementary education and child development.

(2) The functions of the National Advisory Council shall be to advise the Central Government on implementation of the provisions of the Act in an effective manner.

(3) The allowances and other terms and conditions of the appointment of Members of the National Advisory Council shall be such as may be prescribed.

34. Constitution of State Advisory Council

(1) The State Government shall constitute, by notification, a State Advisory Council consisting of such number of Members, not exceeding fifteen, as the State Government may deem necessary, to be appointed from amongst persons having knowledge and practical experience in the field of elementary education and child development.

(2) The functions of the State Advisory council shall be to advise the State Government on implementation of the provisions of the Act in an effective manner.

(3) The allowances and other terms and conditions of appointment of Members of the State Advisory Council shall be such as may be prescribed.

35. Power to issue directions

(1) The Central Government may issue such guidelines to the appropriate Government or, as the case may be, the local authority, as it deems fit for the purposes of implementation of the provisions of this Act.

(2) The appropriate Government may issue guidelines and give such directions, as it deems fit, to the local authority or the School Management Committee regarding implementation of the provisions of this Act.

(3) The local authority may issue guidelines and give such directions, as it deems fit, to the School Management Committee regarding implementation of the provisions of this Act.

36. Previous sanction for prosecution

No prosecution for offences punishable under sub-section (2) of section 13, sub-section (5) of section 18 and sub-section (5) of section 19 shall be instituted except with the previous sanction of an officer authorised in this behalf, by the appropriate Government, by notification.

37. Protection of action taken in good faith

No suit or other legal proceeding shall lie against the Central Government, the State Government, the National Commission for Protection of Child Rights, the State Commission for Protection of Child Rights, the local authority, the School Management Committee or any person, in respect of anything which is in good faith done or intended to be done, in pursuance of this Act, or any rules or order made thereunder.

38. Power of appropriate Government to make rules

(1) The appropriate Government may, by notification, make rules, for carrying out the provisions of this Act.

(2) In particular, and without prejudice to the generality of the foregoing powers, such rules may provide for all or any of the following matters, namely:-

(a) the manner of giving special training and the time-limit thereof, under first proviso to section 4;

(b) the area or limits for establishment of a neighbourhood school, under section 6;

(c) the manner of maintenance of records of children up to the age of fourteen years, under clause (d) of section 9;

(d) the manner and extent of reimbursement of expenditure, under sub-section (2) of section 12;

(e) any other document for determining the age of child under sub-section (1) of section 14;

(f) the extended period for admission and the manner of completing study if admitted after the extended period, under section 15;

(g) the authority, the form and manner of making application for certificate of recognition, under sub-section (1) of section 18;

- (h) the form, the period, the manner and the conditions for issuing certificate of recognition, under sub-section (2) of section 18;
- (i) the manner of giving opportunity of hearing under second proviso to sub-section (3) of section 18;
- (j) the Other functions to be performed by School Management Committee under clause of sub-section (2) of section 21;
- (k) the manner of preparing School Development Plan under sub-section (1) of section 22;
- (l) the salary and allowances payable to, and the terms and conditions of service of, teacher, under sub-section (3) of section 23;
- (m) the duties to be performed by the teacher under clause (f) of sub-section (1) of section 24;
- (n) the manner of redressing grievances of teachers under sub-section (3) of section 24;
- (o) the form and manner of awarding certificate for completion of elementary education under sub-section (2) of section 30;
- (p) the authority, the manner of its constitution and the terms and conditions therefor, under sub-section (3) of section 31;
- (q) the allowances and other terms and conditions of appointment of Members of the National Advisory Council under sub-section (3) of section 33;
- (r) the allowances and other terms and conditions of appointment of Members of the State Advisory Council under sub-section (3) of section 34.

(3) Every rule made under this Act and every notification issued under sections 20 and 23 by the Central Government shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or notification or both Houses agree that the rule or notification should not be made, the rule or notification shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule or notification.

(4) Every rule or notification made by the State Government under this Act shall be laid, as soon as may be after it is made; before the State Legislatures.

39. Power of Central Government to remove difficulties

(1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order, published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no order shall be made under this section after the expiry of three years from the commencement of the Right of Children to Free and Compulsory Education (Amendment) Act, 2012.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

Mid-Day Meal Rules, 2015

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
(Department of School Education and Literacy)

G.S.R.743(E) New Delhi, the 30th September, 2015

NOTIFICATION

In exercise of the powers conferred by sub-section (1) read with clause (b) of sub-section (2) of section 39 of the National Food Security Act, 2013 (20 of 2013), the Central Government hereby makes the following rules, namely:-

1. Short title and commencement

- (1) These rules may be called the **Mid-Day Meal Rules, 2015**.
- (2) They shall come into force on the date of their publication in the official Gazette.

2. Definitions

In these rules, unless the context otherwise requires, –

- (a) “Act” means the National Food Security Act, 2013 (20 of 2013);
- (b) “foodgrains” means rice, wheat, coarse grains or any combination thereof conforming to such quality norms as may be determined, by order, by the Central Government from time to time;
- (c) “food security allowance” means the food grain and money to be paid by the concerned State Government to the entitled person under section 8 of the Act;
- (d) “meal” means hot cooked meal;
- (e) “School” includes any school run by Local Bodies, Government or aided by the Government including madrasas and maqtabas supported under Sarva Shiksha Abhiyan;
- (f) “section” means the section of the Act; and
- (g) words and expressions used herein and not defined but defined in the Act shall have the meanings respectively assigned to them in the Act.

3. Entitlement for nutritional meal

Every child within the age group of six to fourteen years studying in classes I to VIII who enroll and attend the school, shall be provided meal having nutritional standards as specified in Schedule II of the Act, free of charge every day except on school holidays.

4. Place of serving meal

The meal shall be served to children at school only.

5. Preparation of meals and maintenance of standards and quality

(1) The meal shall be prepared in accordance with the Mid Day Meal guidelines issued by the Central Government from time to time and in accordance with the provisions of Schedule II of the Act.

(2) Every school shall have the facility for cooking meal in hygienic manner. Schools in urban area may use the facility of centralised kitchens for cooking meals wherever required in accordance with the guidelines issued by the Central Government and the meal shall be served to children at respective school only.

6. State Steering-cum-Monitoring Committee for Mid-Day Meal Scheme

The State Steering-cum-Monitoring Committee (SSMC) shall oversee the implementation of the scheme with a view to ensure implementation of the Act including establishment of a mechanism for maintenance of nutritional standards and quality of meals.

7. Role of School Management Committee (SMC) for monitoring Mid-day meals scheme

(1) The School Management Committee mandated under Right to Free and Compulsory Education Act, 2009 shall also monitor implementation of the Mid-day meal Scheme and shall oversee quality of meals provided to the children, cleanliness of the place of cooking and maintenance of hygiene in implementation of mid day meal scheme.

(2) The Headmaster or Headmistress of the school shall be empowered to utilise any fund available in school for the purpose of continuation of Mid Day Meal Scheme in the school in case of temporary unavailability of food grains, cooking cost etc. in the school. The utilised fund shall be reimbursed to the school account immediately after receipt of mid day meal funds.

8. Testing of Meals by accredited Laboratories

(1) Hot cooked meal provided to children shall be evaluated and certified by the Government Food Research Laboratory or any laboratory accredited or recognized by law, so as to ensure that the meal meets with the nutritional standards and quality specified in Schedule II to the Act. The Food and Drugs Administration Department of the State may collect samples to ensure the nutritive value and quality of the meals.

(2) The Department referred to in sub-rule (1) shall collect the samples at least once in a month from randomly selected schools or centralised kitchens and send such samples for examination to the laboratories referred to in sub-rule (1).

9. Food Security Allowance

(1) If the Mid-Day Meal is not provided in school on any school day due to nonavailability of food grains, cooking cost, fuel or absence of cook-cum-helper or any other reason, the State Government shall pay food security allowance as defined in clause (c) of rule 2 to every child referred to in rule 3 by 15th of the succeeding month in the manner provided herein below:-

(a) Quantity of Food grains as per entitlement of the child; and

(b) Cooking cost prevailing in the State.

(2) In case of non-supply of meal by the Centralised Kitchen, the Food Security Allowance shall be realised from the Centralised Kitchen as per sub-rule (1):

Provided that in case a child has not taken food on offer for whatever reasons, no claim of food security allowance shall lie with the State Government or Centralised Kitchens:

Provided further that no claim shall lie with State Government or Centralised Kitchen for reasons of quality of food grains and meal:

(3) The State Government shall take action to fix responsibility on the person or agency in accordance with the procedure laid down, if mid day meal is not provided in school on school days continuously for three days or at least for five days in a month.

(4) Wherever an agency of Central Government is involved, the State Government shall take up the matter with Central Government which shall resolve the matter within a month.

10. Saving

Nothing in these rules shall affect the guidelines issued in this behalf or likely to be issued by the Central Government regarding the activities relating to Mid Day Meal Scheme.

Sd/- GAYA PRASAD
Director (Mid Day Meal)

Mid Day Meal Calendar for the Financial Year 2015-16

Government of West Bengal
Office of the Project Director
Cooked Mid Day Meal Project
School Education Department
ACHARYA PRAFULLA CHANDRA BHAVAN
Plot 7/1, Block- DK, Salt Lake, Sector – II,
Karunamoyee, Kolkata-91
Phone Nos.:- 033-23596761, 23344052 (Fax)
Email: director.cmdmp@gmail.com

Memo No. 197(25)-ES(CMDMP)/Genl-11/2011 Dated: 02.06.2015

From: The Project Director, CMDMP,
School Education Department.

To: 1-18) The District Magistrate, (All).

19) Jt. Commissioner, Kolkata Municipal Corporation,
5, S.N.Banerjee Road, Kolkata-700013.

20) Labour Commissioner, West Bengal,
New Secretariat Building (11th Floor), Kolkata – 700001

21) The Sub-Divisional Officer, Siliguri Sub-Division.

22) Executive Director, Education Department,
Gorkhaland Territorial Administration (GTA),
Louis Jubilee Complex, PO & Dist: Darjeeling. Pin – 734101.

23) Chairman, Kolkata Primary School Council,
27-A, Bosepukur Road, Kolkata-700042.

24) The District Inspector of Schools (Secondary) (AH).

25) The District Inspector of Schools (Primary) (AH).

Sub: Mid-Day Meal Calendar for the Financial Year 2015-16.

Sir,

I am sending herewith the Mid-Day Meal Calendar for the Financial Year 2015-16 for favour of taking necessary action.

In this connection, it may be informed that all eligible students attending the institutions must be served MDM on all school days including Saturdays irrespective of the approved number of students

and working days. If the average number of the children availing MDM and the working days are more than the approved numbers, the concerned Nodal Officer may approach the State Govt. with evidence at the earliest for providing additional fund and food grains, if needed. The said proposal, thereafter, will be sent to the Govt. of India for additional allotment.

This may kindly be circulated to all concerned.

Enclo: As Stated.

Yours Faithfully,

Project Director
CMDMP

Enclosure of Memo No. 197(25)-ES(CMDMP)/Genl-11/2011 Dated 02.06.2015

Mid-Day Meal Calendar for the Financial Year 2015-16

Number of Days Sanctioned for Mid-Day Meal

Sl. No.	Month	Total No. of Days in the month	Primary Schools (Class I – V)	Upper Primary (Class VI – VIII)	NCLP Schools
1	2	3	4	5	6
1	April'2015	30	22	22	26
2	May'2015	31	13	13	26
3	June'2015	30	16	16	26
4	July'2015	31	26	26	26
5	August'2015	31	24	24	25
6	September'2015	30	20	20	26
7	October'2015	31	11	11	26
8	November'2015	30	12	12	26
9	December'2015	31	22	22	27
10	January'2016	31	19	19	27
11	February'2016	29	22	22	25
12	March'2016	31	23	23	26
Total		366	230	230	312

N.B.: 1) MDM will be served on all school days including Saturdays.

2) If No. of approved days exceeds, Nodal Officer may approach the State Govt. with evidence for additional fund and foodgrains.

3) No. of approved days per month may vary keeping the total days in a quarter intact.

Project Director
CMDMP

Safety Measures for Cooking Mid-day-Meal in School

GOVT. OF WEST BENGAL
OFFICE OF THE DIRECTOR GENERAL
West Bengal Fire & Emergency Services
13-D, Mirza Galib Street, Kolkata – 700 016.

Memo No. WBFES/6836/11 Date: 13.01.2011

From: Additional Director General,
West Bengal Fire & Emergency Services

To: The Joint Secretary to the Govt. of West Bengal,
School Education Department,
Writer's Buildings,
Kolkata- 700 001.

Sub: Guidelines on Safety Measures for cooking Mid-day-Meal.
Ref.: Our Memo. No. WBFES/6293 dated 23.12.2010.

In light of the discussion held in the a meeting with the Principal Secretary, Department of Fire & Emergency Services and the Secretary, School Education Department, partial modification on the guidelines issued vide memo no. under reference on safety measures for the schools operating Mid-day Meal Scheme has been made and reproduced hereunder.

1. Kitchens should be located at the ground floor level and detached from the main school building within the school premises. The construction can be made using flat RCC roof, CGI roofing, or with stone slabs spanned across pre-cast RC joists/metal sections. In case of space constrain the room be at the extreme end of the ground floor level and isolated from the other part of the building should be identified for the kitchen purpose. In respect of the individual school having small kitchens for supplying of mid-day meals to the students, the measurement of total built-up area of the kitchen may be within 8.41 Sq. Mtrs. The other parameters for kitchen cum store should follow the guidelines prescribed under National Program of Nutritional Support to Primary Education 2006 (Mid-Day Meal Scheme), published by School Education Department, Govt. of West Bengal.
2. Gas oven shall be placed in raised platform. The platform should be at least 30 inches above the ground level to place the gas oven.
3. The individual school supplying cooked mid-day meal for their students, maximum 4 Nos. of L.P.G. cylinders can be used without the provision of separate gas banks. The unused cylinders are to be kept in a separate place away from the oven and their seals are to be opened only at the time of replacement of only one cylinder at a time. The ovens and the cylinders are to be kept away from the main staircase so that even in case of fire there is no problem of egress and ingress of students from the upper floors.
4. In respect of individual schools supplying Mid-day Meal, applications for N.O.C. need not be submitted to the Fire & Emergency Services Department. All individual schools are to follow this safety guidelines and are duly certified by the officials of the DI/Primary School Secretary.

5. The distribution of food should be done through counters to avoid accessibility of students inside the kitchen.
6. The kitchen should be protected by adequate number of Dry Chemical Powder type of fire extinguishers.
7. The above guidelines should be implemented strictly by the school authority, those having individual Mid-day Meal Scheme.
8. The teaching and non-teaching staffs of the school and the workers for Mid-day Meal Scheme should have the adequate knowledge for operating fire extinguishers.
9. The authorities who are responsible for running a community kitchen for Mid-day Meal Scheme have to obtain N.O.C. from the Fire Service department.

Additional Director General
West Bengal Fire & Emergency Services

West Bengal Schools Control of Expenditure Act, 2005

GOVERNMENT OF WEST BENGAL
LAW DEPARTMENT
Legislative

No. 2053-L, Dated: 19.08.2005.

NOTIFICATION

The following Act of the West Bengal Legislature, having been assented to by the Governor, is hereby published for general information:—

West Bengal Act XIV of 2005
THE WEST BENGAL SCHOOLS (CONTROL OF EXPENDITURE) ACT, 2005
[Passed by the West Bengal Legislature.]

[Assent of the Governor Was first published in the Kolkata Gazette, Extraordinary, of the 19th August, 2005.]

An Act to provide for the control of expenditure in the schools in West Bengal.

Whereas it is expedient to provide for the control of expenditure in the schools in West Bengal and the matter connected therewith or incidental thereto;

It is hereby enacted in the Fifty-sixth Year of the Republic of India, by the Legislature of West Bengal, as follows:—

1. Short title, extent and commencement

(1) This Act may be called the West Bengal Schools (Control of Expenditure) Act, 2005.

(2) It extends to the whole of West Bengal.

(3) This section shall come into force at once and the remaining sections shall come into force on such date or dates and in such area or areas as the State Government may, by notification, appoint and different dates may be appointed for different sections or for different areas.

2. Definitions

In this Act, unless the context otherwise requires,—

(a) “approved” means approved by the Director or his authorised officer;

(b) “Board” means the West Bengal Board of Secondary Education established under the West Bengal Board of Secondary Education Act, 1963;

(c) “Board of Madrasah” means the West Bengal Board of Madrasah Education established under the West Bengal Board of Madrasah Education Act, 1994;

(d) “Council” means the West Bengal Council of Higher Secondary Education established under the West Bengal Council of Higher Secondary Education Act, 1975;

(e) “Director” means the Director of School Education, West Bengal;

(f) “District Level Inspection Team” means the District Level Inspection Team constituted under sub-section (1) of section 8;

(g) “Madrasah” shall have the same meaning as defined in clause (h) of section 2 of the West Bengal School Service Commission Act, 1997;

(h) “non-teaching staff” means a member of the staff other than a teacher of a school;

(i) “notification” means notification published in the Official Gazette;

(j) “prescribed” means prescribed by rules made under this Act;

(k) “recognised” with its grammatical variations, used with reference to a school, shall mean recognised or deemed to have been recognised under—

(i) the West Bengal Board of Secondary Education Act, 1963, or

(ii) the West Bengal Primary Education Act, 1973, or

(iii) the West Bengal Council of Higher Secondary Education Act, 1975, or

(iv) the West Bengal Board of Madrasah Education Act, 1994;

(l) “region” means a region as specified under sub-section (2) of section 3 of the West Bengal School Service Commission Act, 1997;

(m) “school” means—

(i) a recognised non-Government aided—

(A) secondary school, or educational institution, or part or department of such school or institution, imparting instruction in secondary education, or

(B) higher secondary school, or educational institution (other than a college), or part or department of such school or institution, imparting instruction in higher secondary education, or

(C) Madrasah, or

(D) Primary Teachers’ Training Institution; or

(ii) a recognised non-Government institution which has been imparting instruction in secondary education or higher secondary education or madrasah education and receiving grant from the State Government in the form of dearness allowance for its teachers and non-teaching staff.

Explanation I.—“Aided” with its grammatical variations, used with reference to a school, shall mean aided by the State Government in the shape of financial assistance towards the basic pay of the teachers and non-teaching staff of that school.

Explanation II.—“Basic pay” shall mean the monthly pay of a teacher or non-teaching staff of a school, which corresponds to a stage in the time-scale of pay of the post held by the teacher or non-teaching staff in that school.

Explanation III.—“Secondary Education” shall have the same meaning as in clause (1) of section 2 of the West Bengal Board of Secondary Education Act, 1963.

Explanation IV.—“Higher Secondary Education” shall have the same meaning as in clause (d) of section 2 of the West Bengal Council of Higher Secondary Education Act, 1975;

(n) school authority”, in relation to a school, means the governing body, managing committee, ad hoc committee, administrator or any other body, by whatever name it is called, which is charged with the management of the affairs of the school;

(o) “State Government” means the Government of West Bengal in the School Education Department;

(p) “teacher” means an Assistant Teacher or any other person, holding a teaching post in a school on a regular and whole-time basis and is paid from the fund under the control of the State Government and includes a Headmaster or a Headmistress;

(q) “unaided school” means a recognised unaided school to which no financial assistance has been sanctioned by the State Government;

(r) “West Bengal Board of Primary Education” means the West Bengal Board of Primary Education established under the West Bengal Primary Education Act, 1973.

3. Application

This Act shall apply to schools other than,—

(a) a school not in receipt of any financial assistance from the State Government; or

(b) a Government school:

Provided that the State Government may, if it considers necessary in the exigencies of public service, exempt any school from the operation of this Act for such period as it may think necessary.

Explanation.—“Government school” means a school maintained and managed by the State Government, the Government of India, or the Railway Board under the Ministry of Railway, Government of India.

4. Previous sanction of State Government for appointment etc.

(1) Save as otherwise provided in sub-section (2), no school authority shall,—

(i) create any teaching or non-teaching post involving any financial liability on the State exchequer; or

(ii) appoint or engage any teacher or non-teaching staff; or

(iii) regularise the service of any person, who has rendered service on any casual or part-time, vacancy on contract or any other basis, against any permanent teaching or non-teaching post of a school; or

(iv) revise the pay or allowances of any teacher or non-teaching staff; or

(v) grant any special pay or allowance or other remuneration under any description whatsoever including ex gratia payment or any other benefit, having financial implication, to any person holding a teaching or nonteaching post; or

(vi) incur, except as prescribed, expenses for any development scheme, without previous sanction of the State Government.

(2) Notwithstanding anything contained in sub-section (1), the school authority may fill up, in the manner as may be prescribed, a vacancy of a teacher caused by leave or deputation for a period not exceeding one year without previous sanction of the State Government:

Provided that no such person who has been appointed on such vacancy in a school, shall be appointed in any sanctioned post or by creating any new post in that school, only for rendering such service.

5. Void appointment

(1) No school authority shall appoint any teacher in a school in contravention of the provisions of this Act, or the provisions of the West Bengal School Service Commission Act, 1997, or any rules, orders, procedures or directions issued thereunder.

(2) No school authority shall appoint any non-teaching staff in a school excepting in the manner as may be prescribed.

(3) Any appointment made by a school authority in contravention of sub-section (1) or sub-section (2) shall be void.

6. Unaided School not to get financial assistance

No unaided school shall be entitled to get any financial assistance from the State Government.

7. Appointment on part time or contract basis

Notwithstanding anything contained in any other law for the time being in force or any rules or orders issued thereunder or any contract, customs or usages to the contrary, no person, who. has been appointed as teacher or non-teaching staff on any casual or part-time vacancy or on contract basis in a school, shall have any right to be appointed on permanent basis in any sanctioned post or by creating any new post only for rendering such service.

8. Constitution of District Level Inspection Team

(1) The State Government may, by order, constitute a District Level Inspection Team for each district.

(2) The District Level Inspection Team shall consist of the following members:—

- (a) a nominee of the Board;
- (b) a nominee of the Council;
- (c) a nominee of the Board of Madrasah;
- (d) the District Inspector of Schools (Secondary Education).

(3) The District Inspector of Schools (Secondary Education) shall be the Member-convenor of the said District Level Inspection Team.

(4) The District Level Inspection Team shall inspect and enquire into facts and records of the schools, which are under consideration of the State Government for recognition or upgradation, and shall discharge such other duties and perform such other functions as the State Government may, by order, direct for carrying out the purposes of this Act.

9. Selection of sites for setting up new school, etc.

(1) The State Government may,—

- (a) select the site for setting up a new school,
- (b) set up a new school,
- (c) upgrade an existing school, .
- (d) determine the strength of teacher and non-teaching staff in a school, in such manner as may be prescribed.

(2) Notwithstanding anything contained in sub-section (1), the State Government shall not set up a new school or upgrade an existing school unless,—

- (a) the District Level Inspection Team recommends so to do, and
- (b) due appropriation is made in the Budget of the State by the State Legislature in this behalf.

Explanation I.—For the purposes of this section, the expression “upgrade” means upgradation of a Junior High School to a Secondary School, or as the case may be, from a Secondary School to a Higher Secondary School.

Explanation II— The expression “Junior High School” means a school imparting instruction in Secondary Education from class V to class VIII.

10. Power of State Government to sanction additional post

The State Government may, if it considers necessary so to do, sanction additional post of teacher or non-teaching staff in a school in such manner as may be prescribed:

Provided that no such additional post of teacher or non-teaching staff shall be sanctioned, unless due appropriation is made in the Budget of the State by the State Legislature in this behalf.

11. Power to inspect and hold enquiry

(1) The State Government may, if it considers necessary so to do, by general or special order, authorize the Director or any other officer not below the rank of a Sub-Inspector of schools in this behalf to—

- (a) inspect any school, its buildings, laboratories, libraries, records and equipments;
- (b) make an enquiry into any financial irregularities by any school;
- (c) make an enquiry into the income, expenditure, properties, assets and liabilities of any school.

(2) The State Government may, after considering the report of such inspection or inquiry, direct the school authority to take such action in the matter concerned, as may, in the opinion of the State Government, be necessary.

(3) If the school authority omits or fails to comply with the direction of the State Government, as stated in sub-section (2), the State Government may take action against such school authority in accordance with the provisions of section 12.

12. Power to de-recognise schools or abolish post

If the State Government has reason to believe that the number of students studying in a particular school has fallen below the prescribed number, or the school authority has failed to take action as directed by the State Government under section 11, it may, after giving the concerned school authority an opportunity of being heard and for the reasons to be recorded in writing,—

- (a) direct the Board, West Bengal Board of Primary Education, Council, Board of Madrasah, or such other authority to derecognise the school; or
- (b) abolish any teaching or non-teaching post of such school; or
- (c) order shifting of teaching and non-teaching staff from such school to any other school within the region; or
- (d) take such action as may appear to the State Government to be necessary and proper.

13. Power to determine fixation of pay and age of superannuation

The State Government may,—

- (a) determine and approve the case of fixation of pay of the teacher or nonteaching staff of a school in the manner, as may be prescribed;
- (b) determine the age of superannuation and the benefits payable after superannuation to the teachers and non-teaching staff of a school in the manner as may be prescribed.

14. Scale of Pay etc. of Teacher

- (1) Every teacher of a school shall, if appointed in the post of Undergraduate teacher category, be entitled to draw pay in the scale of pay in which he is appointed and shall not be entitled to claim any additional increment or higher scale of pay for acquiring any qualification other than the qualifications specified for such post.
- (2) Every teacher of a school shall, if appointed in the post of Graduate teacher category, be entitled to draw pay in the scale of pay in which he is appointed and shall not be entitled to claim any additional increment or higher scale of pay for acquiring any qualification other than the qualifications specified for such post.
- (3) Every teacher of a school shall, if appointed in the Honours Graduate or Postgraduate teacher category, be entitled to draw pay of Post-graduate teacher category, upon acquiring Post-graduate degree, in the manner as may be specified by order.

15. Option of Contributory provident fund

Notwithstanding anything contained in the West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Act, 1983, or in any rules made thereunder, or in any other law for the time being in force,—

- (a) if a teacher or a non-teaching staff, who had been a subscriber to the Contributory Provident Fund scheme and opted for remaining subscriber to the said scheme instead of being a subscriber to the

General Provident Fund scheme, such option shall be treated as final and no change in such option shall be allowed thereafter;

(b) if a teacher or a non-teaching staff, who had been a subscriber to the Contributory Provident Fund scheme and opted for shifting from Contributory Provident Fund Scheme to General Provident Fund scheme, such teacher or non-teaching staff shall not be entitled to get the employers' contribution made to his credit in the Contributory Provident Fund scheme.

16. Protection of teacher and non teaching staff

Notwithstanding anything contained elsewhere in this Act, the terms and conditions of service of a teacher or a non-teaching staff in the employment of a school, immediately before the commencement of this Act, shall not be varied to his disadvantage in so far as such terms and conditions relate to the appointment of such teachers and non-teaching staff to the posts held by them immediately before the commencement of this Act.

17. Penalty

Whoever contravenes the provisions of section 4 or section 5, shall be punishable with imprisonment for a term not exceeding two years, or with fine, or with both.

18. Cognizance of offenses

No prosecution shall be instituted under this Act without the previous sanction of the State Government.

19. Protection of action taken in good faith

No suit, prosecution or other legal proceeding shall lie against any officer of the State Government for anything which is in good faith done or intended to be done in the discharge of his duties under this Act or the rules or orders made thereunder.

20. Act to have overriding effect

The provisions of this Act or any rules or orders made thereunder shall have effect notwithstanding anything to the contrary contained in any other law for the time being in force or in any contract, custom or usages to the contrary.

21. Power to remove difficulties

If any difficulty arises in giving effect to the provisions of this Act, the State Government may take such steps or issue such orders not inconsistent with the provisions of this Act, as the State Government may consider necessary for removing such difficulty:

Provided that no such order shall be made after the expiry of a period of two years from the commencement of this Act.

22. Power to make rules

(1) The State Government may, by notification, make rules for carrying out the purposes of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for any matter, which may be or is required to be prescribed.

(3) Every rule made under this section shall, as soon as may be after it is made, be laid before the State Legislature.

By order of the Governor

MD. HESAMUDDIN
Secy.-in-charge to the Govt. of West Bengal
Law Department

Engagement of Guest Teacher in New Setup Upper Primary School

Government of West Bengal
School Education Department
Elementary Education Branch
Bikash Bhavan, 5th floor, Salt Lake, Kolkata-91

No. 119-SE(E)/RTE Cell-41/2013/P-1 Date: 12.2.2015

ORDER

Whereas there is need to operationalize the “New Setup Upper Primary Schools” in West Bengal with requirement of teaching staff till such selection is completed through West Bengal School Service Commission “Engagement of Guest Teacher” is needed.

1. Objectives

This scheme will enable New Setup Upper Primary Schools to be operationalised from the start of the academic year by engaging required number of Guest Teachers until formal engagement of teachers for those Schools are made upon the recommendation of WBSSC.

2. Eligibility for Engagement

- i) Only those teachers who have retired at the age of 60 years as full time approved graduate Primary and Secondary teachers and are below 64 years of age may apply seeking engagement as “Guest teacher” in New Setup Upper Primary Schools.
- ii) The retired teacher should be physically fit and mentally alert to discharge the duties of Guest Teachers’ in the school in which he/she would be engaged full time for 6 (six) days in a week during school hours and to perform the related duties like invigilation / scrutiny of answer scripts tutorials, unit based periodical test and summative tests etc.
- iii) Teachers who have been made to retire compulsorily as punishment or voluntarily due to illness or for other type of incapacitation or have been charged /convicted of moral turpitude or for any criminal offence would not be considered for such engagement even if he/she was exonerated from the charges.
- iv) Preference will be given to teachers who have retired from the same / neighboring schools.

3. Period of engagement

The period of engagement should be up to six months or until regular teachers join the schools whichever is earlier. No Guest teacher will be allowed to continue beyond 65 years of age. Engagement may be renewable beyond six months upon fulfillment of the following conditions:-

- (a) The regular teachers are not appointed on recommendation of the West Bengal School Service Commission.

(b) The retired teacher is physically fit and mentally alert to discharge the duties satisfactorily.

(c) The retired teacher is willing to continue to work as guest teacher on remuneration as per Government order.

(d) The age of the said teacher must be less than 65 years on the date of renewal.

4. Remuneration:

(a) Rs. 5000/- (fixed) (Rupees Five Thousand only) per month for graduate teacher in re-employment.

(b) Rs. 7000/- (fixed) (Rupees Seven Thousand only) per month for Hons/Post Graduate teacher in re-employment.

5. Procedure of Selection/ Engagement:

i) Each school will be permitted to engage Guest teachers in vacant posts only.

ii) A New Setup Upper Primary School having less than 4 (four) teaching staff will place the requisition for Guest Teacher to the DI's (SE) concerned. The D.Is. (SE) concerned will allow the school for appointment of Guest Teachers to the vacant posts so that the total teaching strength of that school will be 4 (four) including regular teachers or not more than one teacher for each class. The DI/S (SE) concerned will publish one notice which will be displayed on his office, office of the DPSC and Block and panchayet offices for wide publication.

iii) The School Authority on receiving approval from the DI/S (SE) will engage the teacher having qualification and under terms and conditions as stated in this order. On receiving more than one application for one post the AD-hoc committee of the school and in absence of Ad-hoc Committee the DI/S(SE) concerned will form a 3 (three) member selection committee as per their discretion. The decision of the selection committee shall be final.

iv) After engagement, the school authority will inform the DI/S (SE) concerned about the engagement and submit bills separately for payment of remuneration after completion of one month.

v) The DI/S (SE) will send details of such engagements to the CSE, WB. Every engagement will be automatically terminated as soon as the regular teacher joins the school.

vi) Each Guest Teacher will have to sign and return the 'Acknowledgement of Offer of Engagement' stating that he/she has gone through the Offer of Engagement, will abide by the terms and conditions, perform the duties as per routine and other duties assigned to him/her, etc. He /She is agreeable to the condition further that no compensation can be claimed for his/her part in the event of termination of his/her engagement at any time.

6. Leave:

Casual Leave and Medical Leave as admissible to Regular Upper Primary teachers, will also be admissible to these "Guest Teachers".

7. The fund for this purpose will be met out of the budgetary allocation made under the following head of account as stated in G.O. No. 674-SE(S) dated 30.05.2008.

8. The Governor is further pleased to declare that District Inspector of Schools (SE) of the district concerned will function as D.D.O. for the Head of Account mentioned above.

The following procedure for disbursement of salary to the 'Guest Teachers' will be followed:-

- i. The Pay bills of New Setup up Upper Primary Schools will be prepared by the S.I. of schools & Member Secretary of the school concerned and placed before D.I. of schools (SE) concerned for signature and authorization to S.I. of Schools concerned to receive the cheque from Treasury and to act as Disbursing Officer for the New Setup up Upper Primary School.
 - ii. The Ad-hoc Committee / Management Committee will open a Bank a/c in the name of the school and S.I. of Schools will deposit the received from Treasury to the said account.
 - iii. The disbursement of salary to the Guest Teacher will be done in Cash or through a/c payee Cheque as may be decided by the Ad-hoc Committee / Management Committee.
10. This order issues with concurrence of Finance Department, West Bengal vide their U.O. NO. 2310-Gr.P (Service) dated 14.08.2012.
11. Accountant General, West Bengal is being informed accordingly.
12. This order issues upon modification of this Department's order No. 674-SE(S)/3S-38/07 dated 30/05/2008 and in supersession of all other orders on the subject.

Sd/- Secretary
to the Government of West Bengal

List of Primary Teachers' Training Institutes in West Bengal

West Bengal Board of Primary Education
Acharya Prafulla Chandra Bhavan
DK -7/1, Sector-II, Bidhannagar, Kolkata-700 091

Date: 07.06.2014

ADMISSION NOTICE

For Admission to the Two Year D.El.Ed. Course for the Session 2015-2017

Applications are invited from Indian citizens with 50% or 45% marks (as the case may be) in Higher Secondary or its equivalent Examination for Admission to the Two-Year D.El.Ed. Course for the session 2015-2017 in N.C.T.E Recognized DIETs/Govt./Govt. Sponsored/Govt. Aided and Self Financed Institutions in West Bengal. Details of conditions of eligibility of a candidate including the list of Institutions, Medium of Instruction and Intake Capacities shall be available from the Rules & Regulations which is available with the Application Form. The Application Form shall be available from the Heads of the Institutions listed below on payment of Rs. 300/- (Rupees three hundred) only in cash, (Rs. 150/- for the SC/ST/PH Candidates) on and from 10.06.2015 on production of original certificates before the Sales Counter/Head of the Institution at the time of receiving the same. The filled-in Application Form along with attested copies of Caste/Category Certificate (candidates applying for 4% seats under Vocational Category need not submit such certificate), should be submitted to the Head of the Institution from which the same has been issued against receipt from the Institution within June 18, 2015 upto 04 p.m.

LIST OF INSTITUTIONS

LIST OF DIETS & GOVT/GOVT SPONSORED/GOVT AIDED PRIMARY TEACHERS' TRAINING INSTITUTES IN WEST BENGAL HAVING RECOGNITION FROM THE NATIONAL COUNCIL FOR TEACHER EDUCATION AND AFFILIATION TO WEST BENGAL BOARD OF PRIMARY EDUCATION.

With an intake of 50 each, Medium: Bengali I Others Mentioned

Sl No.	Name of the Institute with Postal Address
DISTRICT: BANKURA	
1	Sabrakone Government Primary Teachers' Training Institute, P.O. Sabrakone, Dist. Bankura
2	Chhandar Government Primary Teachers' Training Institute-Cum-Diet, Chhandar, P.O. Chhandar, Dist. Bankura
3	Sarenga Govt. Sponsored Primary Teachers' Training Institute, P.O. Sarenga, Dist. Bankura
DISTRICT :BIRBHUM	

4	District Institute Of Education And Training, Birbhum, Abdarpur, P.O. Bara Bagan, Dist. Birbhum
5	Shyampahari Government Primary Teachers' Training Institute, P.O. R.K. Sikshapith, Dist. Birbhum
6	Md.Bazar Government Sponsored Primary Teachers' Training Institute, P.O. Md. Bazar, Dist. Birbhum
7	Siksha Charcha Government Sponsored Primary Teachers' Training Institute, P.O. Sriniketan, Dist. Birbhum
DISTRICT :BURDWAN	
8	Vidyanagar Government Primary Teachers' Training Institute, P.O. Vidyanagar, Dist. Burdwan
9	Sikshaniketan Govt. Primary Teachers' Training Institute-Cum-Diet, P.O. Kalanabagram, Dist. Burdwan
10	Katwa Government Primary Teachers' Training Institute, P.O. Katwa, Dist. Burdwan
11	Loudoha Government Primary Teachers' Training Institute, P.O. Loudoha, Dist. Burdwan
12	Saktigarh Government Sponsored Primary Teachers' Training Institute, Unit – I, P.O. Barsul, Dist. Burdwan (for boys)
13	Saktigarh Government Sponsored Primary Teachers' Training Institute, Unit – II, P.O. Barsul, Dist. Burdwan (for women)
DISTRICT: COOCHBEHAR	
14	Coochbehar Government Primary Teachers' Training Institute-Cum-Diet, Near Rail Gumti, P.O. & Dist. Coochbehar, Pin – 736101
15	Nigamananda Siksha Niketan Government Sponsored Primary Teachers' Training Institute, Vill Bhagni, Part-II, P.O. Nigamanagar, Dist. Coochbehar
DISTRICT: DAKSHIN DINAJPUR	
16	Balurghat Government Primary Teachers' Training Institute-Cum-Diet, P.O. Kamarpara, Dist. Dakshin Dinajpur
DISTRICT: DARJEELING	
17	Kalimpong Government Primary Teachers' Training Institute, P.O. Kalimpong, Dist. Darjeeling (Nepali)
18	Sree Ramkrishna Government Sponsored Primary Teachers' Training Institute, P.O. & Dist. Darjeeling (Nepali)
DISTRICT: HOOGHLY	
19	Urdu Medium Government Primary Teachers' Training Institute, P.O. Nalikul, Dist. Hooghly(Urdu medium)

20	Gandhigram Government Primary Teachers' Training Institute-Cum-Diet, P.O. Rajhat, Via – Bandel, Dist. Hooghly
21	Raja Rammohan Roy Government Primary Teachers' Training Institute, P.O. Langulpara, Dist. Hooghly
22	Itachuna Government Sponsored Primary Teachers' Training Institute, P.O. Itachuna, Dist. Hooghly
DISTRICT: HOWRAH	
23	Radhanagar Government Primary Teachers' Training Institute, P.O. South Radhanagar, Via – Mugkalyan, Dist. Howrah
24	Jagatballavpur Government Primary Teachers' Training Institute-Cum-Diet, P.O. Jagatballavpur, Dist. Howrah
25	Salkia Government Sponsored Primary Teachers' Training Institute, 37/1, Bhairab Dutta Lane, P.O. Salkia, Dist. Howrah (Hindi medium)
DISTRICT : JALPAIGURI	
26	Jalpaiguri Primary Teachers' Training Institute, P.O. & Dist. Jalpaiguri
27	Belakoba Government Primary Teachers' Training Institute-Cum-Diet, P.O. Prasannanagar, Dist. Jalpaiguri
DISTRICT : KOLKATA	
28	Calcutta Women Government Primary Teachers' Training Institute, Hastings House, 20/B, Judges Court Road, Alipore, Kolkata-700 027 (for women)
29	Government Sponsored Primary Teachers' Training Institute, 98, Beltala Road, Kolkata – 700 026 (for women)
30	Sarojnalini Primary Teachers' Training Institute, 23/1, Ballygunge Station Road, Kolkata – 700 019 (for women)
31	Vidyasagar Bani Bhawan Primary Teachers' Training Institute, 294/3, Acharya Prafulla Chandra Road, Kolkata-700 009 (for women)
*32	Loreto St. Mary's R.C. Primary Teachers' Training Institute, 1, Convent Lane, P.O. Tangra, Kolkata – 700 019 (for women)
*33	United Missionary Primary Teachers' Training Institute, 1, Ballygunge Circular Road, Kolkata – 700 019 (for women)
34	Brahmo Primary Teachers' Training Institute, 211/1/ Bidhan Sarani, Kolkata – 700006 (for women)
35	Chittaranjan Teachers' Training Institute, 7, Hazra Road, Kolkata-700026 (for women)
DISTRICT: MALDA	

36	Sovanagar Government Primary Teachers' Training Institute-Cum-Diet, Malda, P.O. Sovanagar, Dist. Malda
DISTRICT: MURSHIDABAD	
37	Berhampore Government Primary Teachers' Training Institute-Dum-Diet, P.O. Berhampore, Dist. Murshidabad
38	Ramkrishna Mission Ashram Government Sponsored Primary Teachers' Training Institute, P.O. Sargachi Ashram, Dist. Murshidabad
DISTRICT: NADIA	
39	Krishnanagar Government Primary Teachers' Training Institute, P.O. Krishnanagar, Dist. Nadia
40	D.L. Roy Government Primary Teachers' Training Institute, P.O. Krishnanagar, Dist. Nadia
41	Bara Andulia Government Primary Teachers' Training Institute, P.O. BaraAndulia, Dist. Nadia
42	Dharmda Government Primary Teachers' Training Institute, P.O. Dharmada, Dist. Nadia
43	District Institute Of Education And Training, Nadia, P.O. Barajaguli, Dist. Nadia
DISTRICT : NORTH 24-PARGANAS	
44	R.K.Mission Boys Home Primary Teachers' Training Institute, Rahara, Dist. North 24- Parganas, Pin – 743186
45	Banipur Government Primary Teachers' Training Institute-Cum-Diet, P.O. Banipur, Dist. North 24- Parganas, Pin – 743233
46	Bibhuti Bhusan Government Primary Teachers' Training Institute, Ghatbour, Bongaon, Dist. North 24- Parganas, Pin – 743235
DISTRICT: PASCHIM MEDINIPUR	
47	Deuli Government Primary Teachers' Training Institute, P.O. Belda, Dist. Paschim Medinipur
48	Jhargram Government Primary Teachers' Training Institute-Cum-Diet, P.O. Jhargram, Dist. Paschim Medinipur
49	Medinipore Government Primary Teachers' Training Institute For Women, P.O. Medinipore, Dist. Paschim Medinipore (for women)
DISTRICT: PURBAMEDINIPUR	
50	Kelomal Government Primary Teachers' Training Institute, P.O. Kelomal, Dist. Purba Medinipur
DISTRICT: PURULIA	

51	District Institute of Education and Training, Purulia, P.O. & Dist. Purulia
52	Purulia Government Sponsored Primary Teachers' Training Institute, P.O. & Dist. Purulia
53	Sanka Government Primary Teachers' Training Institute, P.O. Sanka, Dist. Purulia
DISTRICT: SOUTH 24 PARGANAS	
54	District Institute Of Education And Training, P.O. Mouzpur, Ramakantanagar, Via-Jaynagar, Dist. South 24-Parganas, Pin – 743395
55	Kulpi Government Primary Teachers' Training Institute, Kulpi Road, Vill. Gouripur, P.O. Kulpi, Dist. South 24-Parganas, Pin – 743351
56	Siksha Sangha Government Sponsored Primary Teachers' Training Institute, P.O. Bishnupur, Via – Alipore, Dist. Sourth 24-Parganas
57	Ramkrishna Mission Sarada Mandir Government Sponsored Primary Teachers' Training Institute, Unit-1, P.O. Sarisha, Dist. South 24-Parganas
58	Ramkrishna Mission Sarada Mandir Government Sponsored Primary Teachers' Training Institute, Unit- II, P.O. Sarisha, Dist. South 24-Parganas
DISTRICT: UTTAR DINAJPUR	
59	District Institute Of Education And Training, Uttar Dinajpur, P.O. Tarangapur, Dist. Uttar Dinajpur
60	Ramgunj Government Primary Teachers' Training Institute, P.O. Ramgunj, Dist. Uttar Dinajpur

* 50% of the total seats i.e. 25 seats are reserved for Christian Community eligible applicants.

**LIST OF PRIMARY TEACHERS' TRAINING INSTITUTES (SELF-FINANCED) IN WEST BENGAL
HAVING RECOGNITION FROM THE NATIONAL COUNCIL FOR TEACHER EDUCATION
AND AFFILIATION TO THE WEST BENGAL BOARD OF PRIMARY EDUCATION TILL 05.05.2015**

With an intake of 50 each, Medium: Bengali

DISTRICT: BANKURA

1. Bankura Primary Teachers' Training Institute, NH-60 Vill. Kamaldanga, P.O. Purandarpur, Dist. Bankura, Pin-722170
2. Athena Primary Teachers' Training Institute, Vill. Churamonipur, P.O. Sonamukhi, Dist. Bankura, Pin-722 207
3. Jayrambati Ramkrishna Sarada Primary Teachers' Training Institute, P.O. Jayrambati, P.S. Kotalpur, Dist. Bankura, Pin-722161
- #4. Bishnupur Public Primary Teachers' Training Institute, Ramananda Nagar, P.O. & P. S. Bishnupur, Dist. Bankura, Pin-722122.

5. Uttaran College of Education, P.O. Damodarhati, P.S. Onda, Dist. Bankura, Pin-722144
6. Abodh Institution, Vill & P.O. Khatra, Dist. Bankura, W.B., Pin-722140
7. Rasulpur Shikshak Shikshan Mahavidyalaya, Plot No. 2346, 2347, 2348, 235, Vill/po- Rasulpur, Tehsil/taluka-Bishnupur, Town/city- Bishnupur, Dist- Bankura, West Bengal-722205
8. Fatika Nazrul Sukanta Educational Training Centre, Street No-Indas Road, Vill-Fatika, Tehsil/Taluka-Rol, Town/city-Indas, P.O-Rol, Dist-Bankura, West Bengal-722 205
9. Mahabhaskar Teachers Training College, Plot No.-438, 445, 449, 1248,1249, Street No.- College Ro, Vill.-Sukjora, P.O.-Galia, Tehsil/Taluka-Joypur, Town/City-Bishnupur, Dist.-Bankura, West Bengal-722154
10. Kaniska College of Education, Plot No.244,St.No. AB Road, Vill.-Peardoba, P.O.-Peardoba, Tehsil/Taluka-Bishnupur, Town/City-Bankura, Dist.-Bankura, West Bengal-722145
11. Netaji Teachers Training Institute, Plot No.-127,128,129, St. No.-NH 60, Vill.-Kamla, P.O.-Baliara, Tehsil/Taluka-Onda, Town/City-Bankura, Dist.-Bankura, West Bengal-722165
12. Bishnupur Public Institute of Education, Plot No.-330, Vill.-Siromonipur, P.O.-Gossaipur, Tehsil/Taluka-Bishnupur, Town/City-Bishnupur, Dist.-Bankura, West Bengal-722122
13. Ambika Devi Primary Teachers Training Institute, PlotNo.-888, St. No.-11, Vill./P.O-Moulasole, Tehsil/Taluka-Khatra, Town/City-Raipur, Dist.-Bankura, West Bengal-722162
14. Saltora Elementary Teacher Educational Programme Institute, Plot No.-427/2179, Vill.-Saltora, P.o.-Saltora, Town/City/Tehsil/Taluka-Saltora, Dist.-Bankura, West Bengal-722158
15. Sarada Institute of Teacher Education, Plot No.-RS 23/290, Vill.-Bikrampur, P.O.-Bikrampur, Town/City-Bankura, Dist.-Bankura, West Bengal-722151
16. R.N.Tagore PTTI, Plot No. 135, Vill.-Brindabanpur, P.O.-Brindabanpur, Tehsil/Taluka-Shyamdaspur, Dist.-Bankura, West Bengal-722203

DISTRICT: BIRBHUM

- #1. Hetampur Rajbati Primary Teachers' Training Institute, Vill. & P.O. Hetampur Rajbati, P.S. Dubrajpur, Dist. Birbhum, Pin-731124
2. Tarasankar Bandyopadhyay Primary Teachers' Training Institute, At P.O. Kuchuighata (Ahmadpur), P.S. Sainthia, Dist. Birbhum, Pin-731 201
3. Krishnapur Primary Teachers' Training Institute, Vill. & P.O. Krishnapur. P.S. Nalhati, Dist. Birbhum, Pin-731 237
4. Acharya Ramendra Sundar Primary Teachers' Training Institute, Ramendra Palli, P.O. Tarapur, Dist. Birbhum, Pin-731 233
5. Bakreshwar Teacher Training Institute, Vill & P.O. Hetampur Rajbati, Dist. Birbhum, Pin-731124
6. Prabhat Jyotirmoyee College of Education, Abdarpur, Suri, Birbhum

7. Arkadyuti College of Education, Vill & P.O. Karidhya, Suri, Dist. Birbhum, Pin – 731126
8. Gitanjali College of Education For Women, Vill & P.O. Barabagan, Suri, Dist. Birbhum, Pin -731103
9. Malancha Primary Teachers' Training Institute, Kaliganj Adibasi Pally, Santiniketan, Dist. Birbhum, Pin-731235
10. Gurukul Teachers' Training Centre, Vill – Kutigram More, P.O. Rampurhat, Dist. Birbhum, Pin – 731224 (Co-Education)
11. Santiniketan D.Ed. College, Vill – Tarapur, P.O. Muluk, Bolpur, Dist. Birbhum, Pin – 731204 (Co-Education)
12. Mohammad Minority College of Education, Plot No.- 35, 37, 38, Vill-Lohapur, P.O- Lohapur, Tehsil/Taluka-Naihati, Town/City- Rampurhat, Dist-Birbhum, West Bengal -731237
13. Mayurakshi College of Education, Plot No. 21/895, 21/890, Vill/Po-Barabagan, Tehsil/Taluka-Suri,Town/City-Suri, Dist-Birbhum, West Bengal-731103
14. Swami Vivekananda Universal College of Education, Vill-Krishnanagar, P.O-Mahurapur, Tehsil/Taluka- Rampurhat, Town/city- Mayureswar, Dist- Birbhum, West Bengal -731218
15. Sampriti College of Education, Plot No.-1008, Vill.-Hetampur, P.O.-Hetampur, Tehsil/Taluka-Dubrajpur, Dist.-Birbhum, West Bengal-731124
16. Natural College of Education, Vill-Krishnanagar, P.O-Mahurapur, Tehsil/Taluka-Rampurhat, Town/City-Mayureswar, Dist- Birbhum, West Bengal-731218
17. Labpur Teachers Training Institute, Plot No.-124, 125, 126,134, Sreet No.-Suri-Katwa, Vill.-Labpur, P.O.-Labpur, Tehsil/Taluka-Labpur, Town/City-Labpur, Dist.-Birbhum, West Bengal-731303
18. Shyama Pada Das College of Education, Plot No.-190, St. No.Highway Ex, Vill-Tentuldihi, P.O.- Chhamna, Tehsil/Taluka-Mayureshwar-II, Town/City-Suri, Dist.-Birbhum, West Bengal-731218
19. MM AN and S M Teachers Training Institute, Plot No.-1007, 1008, St. No.-Bolpur NMR, Vill.- Kurumba Ghosh, P.O.-Bangachattr, Tehsil/Taluka-Jalundi, Town/City-Bolpur, Dist.-Birbhum, West Bengal-731240
20. Agnibina School of Education, PlotNo.-143, Vill.-Lohapur, P.O.-Lohapur, Tehsil/Taluka-Lohapur, Town/City-Nalhati, Dist.-Birbhum, West Bengal-731237
21. Vidyasagar Educational Institute, Plot No.-681/755, St N0.-NH-60, Vill/P.O.-Dubrajpur, Tehsil/Taluka/Town/City-Dubrajpur, Dist.-Birbhum, West Bengal-731123
22. Thakur Anukul Chandra Tapaban Vidyalaya, Plot No. 714, Vill.-Krishnapur, P.O.-Krishnapur, Tehsil/Taluka-Nalhati, Town/City-Nalhati, Dist.-Birbhum, West Bengal-731237
23. Jaladhar Dey Primary Teachers Training Institute, Plot No.194(IR), St.No.-GP Road, Vill.- Hariharpur, P.O.-Sindurtopa, Tehsil/Taluka-Hariharpur, Dist.- Birbhum, West Bengal-731201
24. Basantika College of Education, Plot No.-19, St. No.-NH-

60, Vill.-Gonpur, P.O.-Gonpur, Tehsil/Taluka-Gopalpur, Town/City-Gonpur, Dist.-Birbhum, West Bengal-731216

25. Santiniketan College of Education, Plot No. 108, Vill.-Tatarpur, P.O.-Muluk, Tehsil/Taluka- Bolpur, Town/city-Bolpur, Dist.-Birbhum, West Bengal-731204

26. Kabiguru College of Education, Plot No.-20, Vill.-Paikar, P.O.-Paikar, Tehsil/Taluka-Mathbosori, Town/City-Murarai, Dist.-Birbhum, West Bengal- 731221

27. Birbhum D.El.Ed. College, Plot No.-5944, Vill.-Chandrapur, P.O.-Chandrapur, Tehsil/Taluka-Chandrapur, Dist.-Birbhum, West Bengal-731131

28. Bangabhumi PTTI, Plot No.- Sabek 251/337 Hal 347, Street/No.-Hetampur, Vill.- Hetampur, P.O.- Hetampur Rajbati, Tehsil/Taluka-Dubrajpur, Town/CityDubrajpur, Dist.-Birbhum, West Bengal-731124

29. Ranibazar Teachers Training Institute, Plot No.-897,898,899, St. No.-11, Vill.-Ranibazar, P.O.- Natunhat, Tehsil/Taluka-Bolpur, Town/City-Bolpur, Dist.-Birbhum, West Bengal-731147

30. Sagarika D.Ed. College, Plot No.- 274, Street No.-206, Vill.-Muluk, P.O.- Bolpur, Tehsil/Taluka/Town/City-Bolpur, Dist.- Birbhum, West Bengal-731204

31. Illambazar Teacher's Training Institute, Vill/P.O. Illambazar P.O. Bhimpur, Tehsil/Taluka/Town/City-Illambazar, Dist. Birbhum-731214, West Bengal

DISTRICT : BURDWAN

1. J. N. Konar Primary Teachers' Training Institute, Vill. -Alinagar, P.O. Bamsor, P.S. Bhatar, Dist. Burdwan, West Bengal-713125

2. Kalna Primary Teachers' Training Institute, Pandua Road, P.O. Kalna, Dist. Burdwan

3. Vidyasagar Primary Teachers' Training Institute, Sramik Nagar, B.C. Roy Avenue, Durgapur, Dist. - Burdwan, West Bengal – 713 201

4. Bam Vivekananda Primary Teachers' Training Institute, Vill-Bam, P.O. Joteram, Dist. Burdwan, Pin-713101

#5. GobindapurSephali Memorial Primary Teachers'Training Institute, Vill – Gobindapur, P.O. Keleti, Dist. Burdwan, Pin 713128

6. Gouri Devi Teachers Training College Rajbandh, Durgapur, Burdwan, West Bengal (Co-Education)

7. P N Das Academy, Plot No.-2238,2239,2277, Street No.-R.S.Road, Vill.-Hirapur, PO.-Hirapur, Tehsil/Taluka-Asansol, Town/City-Burnpur, District-Bardhaman, West Bengal-713325

8. Vidyasagar Teacher Training College, Plot No-1227, 1228, 1258, 1259, Vill/Tehsil/Taluka, Bhabanandapur, P.O-Goda, Annada, Dist- Bardhaman, West Bengal-713122

9. RajendraAcademyforTeachersEducation, PlotNo.-1952 & 1949, St.No./Rd.-Gopalpur Road, Vill.- Gopalpur, P.O.-Bidhannagar, Tehsil/Taluka-Gopalpur, Town/City-Durgapur, Dist.-Bardhaman, West Bengal-713212

10. Ehiapur Teachers Training Institute, Plot No.-1635,1636, 4158, Vill.-Ehiapur, P.O.-Ehiapur, Tehsil/Taluka-Ketugram, Town/City-Katwa, Dist.-Bardhaman, West Bengal-713129
11. Pandaveswar College of Education, Plot No.-1489,1494, 1493,1483, St N0.-NH-60, Vill./P.O.-Pandaveswar, Tehsil/ Taluka/Town/City-Pandaveswar, Dist.-Bardhaman, West Bengal-713346
12. Dhatrigram D. Ed. College, Plot No.-323,330,324, Vill.-Atgharia, P.O.-Atgharia, Tehsil/Taluka/Town/City-Kalna, Dist.-Bardhaman, West Bengal-713405
13. Satyam College of Education D Ed, Plot No.-20, Vill.-Palar, P.O.-Bhatar, Tehsil/Taluka-Bhatar, Town/City-Burdwan, Dist.- Bardhaman, West Bengal- 713125
14. ABS Academy, Plot No.-1612(P), 1623(P),1624(P), 1, Street No.-Sagarbhang, Vill.-Durgapur, PO.-Sagarbhang, Town/City-Durgapur, Dist.-Bardhaman, West Bengal-713211
15. Sundaram College of Education For Women, Plot No.-4473, Vill.-Kusumgram, P.O.-Kusumgram, Tehsil/Taluka-Monteswar, Town/City-Burdwan, Dist.- Bardhaman, West Bengal-713422
16. Panagarh Primary Teacher's Training Institute, Vill.Panagarh, P.O. Panagarh Bazar, Tehsil/Taluka-Trilokchandrapur Gram Panchayat, Town/city- Panagarh, Dist. Bardhaman-713148, West Bengal
17. J L Neheru College of Education for Women, Plot No.-4152, Vill.-Nowapara, P.O.-Purba Nuwapara, Tehsil/Taluka-Nutunhat, Town/City-Burdwan, Dist.-Bardhaman, West Bengal-713147

DISTRICT: COOCHBEHAR

1. Mekhliganj Netaji Primary Teachers' Training Institute, Vill -Mekhliganj, Dist. Coochbehar (Co-Education)
2. Gitanjali Primary Teachers Training Institute, Plot No.-14673 & 14674, St. No.-mtbs Road, Vill./P.O.-Gosairhat Bandar, Tehsil/Taluka-Sitalkuchi, Town/City-Mathabhanga, Dist.-Cooch Behar, West Bengal-736172
3. BL Educational Teachers Training College, Plot No-486, 490, Street No.-NH 31, Vill/Tehsli/Taluka -Tenganmari, P.O.-Rajarhat, Town/City-Cooch Behar, Dist.-Cooch Behar, West Bengal-736165

DISTRICT: DAKSHIN DINAJPUR

1. Balurghat B. Ed. College, Mangalpur, P.O.Balurghat, Dist.Dakshin Dinajpur, Pin-733101.
2. Vidyasagar Primary Teachers' Training Institute, Vill -Dhaldighi, P.O. & P.S. Gangarampur, Dist. Dakshin Dinajpur, Pin-733124
3. Rabindra Bhawan Teacher Training Institute,Vill- Tapan, Tehsil/Taluka-Tapan Chandipur N0.6, Town/City-Tapan, P.O. Tapan, Dist- Dakshin Dinajpur, West Bengal- 733127
4. Gangarampur B.Ed. College, Vill-Raghunathbati, Tahsil/Taluka/Town/City-Gangarampur, P.O-Kaldighi, Dist-Dakshin Dinajpur, West Bengal-733124
5. Chityaranjan College Of Education, Plot No.- 77, 79, Street No.-T.B. Road, Vill.-Bharlia, Town/City-Balurghat, PO.-Bharlia, Tehsil/Taluka- Tapan, Dist.- Dakshin Dinajpur, West Bengal-733102

6. Buniadpur Teachers Training College, Plot No.-851, Street No.-SH 10, Vill.-Sarai, P.O.-Buniadpur, Tehsil/Taluka-Mahabari GP, Town/City-Buniadpur, Dist.Dakshin Dinajpur, West Bengal-733121

7. Centre For Teachers Training and Research Institute, Plot No.-R.S. & L.R. 339, Vill.-Udail, P.O.-Gobindapur, Tehsil/Taluka-Chakbhabani, Town/City-Patiram, Dist.Dakshin Dinajpur, West Bengal-733133

8. Bangarh Scholar Teachers Training Institute, Plot No.-15, Street No.- NO 10 SHW, Vill.-Bolla, PO.-Bolla, Tehsil/Taluka-Bolla Gram Panchayat, , Town/City-Balurghat, Dist.- Dakshin Dinajpur, West Bengal-733158

DISTRICT: DARJEELING

1. Phansidewa Primary Teachers Training Institute, Plot No.-212, Vill.-Kantivita, P.O.-Phansidewa, Tehsil / Taluka -Patharghata, Town/City-Phansidewa, Dist.-Darjeeling, West Bengal-734434

DISTRICT: HOOGHLY

1. Hooghly B.C. Roy Institute, Chinsurah Bus Stand, P.O. Chinsurah, Dist. Hooghly, West Bengal-712101

2. Khamargachi Primary Teachers' Training Institute, Vill. -Siza Kamalpur, P.O. – Khamargachi, Dist. Hooghly, West Bengal-712515

3. Chandannagar Compu-Tech Academy Primary Teachers' Training Institute, Pallishree Station Road, Chinsurah (R.S), P.O. Chinsurah, Dist. Hooghly, Pin-712102

4. Dr. Ashutosh Das Memorial Primary Teachers' Training Institute, Vill. & P.O. Khamarchandi, P.S. Haripal, Dist. Hooghly, Pin-712405

5. Vivekananda Teachers Training School, Plot No-2356, Vill-Katgara, Tehsil/Taluka/Town/City-Gurap, P.O. Khanpur, Dist-Hooghly, West Bengal-712308

6. Indira Gandhi Teachers Training College, Plot No.997, Street. No.997, Vill-Panduah, Po-Panduah, Tehsil/Taluka-Namaz Gram, Town/City-Panduah, Dist-Hooghly, State-West Bengal-712149

7. Suptendu Memorial D.Ed. College, Plot No.-711,752,753,754,749/1113, Street No.-NH 2, Vill.-Sugandha, P.O./Tehsil/Taluka-Sugandha, Town/City-Chinsurah, Dist-Hooghly, West Bengal- 712102

8. Gholdigrui Sikshan Mandir D.El.Ed. Section, Plot No.-2161, 2348, Vill.-Gholdiguri, P.O. Gholdiguri, Tehsil/Taluka-purusurah, Dist.-Hooghly, West Bengal-712401

9. Bangiya Primary Teachers Training Institute, Plot No.-1078, Vill.-Madhupur, P.O.-Santa, Tehsil/Taluka-Dhanikhali, Town/City-Dhanikhali, Dist.-Hooghly, West Bengal-712410

10. DR B C Roy PTTI, Plot No.-9971, Vill.-Boinchigram, P.O.-Boinchigram, Tehsil/Taluka-Boinchi, Town/City-Hooghly, Dist.-Hooghly, West Bengal-712135

11. Ainel Primary Teachers Training Institute, Plot No. 8954-55/61, Street No. Gourhati, Vill/ Po – Gourhati, District -Hooghly, West Bengal – 712613

DISTRICT: HOWRAH

1. Gangadharpur Sikshan Mandir, Vill. & P.O. Gangadharpur, Via-Andul Mouri, Dist. Howrah, Pin-711302
2. Agragati Primary Teachers' Training Institute, Vill & P.O. Rashpur(Kalikata), P.S.Amta, Dist. Howrah, Pin-711401
3. Kuntala Das College of Education, Vill – Basukati, P.O. Anandanagar, Dist. Howrah, Pin-711227
4. Rajib Gandhi Memorial Primary Teachers' Training Institute, Vill – Bhawanipur, P.O. Chitrasenpur, Dist. Howrah, Pin-711412
5. Ramkrishna Vedanta Mission Teachers Academy, Plot No.-1063, 1064, Vill.-Chandipur, P.O.- Pirpur, Tehsil/Taluka/Town/City-Uluberia, Dist.-Howrah, West Bengal-711303

DISTRICT: JALPAIGURI

1. Jalpaiguri Dooars Primary Teachers' Training Institute, Vill -Ghagra, P.O.Alipurduar, Dist. Jalpaiguri, Pin-736121
2. Rabindra Nath Thakur Teachers training Institute, Plot No.-101,101/1007,102,103/1000, St. No.-Sahebbari, Vill.-Denguajhar, P.O.-Denguajhar, Tehsil/Taluka-Kotwali, Town/City-Jalpaiguri, Dist.-Jalpaiguri, West Bengal-735121
3. Sister Nivedita D.Ed. Training Institute, Plot NO. 3(R.S), 4 &10 (L.R.), St. No.-N.H.31-C, Vill.- /P.O.-Kamakhyaguri, Tehsil/Taluka-Volka, Town/City-Kamakhyaguri, Dist.-Jalpaiguri, West Bengal-736202

DISTRICT: KOLKATA

1. Institute Of Educational Research & Studies Primary Teachers' Training Institute, 6/1, Swinhoe Street, Kolkata -700019

DISTRICT: MALDA

1. Uttar Banga Primary Teachers' Training Institute, Vill – Kamalpur, P.O. Meherapur, P.S. Kaliachak, Dist. Malda, Pin-732207
2. Holy Child B.Ed. College, VIII – Kazlgram Gram Panchayat, Dist. Malda, Pin-732101
3. Birampur Anadi Charan Teachers Training D.Ed College, Vill & P.O. Birampur, Dist. Malda, Pin – 732207
4. Kadomani D.Ed College, Vill – Kamalpur, P.O. Meherapur, Dist. Malda, Pin-732207 (For Women)
5. Knowledge Valley College of Education, Vill – Azimpur, P.O. Kazigram Candipur, Dist. Malda, Pin-732103
6. Sova Rani College of Education, Plot-Tehsil/Taluka-Birampur, Town/City-Malda, Po- Birampur, Dist-Malda.West Bengal- 732207
7. Vivekananda D.El.Ed. College, Vill-Chandipur, Tehsil/Taluka-Kazigram Gram Panchayet, Town/City-Malda, P.O-Chandipur Kazigram, Dist-Malda, West Bengal-732103

8. Manikchak College of Education, Vill- Jalalpur, Tehsil/Taluka- Manikchak, Town/City- Malda, Po. Dallutola, Dist- Malda, West Bengal – 732202
9. Habibpur Teachers Training College D.El.Ed., Plot No.-236, Vill.-Nityanandapur, P.O.-Habibpur, Tehsil/Taluka-Habibpur, Town/City-Malda, Dist.-Malda, West Bengal-732145
10. Ashutosh D.El.Ed. College, Plot No.-231,237, VIII.-Bagbari, P.O.-Jhaljhalia, Tehsil/Taluka- Kazigram Gram Panchayet, Town/City-Malda, Dist.-Malda, West Bengal-732102
11. Ramlal Smriti D.El.Ed. College, Plot NO.-165, 331, 165/560, Vill/P.O.-Manikchak, Tehsil/Taluka- Manikchak, Town/City-Malda, Dist.-Malda, West Bengal-732202
12. Charaktala D.Ed. College, Plot No. 70, 34, 157, 100/604, 111, St. No.-70, Vill-Charaktala, P.O.- Gangaprosad, Tehsil/Taluka-Kaliachak, Town/City-Malda, Dist.-Malda, West Bengal-732207
13. Satish B.Ed. College, Plot No.-LR-708, Vill.-Doulatpur, P.O.-Mahila, Tehsil/Taluka-PS-English Bazar, Town/City-English Bazar, Dist.-Malda, West Bengal-732102
14. Manmathnath College of Education D.Ed., Plot No. 621, 616, St.No.-621, Vill.- Nityanandapur, P.O.- Nageswarpur, Tehsil/Taluka-Sahapur, Town/City-Malda, Dist.-Malda, West Bengal-732142

DISTRICT: MURSHIDABAD

1. Model Primary Teachers' Training Institute, P.O. Basantapur, Dist. Murshidabad, West Bengal – 742 406
2. Baluchar Primary Teachers' Training Institute, Vill. Golgarbagh, P.O. & P.S. Jiaganj, Dist. Murshidabad, Pin-742123
3. Minerva Academy Primary Teachers' Training Institute, P.O. Amritakunda, P.S. Nabagram, Dist. Murshidabad, Pin-742136
4. Nathulal Das Primary Teachers' Training Institute, Vill. Manikpur, P.O. Dafahat, P.S. Suti, Dist. Murshidabad, Pin-742224
- #5. Godagari Vidyasagar Educational Institute And Social Welfare Primary Teachers' Training Institute, Vill. Narashingapur, P.O. Sagarpara, P.S. Jalangi, Dist. Murshidabad, Pin – 742 306.
6. Netaji Subhas Chandra Bose Primary Teachers' Training Institute, Vill – Ransagar, P.O. & Dist. Murshidabad, Pin -742149
- #7. Kandi Primary Teachers' Training Institute, Vill & P.O. Rasorah, P.S. Kandi, Dist. Murshidabad, Pin-742137
8. Gobindapur Academy Primary Teachers' Training Institute, Vill – Gobindapur, P.O. Juginda, P.S. Domkol, Dist. Murshidabad, Pin – 742406
9. Aurangabad Primary Teachers' Training Institute, Vill & P.O. Aurangabad, Dist. Murshidabad, Pin-742201
- #10. Narasinghapur Primary Teachers' Training Institute, Vill-Narasinghapur, P.O. Sagarpara, Jalangi, Dist. Murshidabad, Pin – 742306

11. Kazi Nazrul Islam Teachers Training Institute, Vill -Baghdahor, P.O. Jangananj, Dist. Murshidabad, Pin -742123
12. Hemchandra Memorial Ptti, Vill – Narasinghapur, P.O. Sagarpara, Dist. Murshidabad, Pin – 742306
13. Altab Hossain Ptti, Vill – Khidirpur, P.O. Chhabghati, Dist. Murshidabad, Pin – 742201
14. Dr. Ambedker Ptti, Vill – Gobindapur, P.O. Juginda, Dist. Murshidabad, Pin – 742406
15. J.S. Primary Teachers Training Institute, Vill – Hapina, P.O. Dafahat, Dist. Murshidabad, Pin – 742224
16. Gitanjali Teachers Training College, Vill & P.O. – Choa, Dist. Murshidabad, Pin-742166
17. Sagarpara Teachers Training Institute, Vill & P.O. Sagarpara, Dist. Murshidabad – 742306
18. Sambhunath Memorial College of Education, Vill & P.O. -Bokhara, Sagardighi, Berhampore, Dist. Murshidabad, Pin-742226
19. A.R. Memoial Teachers’ Training Institute, Vill & P.O. Nayagram,Suti-l, Dist. Murshidabad, Pin-731219
20. Ushangini College of Education For Women, Vill – Kuli-Chowrasta, P.O. Kuli-Kandi, Dist. Murshidabad
21. Beacon Primary Teachers’ Training Instiute, Vill & P.O. Goas, Islampur, Dist. Murshidabad, Pin – 742304 (Co-Education)
22. Simulgachi Primary Teachers’ Training Instiute, Vill -Simulgachi, P.O. Choator, Dist. Murbhidabad (Co-Education)
23. Dali Kundu Primary Teachers’ Training Institute, Vill & P.O. Salar, Dist. Murshidabad, Pin-742401 (Co-Education)
24. Purbanchal Primary Teachers’ Training Institute, Vill & P.O. – Sadikhan Dearh, Dist. Murshidabad, Pin – 742305 (Co-Education)
25. Nilufar Rumana D.Ed. College, Plot No. -3101, 3100, 3024, Street, No-13GP, Vill-Goribpur, Tehsil/Taluka/Town/City-Domkal,P.O-Goribpur,West Bengal-742121
26. Aurobindo Primary Teachers’ Training Institute, Plot No-R.S & I.R 1404, Vill-Ghanashyampur, Tehsil/Taluka/Town/ City-Kandi, P.O-Kandi, Dist-Murshidabad, West Bengal-742171
27. Gangapada Memorial Institute of D.Ed, Vill-Bagmara, P.O.-Paraspur, Tehsil/Taluka-Jalangi, Dist-Murshidabad, West Bengal-742306
28. Mathurapur D.Ed. College, Plot No. 660, Vill. -Mathurapur, P.O. – Jarur, Town/City – Raghunathganj, Dist. – Murshidabad, West Bengal – 742235
29. Domkal Sabkat Mandal PTTI D.Ed. Educational Institute, Plot No. L.R. 1840,1842, Vill./P.O.-Gangadaspara, Tehsil/ Taluka-Domkal, Town/City-Domkal, Dist-Murshidabad, West Bengal-742303

30. Bhujanga Bhusan Ushangini D.Ed. Institution, Plot No. 5, 6, 7 & 8, Street No. Badsahi, Vill-Ushagram, Po- Kuli kandi, Tehsil/Taluka- Berhampur, Town/City- Kuli Chowrasta, Dist- Murshidabad, West Bengal-742168
31. Mohammad Osman Goni Teachers Training Institution, Plot No. – 598, 599, 726S, 796H, 693, 793, Vill. -Maniknagar, Po. – Komkal, Dist. – Murshidabad, West Bengal – 742303
32. Soiyod Memorial PTTI D.El.Ed., Plot No.-36, Vill-Gobindapur, PO.-Juginda, Tehsil/Taluka/Town/City-Domkal, Dist-Murshidabad, West Bengal-742406
33. Bhagirathi Primary Teachers Training Institute, Town/City-Jiaganj, P.O.-Jiaganj, Dist.- Murshidabad, Pin-742123
34. A M Teachers Training Institute, Plot No.-17,19,20,23,201,121, Street No./Vill.-Sajurmore, P.O.- Dafahat, Tehsil/Taluka-Suti, Town/City-Suti, Dist.-Murshidabad, West Bengal-742224
35. Mahatma Gandhi Academic Institute, Plot No.-1181, Street/No.-Mirjapur, Vill.- Sadikpur, P.O.- Gankar, Tehsil/Taluka-Raghunathganj, Town/City-Jangipur, Dist.-Murshidabad, West Bengal-742227
36. Pajhrapara Satellite Teachers Training Institute, Plot No.-333, 334, 335, St No.-Pajhrapara, Vill.- Pajhrapara, P.O.-Harekrishnapur, Tehsil/Taluka-Jalangi, Town/City-Domkal, Dist.-Murshidabad, West Bengal-742305
37. Nabadiganta College of education, Plot No. 1166, Vill.-Kanfala, P.O.-Kanfala, Tehsil/Taluka-Nabagram, Dist.-Murshidabad, West Bengal-742184
38. Kabi Sukanta PTTI, Vill.-Godagari, P.O.-Sagarparai, P.S-Jalangi, Dist.-Murshidabad, West Bengal-742306
39. Agnibina College of Education, Plot No. 811, 812, 813, St. No.-34, Vill.-Dewansaray, P.O.-Laskarpur, Tehsil/Taluka-Lalgola, Town/City-Jangipur, Dist.-Murshidabad, West Bengal-742151
40. Subhadra Pal PTTI, Plot No.-2285,2251, St. No.-Jamar, Vill.-Jamar, P.O.-Senda Jamar, Tehsil/Taluka-Jangipur, Town/City-Raghunathganj, Dist.- Murshidabad, West Bengal-742235
41. Minerva Institute of Education, Plot NO.-977, 980, Vill.-Sadikhansdearh, P.O.-Sadikhansdearh, Tehsil/Taluka-Jalangi, Town/City-Domkal, Dist.-Murshidabad, West Bengal-742303
42. Mother Teresa Teacher Training College, Plot No.-LR68,69,467, Vill.-Mahinagar, P.O.-Azimganj, Tehsil/Taluka-Mukundabagh, Town/City-Azimganj, Dist.-Murshidabad, West Bengal-742122
43. Kabiguru Primary Teachers Training Institute, Plot No.-1119, St.NO.-Jalangi Road, Vill.-Kaladanga Ghoshpara, P.O.- Kaladanga, Tehsil/Taluka-Daulatabad, Town/City-Berhampore, Dist.-Murshidabad, West Bengal-742304
44. Institute of Human Excellence D.El.Ed.,Plot.4350, Vill.Bhajarampur P.O./Tehsil/Taluka Nischintapur, Town/City-Hariharpara, Dist. Murshidabad-742165, West Bengal
45. Vivekananda Teachers Training Institute, Plot No.-LR-16,17,18,21, St. No.-Debipur, Vill.-Debipur, P.O.-Debipur, Tehsil/Taluka-Jiaganj, Town/City-Jiaganj, Dist.-Murshidabad, West Bengal-742123

46. Aurangabad B.Ed. Training College D.El.Ed.Section, Plot No.-7546, Vill.-Muralipukur, P.O.- Purulia, Tehsil/Taluka-Jangipur, Dist.-Murshidabad, West Bengal-742201
47. Daulatabad Primary Teachers Training College, Plot No. 44, 2027, Vill.-Daulatabad, P.O.- Daulatabad, Tehsil/Taluka/Town/City-Daulatabad, Dist.-Murshidabad, West Bengal-742302
48. Sukanta Teacher Training Institution, Plot No.-679,Vill.-Dakshingram, P.O.-Palsandamore, Tehsil/Taluka-Nabagram,Town/City-Palsandamore, Dist.-Murshidabad, West Bengal-742238
49. Lalgola Madan Mohan Roy Teachers Training College, Plot NO.-RS-726, LR-1631, Street No.- Krishnapur, Vill/PO-Krishnapur, Tehsil/Taluka-8 No. Kalmegha, Town/City-Lalgola, Dist.- Murshidabad, West Bengal-742148
50. Sagardihi Teachers Training College, Plot No.-3868,3868/4751, 3868/4708, Vill./P.O.-Monigram, Tehsil/Taluka-Monigram, Town/City-Sagardighi, Dist.-Murshidabad, West Bengal-742237
51. Abdur Rahaman PTTI, Plot No.257, St.No.-Baromasia, Vill.-Baromasia, P.O.-Harakrishanapur, Tehsil/Taluka-Jalangi, Town/City-Domkal, Dist.-Murshidabad, West Bengal-742305
52. Jiaganj Institute of Education and Training Additional D.El.Ed. Course, St. No.-Chawlpatti, Vill./P.O.- Jiaganj, Tehsil / Taluka / Town /City-Jiaganj, Dist.-Murshidabad, West Bengal-742123
53. Swami Vivekananda Primary Teacher Training Institute, Plot No.- 759,760,763,764,765,766,767, Vill.-Godagari, P.O.-Godagari, Tehsil/TalukaJalangi, Town / City-Berhampore, Dist.-Murshidabad, West Bengal-742305
54. Seva Varati Primary Teacher Training Institution, Plot No. 4,20,20/1803, Vill.- Nabipur, P.O.- Nabipur, Tehsil/Taluka-Raninagar, Town/City-Berhampore, Dist.-Murshidabad, West Bengal-742308
55. R N Tagore PTTI, PlotNo.-1679,1681,1680,1979,1676, 1673, Strret No.- Nowdapara, Vill.- Nowdapara, P.O.-Godagari, Tehsil/Taluka-Jalangi, Town/City-Berhampore, Dist.- Murshidabad, West Bengal-742305

DISTRICT: NADIA

1. Chapra Primary Teachers' Training Institute, Vill -Gokhurapota, P.O. Charatala, Krishnanagar, Dist. Nadia, Pin-741123
2. Dr. Ambedkar Primary Teachers' Training Institute, Bethuadahari (Sahapara), P.S. Nakashipara, Dist. Nadia, Pin-741126
3. Derozio Primary Teachers' Training Institute, P.O. Karimpur, Dist. Nadia, Pin-741152
4. Chakdaha Vidyasagar Primary Teachers Training College, Vill – Uttar Panchpota, P.O. Chakdaha, Dist. Nadia, Pin-741222
5. Kumri Vivekananda Ptti, Vill – Kumri (Mathpara), P.O. Gopalpurghat, Dist. Nadia, Pin-741122
6. Nadia PTTI, Austin House, 170 Don Bosco Road, P.O. Krishnagar, P.S. Ketwali, Dist. Nadia, Pin-741101
7. Karimpur PTTI, Vill – Mahishbathan, P.O. Rahamatpur, Dist. Nadia, Pin – 741165

8. Renuka Devi College of Education, Vill & P.O. Barakulberia, Dist. Nadia, Pin-741150
9. Dayal Krishna D.Ed. College, Vill – Bagagoria, P.O. Barnia, Dist. Nadia, Pin – 741156
10. Maa Manasa Primary Teachers' Training Institute, Plot No. 240, Vill-Kanralia, Po-Balidanga-Faridpur, Dist-Nadia (Wb), Pin-741153
11. Santipur Primary Teachers' Training Institute, Vill – Babla Dakshinpara, P.O. Babla Gobindapur, Santipur, Dist. Nadia, Pin-741404 (Co-Education)
12. Bhatjangla Shipra D.Ed. College, Vill – Durgapur, P.O. Kalirhat, Krishnagar, Dist. Nadia, Pin – 741184 (Co-Education)
13. Mohitosh Primary Teachers' Training Institute, Vill -Poraghati, P.O. Hogalbaria, Karimpur, Dist. Nadia (Co-Education)
14. Dainhat Joy Ma Tara Primary Teachers' Training Institute, Plot No. 755, Vill.: Kanrlia, P.O.: Balidanga-Faridpur, P.S.Kaliganj, District-Nadia, Pin-741153
15. Bara Andulia PTTI, Plot No. – 2028, 2087, 3234, 3235, Vill. – Bara Andulia, P.O. – Bara Andulia, Town/City – Bara Andulia, Dist. – Nadia, West Bengal – 741124
16. JRSET College of Education, Plot No.-LR 07 & 06, J.L. NO.-120, St. No-NH-34, Vill.-Uttar Panchpota, P.O.-Chakdaha, Tehsil/Taluka-Kalyani, Town/City-Chakdaha, Dist.-Nadia, West Bengal-741222
17. Mahatma Primary Teachers Training Institute, PlotNo.-LR 629, St. No.-Porahgati, Vill.-Porahgati, P.O.-Hogalbaria, Tehsil/Taluka-Andharkota, Town/City-Karimpur, Dist.-Nadia, West Bengal 741122
18. Bangashree Teachers Training Institute, Plot No.-466, 468, 469, St.No.-Tarapur, Vill.-Tarapur, P.O.-Gopalpurghat, Tehsil/Taluka-Hogolbaria, Town/City-Tehatta, Dist.-Nadia, West Bengal- 741122
19. Sayan Memorial Primary Teacher's Training Institute, Plot.3638, Vill.Dafarpata, P.O.Bhimpur, Tehsil/Taluka-Kotwali, Town/City-Krishnanagar, Dist. Nadia-741167, West Bengal
20. NR School of Education, Plot No. 357, 1024, Vill.-Chotokulberia, P.O.-Bhurulia, Tehsil/Taluka-Barakulberia, Dist-Nadia, West Bengal-741157
21. Matiari D Ed College, Plot No.-1835, 1836, Vill.-Maitiari, P.O.-Maitiari, Tehsil/Taluka-Kaligange, Town/City-Krishnagar, Dist.-Nadia, West Bengal-741153
22. Karimpur Anita PTTI, Plot No.-107, 110, 134, St No.-74, Vill-Madhyagopalpur, P.O.-Senapara, Tehsil/Taluka-Tehatta, Town/City-Karimpur, Dist.-Nadia, West Bengal-741152
23. Tehatta Institute of Education, PlotNo-RS 1135, LR-1521, Vill-Arshiganj, Tehsil / Taluka / Town / City-Tehatta, P.O-Raghunathpur, Dist-Nadia, West Bengal – 741160

DISTRICT: NORTH 24 PARGANAS

1. Kamakhya Institute of Education, Vill – Debipur, Barasat, P.O. Badu, Dist. North 24-Pgs., Pin – 700128

2. Adyapeath Monikuntala Primary Teachers' Training College (AMPTTI), Plot No. 867, 842, 843 & 838, Vill-Dakshineswar, Town/City- Kolkata.Tehsil/Taluka-Dakshineswar, Po-Dakshineswar, Dist-North 24 Pgs, West Bengal – 700076

3. Front Page School of Education, Plot NO.-3449, Vill.-Dewanati, P.O.-Hadipur, Tehsil/Taluka-Hadipur Chupri Jhara, Town/City-Deganga, Dist.-North 24 Parganas, West Bengal-743443

4. Madhyamgram B.Ed. College, Plot No.-13,14,17, Street No.-20/3/A, Vill.-Dakshinhat, P.O.-Badu, Tehsil/Taluka-Barasat, Town/City-Madhyamgram, Dist.-North 24 Parganas, West Bengal- 700128

5. Rizia Bibi School of Education, Plot No.-1037, 1059, Vill-Sonatikari, P.O.-Baidyapur, Tehsil/Taluka-Baidyapur, Town/City-Barasat, Dist.-North 24 Parganas, West Bengal-743423

DISTRICT: PASCHIM MEDINIPUR

#1. Kharagpur Tribal Primary Teachers' Training Institute, Vill. / P.O. Matkatpur, Kharagpur, Dist. Paschim Midnapur, West Bengal – 721 305

#2. Gopsai Avinandan Sangha Primary Teachers' Training Institute, Vill. Dhurabila, Dhamkuria, Chandrakona Town, Dist. Paschim Medinipur, West Bengal-721 201

3. Bhagabati Devi Primary Teachers' Training Institute, Vill -Baramohanpur, P.O. Khakurda, Dist. Paschim Medinipur, Pin-721445

4. Renuka Primary Teachers' Training Institute, Makarda, Aknageria, Ping.A, Dist. Paschim Medinipur, Pin-721140

5. Jhargram Bani Bhavan Elementary Teacher Education Programme, Vill & P.O. Old Jhargram, Dist. Paschim Medinipur, Pin-721507 (forwomen)

6. College of Teacher Education, Vill – Durabila, P.O. Dhumkuria, Chandrakona Town, Dist. Paschim Medinipur, Pin-721201

7. Mirza Noor Mahammad College of Education, Vill & P.O. -Lutunia, Sabang, Dist. Paschim Medinipur

8. Edugate Teachers' Training Institute, Vill – Maliyara, P.O. Midnapore, Dist. Paschim Medinipur, Pin – 721101 (Co-Education)

9. Alokekendra Samabay Primary Teachers Training Institute, Street No.-3, Vill/Tehsil/Taluka-Abdalipur, Town/City- Midnapore, Alokekendra, Dist. Midnapore

10. SAK Primary Teachers Training Institute, Plot No. 951/57, Vill- Barda Chowkan, Tehsil/Taluka/Town/City- Ghatal, P.O.-Rothipur, Dist-Midnapore, West Bengal-721212

11. Mrityunjoy Ashutosh College of Education, Plot No.-2200-2205, Vill.-Tanua, P.O.-Tanua, Tehsil/Taluka-Tanua, Town/City-Mohanpur, Dist.-Midnapore, West Bengal-721436

12. Bishnupada Primary Teachers Training College, Plot No.-79, St No.-2, Vill.-Kulidan Batitaki, P.O.-Makrampur Bazar, Tehsil/Taluka-Narayan Garh, Town/City-Kharagpur, Dist.-Midnapore, West Bengal-721437

13. Swami Vibekananda College of Education, Plot No.-L.R-1859, R.S-1530, Vill.-Aurangabad, P.O.-keshiary, Tehsil/Taluka-Keshiary, Town/City-Kharagpur, Dist.-Midnapore, West Bengal-721133
14. M.N.M.Teachers Training College, Plot No.-154,158,147, 155, 160, 161/1208, Vill.- Dhaneswarpur Paikan Dakshinba, P.O.-Dhaneswarpur,d Tehsil/Taluka-Pingla, Town/City-Kharagpur, Dist.-Midnapore, West Bengal-721166
15. Purna Chandra College of Education, Plot No.-375, 376,377,378, Vill.-Gargaria, P.O.-Kortia, Tehsil/Taluka-Gopiballavpur, Town/City-Jhargram, Dist.-Midnapore, West Bengal-721506
16. Vanumoti D.El.Ed. College, Plot No.-202,203,204,203/1221,182, Vill.-Makarda, P.O.-Aknageria, Tehsil/Taluka-Khandar, Town/City-Khargpur, Dist.-Midnapore, West Bengal-721140
17. Swami Vivekananda Tribal College of Teachers Education D.El.Ed., St. N0.-NH6, Vill.-Meudipur, P.O.-Kuliara, Tehsil/Taluka-Meudipur, Town/City-Kharagpur, Dist.-Midnapore, West Bengal- 721149
18. Goaltore Educational Training Institute, Vill.-Subalbandi, P.O-Jirapara, Tehsil/Taluka-Goaltore, Dist.-Midnapore, West Bengal-721121
19. Debra Pramilla PTTI, Plot N0.-IO8, St.No.-9, Vill.-Chakmathkathpur, P.O.-Arjuni, Tehsil/Taluka-Kharagpur, Town/City-Debra, Dist.-Midnapore, West Bengal-721126
20. Tara Maa Primary Teachers Training Institute, Plot No. 716, 717, 718, 719, 1613, 1623, St.No.-Saldahari, Vill.-Saldahari, P.O.-Maratala, Tehsil/Taluka-Debra, Town/City-Midnapur, Dist.-Midnapore, West Bengal-721156
21. Kultikri Teacher Training Institute of Higher Studies, Plot No.-80,83, St. No.-226, Vill.-Baligeria, P.O.-Kultikri, Tehsil/Taluka-Jhargram, Town/City-Jhargram, Dist.-Midnapore, West Bengal-721135
22. Shilbhadra Teachers Training Institute, Vill.-Chhatrapara, P.O.- Belda, Tehsil/Taluka-Keshiary, Dist.-Midnapore, West Bengal-721424
23. Debra Institute of Education and Technology, Plot No. 737, 267, St.No.-NH-6, Vill.-Duan, P.O.-Duan, Tehsil/Taluka-Debra, Town/City-Debra, Dist.-Midnapore, West Bengal-721160

DISTRICT: PURBA MEDINIPUR

1. Vidyasagar Primary Teachers' Training Institute, Vill. Amlat, P.O. Sutahata, Haldia, Dist. Purba Medinipur, West Bengal-721 635
- #2. Netaji Subhas Primary Teachers' Training Institute, Vill. Jararnagar (Subhaspalli), P.O. Heria, Dist. Purba Medinipur, West Bengal-721 430
3. Purba Medinipur Primary Teachers' Training Institute, Vill. / P.O. Chaitanyapur, P.S.-Sutahata, Dist. Purba Medinipur, West Bengal – 721645
- #4. Panskura Primary Teachers' Training Institute, Vill. Kanakpur, P.O. Naranda, Dist. Purba Medinipur, Pin-721139
5. Vivekananda Primary Teachers' Training Institute, At -Faridpur, P.O. Dakshin Dauki, P.S. Contai, Dist. Purba Medinipur, Pin-721 464

6. Gimageria Welfare Primary Teachers' Training Institute, Vill. Gimageria, P.O. & P.S. Contai Srirampur, Dist. Purba Medinipur, Pin-721 401
7. Rabindranath Thakur Primary Teachers' Training Institute, Vill & P.O. Kulbari, P.S. Math Chandipur, Dist. Purba Medinipur, Pin – 721625
8. Reapara Primary Teachers' Training Institute, Vill & P.O. Reapara, P.S. Nandigram, Dist. Purba Medinipur, Pin -721 650
9. Vidyasagar Primary Teachers' Training Institute, Vill -Dhamait, P.O. Amdan, P.S. Panskura, Dist. Purba Medinipur, Pin-721131
10. Kadambini Women's College of Education, Bajkul, P.O. Nazir Bazar, Contai, Purba Medinipur
11. Moyna Ramkrishnayan Association A Teachers Training Institution, Vill – Harkulibhanderchak, P.O. Moyna, Tamluk, Dist. Purba Medinipur
12. Moyna Vivekananda Mission Teachers Training College, Plot No.30,35,36, Vill.-Gopal Chak, P.O.-Moyna, Tehsil/Taluka-Tamluk, Town/City-Tamluka, Dist.-Midnapore, West Bengal-721629
13. Dhyaneswar Subodh College, Plot NO.-287, St/No.-Tamluk Rd., Vill.-Gogras Court Taluk, P.O.-Raghunath Bari, Tehsil/Taluka-Gogras, Court Taluk, Town/City-Tamluk, Dist.-Midnapore, West Bengal-721634
14. Birendranath Sasmal Primary Teachers Training Institute, Plot No.-27 & 28, Vill.-Chandberia, P.O./Town/City-Contai, Tehsil/Taluka-P.S.-Marshida, Dist.-Midnapore, West Bengal-721401
15. Sri Ramkrishna College of education, Plot No.-1113, Vill.-Bajkul, P.O.-Kismat Bajkul, Vill.-Bajkul, Tehsil/Taluka-Bajkul, Town/City-Bhupatinagar, Dist.-Midnapore, West Bengal-721655
16. Vidyasagar Basic College, Plot No.-756, St No.-Knapukur Vill.-Kantapukuria, P.O.-Baghadari, Town/City-Madhakhali, Dist.- Midnapore, West Bengal-721425
17. Sarboday Public Academy, Plot No. 1194, 1195, Vill.-Ajaya, P.O.-Ajaya, Tehsil/Taluka-Ajaya, Town/City-Contai, Dist.-Midnapore, West Bengal-721430
18. Contai D. Ed. College, Plot No.-1274/2231, Vill./P.O.-Aurai, Tehsil/Taluka-Aurai, Town/City-Contai, Dist.-Midnapore, West Bengal-721427

DISTRICT: PURULIA

1. Deben Mahato Primary Teachers' Training Institute, Paharigora, P.O. Deoli, P.S. Santaldih, Dist. Purulia, Pin-723146
2. Panchakot Primary Teachers' Training Institute, Sarbari, P.O. Neturia, Dist. – Purulia, West Bengal – 723121
3. Chetana Primary Teachers' Training Institute, Bishpuria, P.O. Bishpuria, P.S. Hura, Dist. Purulia, Pin-723130
4. Majhihira Ashram Primary Teachers' Training Institute, P.O., Majhihira, Dist. Purulia, Pin-723128

5. Deben Mahato Teachers' Training Institute, Vill -Amlatora, P.O. Chatumadar, Dist. Purulia, Pin – 723130 (Co-Education)
6. Sister Nivedita Primary Teacher Training Institute, Plot No.7, Street1,Vill/Town/City-Barreriya, P.O. Pathardih, Tehsil/Taluka-Pathardih, Town/City-Purulia, Dist-Purulia, West Bengal-723152
7. Purnadisha Joychandi Teacher Training College, Plot No. 1919, 3644, Po- Raghunathpur, Tehsil/Taluka- Nandua, Town/City- Raghunathpur, Dist- Purulia, West Bengal -723133
8. Gurukul Teachers Training Institute, Plot No.-1799, Vill.-Jiudaru, P.O.-Jiudaru, Tehsil/Taluka- Purulia, Town/City-Purulia, Dist.-Purulia, West Bengal-723213
9. Hurat BTand BD Pati PTTI, Plot No.-103 & 104, St. NO.-60 A NHW, Vill.- Pakhuria, P.O.-Hura, Tehsil/Taluka-Pakhuria, Town/City-Purulia, Dist.-Purulia, West Bengal-723130

DISTRICT: SOUTH 24 PARGANAS

- #1. Kakdwip Primary Teachers' Training Institute, At / P.O. Kakdwip, Dist. South 24 Parganas, West Bengal – 743 347
2. Chatta Primary Teachers' Training Institute, P.O. Chatta Kalikapur, Via-Batanagar, P.S. Mahestala, Dist. South 24 Parganas, Pin-700140
3. Panchanani Nandi Memorial Primary Teachers' Training Institute, Vill – Namkhana, P.O. & P.S. Namkhana, Dist. South 24-Parganas
4. Mass Education Primary Teachers' Training Institute, Dakshin Shibgunj, P.O. & P.S. Pathar Pratima, Dist. South 24-Parganas, Pin – 743371
5. Sonargaon Vivekananda Institute For Primary Teachers' Training, Teghoria, Narendrapur Station Road, P.O. R.K. Pally, P.S. Sonarpur, Dist. South 24-Parganas, Pin -700150
6. Sabuj PTTI, P.O. Nandakumarpur, Mathurapur-II Block, Dist. South 24-Pgs., Pin-743349
7. Nagendra D.Ed College for Girls, Vill-Rudranagar, Tehsil/Taluka/Town/city- Sagar, P.O.- Rudranagar, Dist-South 24 Parganas, West Bengal – 743373
8. Mass Education Teachers Training Institute, Vill-Atasura, Tehsil/Taluka-Gobindapur-Benipur, Town/City-Magrahat, P.O-Maitirhat, Dist-South 24 Parganas, West Bengal-743355
9. R3S College of Education, Plot NO.-1525,1529 & 14/119, Vill.-Panchghara & Auliapur, P.O.- Subhasgram, Tehsil/Taluka-Baruipur, Town/City-Kolkata, Dist.-South 24 Parganas, West Bengal-700147

DISTRICT: UTTAR DINAJPUR

1. Uttar Dinajpur Primary Teachers' Training Institute, Vill -Halalpur, P.O. Runia, P.S. Raiganj, Dist. Uttar Dinajpur, Pin -733156
- #2. Chittaranjan Smriti Primary Teachers' Training Institute, Vill – Uttar Goalpara, P.O. Lahanda, P.S. Raiganj, Dist. Uttar Dinajpur, Pin-733134

3. Swami Vivekananda College of Education, Vill – Baje Bindole, P.O. Bindole, Raiganj, District- Uttar Dinajpur, Pin: 733156
4. Kaliyaganj College Of Education, Vill – Sher Gram, P.O. Krishnabati, Dist.-Uttar Dinajpur, Pin-733129 (Co-Education)
5. Uttar Dinajpur PTTI, Plot NO. 129/279, Vill- Nawda, Tehsil/Taluka- Raiganj, Town/City- Hemtabad, Po. Baharain, Dist- Uttar Dinajpur, West Bengal-733134
6. Domohana Kazi Nazrul Islam D.Ed. Training College, Plot No.-303,306, Vill./P.O.-Domohana, Tehsil/Taluka-Karandighi, Dist.-Uttar Dinajpur, West Bengal-733125
7. Mother Teresa College of Education, PlotNo.-1382,1405, 1408, St. No.-G.P. Road, Vill.-Gobindapur, P.O.-Khalshi, Tehsil/Taluka-Raiganj, Town/City-Raiganj, Dist.-Uttar Dinajpur, West Bengal-733130
8. Gurukul College of Education, Plot No.-95, Vill.-Ratanpur, P.O.-Bindole, Tehail/Taluka-No. 4, Bindole Gram Panchayat, Town/City-Raiganj, Dist.-Uttar Dinajpur, West Bengal-733156

Intake capacity 100

Sd/-SECRETARY
WEST BENGAL BOARD OF PRIMARY EDUCATION

Admission of Children in Govt. Sponsored / Aided Schools, 2015

GOVERNMENT OF WEST BENGAL
ELEMENTARY EDUCATION BRANCH
BIKASH BHAWAN, SALT LAKE CITY
KOLKATA-700 091

No. 1167-SE(E)/10M-186/2010 Date: 17/11/2014

MEMORANDUM

The following methodology shall be followed for admission of children in elementary classes including Pre-Primary Class in all Government Sponsored / aided Primary / Upper Primary / High / Higher secondary schools for the academic session-2015.

i) As per provision of RTE Act, 2009, no child or his/her parents or guardian will be subjected to any kind of screening procedure. All children from 6-14 years shall be admitted to their age appropriate classes in neighbour-hood schools and elementary education including pre-primary education shall be provided to them free of cost.

ii) It has been decided that admission in elementary classes including pre-primary class shall be done through draw of lots if number of candidates seeking admission to a class is more than the number of seats available for admission.

Mode of conducting draw of lots shall be as follows:

(a) At first a general draw of lots from amongst all applicants praying for admission irrespective of category [viz. SC/ST/OBC (A)/OBC(B) etc.] is to be done to select the unreserved candidates.

(b) Thereafter a series of draw of lots from the left over applications are to be arranged category-wise to fill up the reserved seats.

Category-wise percentages of reserved seats are as below:

Scheduled Caste-22%, Scheduled Tribe-6%, OBC (A) – 10%, OBC (B)- 7% and Children with Special Need-3%.

It may be mentioned here in this connection that if seats reserved for SC remain unfilled by SC candidates they may be filled by ST candidates and vice versa. However, after completion of the aforesaid exercise if more seats are available which could not be filled up due to non-availability of SC/ST candidate they should be taken in the unreserved pool. Moreover seats meant of OBC(A) & OBC(B) candidates if could not be filled up due to non-availability of OBC(A) & OBC(B) candidates will also be taken in the unreserved pool. Such unreserved seats shall be filled by candidates as per norm. For this a waiting list may be maintained in the first draw of lots as at (ii) (a) above.

iii) Children seeking admission for pre-primary class shall be 5 years of age or above and below 6 years as on 01.01.2015. All children of the age of 6-14 years shall be admitted to their age appropriate classes as below:

- (a) For Class I, the age of 6 years and above but less than 7 years of age.
- (b) For Class II, the age of 7 years and above but less than 8 years of age.
- (c) For Class III, the age of 8 years and above but less than 9 years of age.
- (d) For Class IV, the age of 9 years and above but less than 10 years of age.
- (e) For Class V, the age of 10 years and above but less than 11 years of age.
- (f) For Class VI, the age of 11 years and above but less than 12 years of age.
- (g) For Class VII, the age of 12 years and above but less than 13 years of age.
- (h) For Class VIII, the age of 13 years and above but less than 14 years of age.

However children who have completed any class at a lesser age as per prevalent rule in force at the material point of time in any school may be allowed to proceed to the next class.

(iv) Children seeking admission Primary class/ class-1 in the Primary Schools located within a distance of one kilometer of their residence in rural areas and within half of a kilometer of their residence in urban area will be admitted directly and no draw of lots is required for admission of such children in Pre-primary class or class-1. Children from Anganwadi Centers located within distance of one kilometre in rural areas and half a kilometre in urban areas will also be admitted directly.

(v) In case a Primary school and Upper Primary/High/Higher Secondary Schools run in the same building/premises, class-IV students of Primary School shall automatically be admitted to class-V of the Upper Primary/High /Higher Secondary School as the case may be. No draw of lots is required to be done in case of admission of such children. After admission of all such interested candidates in class-V the rest seats shall be filled up through the process of draw of lots.

vi) If however, any parent/guardian fail to get his/her ward admitted to any school through the process of draw of lots he/she may apply to the District Inspector of Schools (PE)/District Inspector of Schools (SE) as the case may be for admission of his/her ward in neighbourhood school. District Inspector (PE)/ District Inspector (SE) will arrange for admission of such children in a neighbourhood school.

vii) Sub-Inspector of Schools shall ascertain the names of students of class-IV who failed to get admission in any school through the process of draw of lots and ensure admission of all such students in class-V in neighbourhood school and send compliance report to the District Inspector of Schools (PE) within **7th February, 2015**.

This may be communicated to all concerned for strict compliance.

Sd/- A. Roy
Secretary
School Education Department

Admission of Children in Govt. Schools / Model Schools, 2015

GOVERNMENT OF WEST BENGAL
ELEMENTARY EDUCATION BRANCH
BIKASH BHAWAN, SALT LAKE CITY
KOLKATA – 700091

No. 1168-SE(E)/10M-186/2010 Date: 17/11/2014

MEMORANDUM

The following methodology shall be followed for admission of children in elementary classes including Pre-Primary Class in all Government schools including Model schools for the academic session-2015.

- i) As per provision of RTE Act, 2009, no child or his/her parents or guardian will be subjected to any kind of screening procedure. All children from 6-14 years shall be admitted to their age appropriate classes in neighbour-hood schools and elementary education including pre-primary education shall be provided to them free of cost.
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Mode of conducting draw of lots shall be as follows:

- (a) At first a general draw of lots from amongst all applicants praying for admission irrespective of category [viz. SC/ST/OBC(A)/OBC(B) etc.] is to be done to select the unreserved candidates.
- (b) Thereafter a series of draw of lots from the left over applications are to be arranged category-wise to fill up the reserved seats.

Category-wise percentages of reserved seats are as below:

Scheduled Caste-22%, Scheduled Tribe-6%, OBC (A) -10%, OBC (B)- 7% and Children with Special Need-3%.

It may be mentioned here in this connection that if seats reserved for SC remain unfilled by SC candidates they may be filled by ST candidates and vice versa. However, after completion of the aforesaid exercise if more seats are available which could not be filled up due to non-availability of SC/ST candidate they should be taken in the unreserved pool. Moreover seats meant of OBC(A) & OBC(B) candidates if could not be filled up due to non-availability of OBC(A) & OBC(B) candidates will also be taken in the unreserved pool. Such unreserved seats shall be filled by candidates as per norm. For this a waiting list may be maintained in the first draw of lots as at (ii) (a) above.

- iii) Children seeking admission for pre-primary class shall be 5 years of age or above and below 6 years as on 01.01.2015. All children of the age of 6-14 years shall be admitted to their age appropriate classes as below:

- (a) For Class I, the age of 6 years and above but less than 7 years of age.
- (b) For Class II, the age of 7 years and above but less than 8 years of age.
- (c) For Class III, the age of 8 years and above but less than 9 years of age.
- (d) For Class IV, the age of 9 years and above but less than 10 years of age.
- (e) For Class V, the age of 10 years and above but less than 11 years of age.
- (f) For Class VI, the age of 11- years and above but less than 12 years of age.
- (g) For Class VII, the age of 12 years and above but less than 13 years of age.
- (h) For Class VIII, the age of 13 years and above but less than 14 years of age.

However children who have completed any class at a lesser age as per prevalent rule in force at the material point of time in any school may be allowed to proceed to the next class.

Any school which wishes to increase the number of seats may send proposal to the Department. This may be communicated to all concerned for strict compliance.

Sd/- A. Roy
Secretary
School Education Department

Para Teacher, VRP, Siksha Bandhu under Sarba Siksha Abhijan

Government of West Bengal
School Education Department
Bikash Bhavan, Bidhannagar, Kolkata-700 091

NO: 886-SE (Pry)/PBRPSUS/ADMN/9/04-05 (Pt.II), Dated: 16.11.2010

ORDER

The Government had for sometime been examining the present process of engagement of Para Teachers, VRP and Siksha Bandhus under Sarba Siksha Abhijan as serious complaints were received about the present system of yearly renewal of contract by the School Management Committee / VEC and the actual mode of work and performance of such Para Teachers, VRP and Siksha Bandhus. Further in term of Finance Department observation under their U.O. No. Group-P 1429 dated 23-4-2010 such Para Teachers, VRP and Siksha Bandhus also need be engaged directly by the District Project Office.

2. After careful consideration of the matter it has now decided that all Para Teachers, VRP and Siksha Bandhus will now be engaged by the District Project Officer on the basis of the recommendation of a District Level Committee consisting of following members:

- a) District Magistrate / Additional District Magistrate Nominated by the District Magistrate – Chairman.
- b) Karmadhaksha Siksha-O-Sanskriti Tathya-O-Kreera Sthayee Samity of the Zilla Parishad – Member
- c) Chairman, DPSC – Member
- d) District Inspector of Schools (SE) – Member
- e) District Inspector of Schools (PE) – Member
- f) District Project Officer, SSM – Member Convener

3. The above Committee will recommend the existing Para Teachers, VRPs and Siksha Bandhus after due verification of their records, date of birth, educational qualifications and other relevant particulars.

4. In terms of the observations of Finance Department order under their U/O No. 1429 Gr.-'P' dated 23-4-2010 and in continuation of this Department NO SE (P)/PBRPSUS/ADMN/9/04-05 dated 9-6-2010 it is further ordered that all Para Teachers, VRPs and Siksha Bandhus now working on contractual basis under the PBSSM will be engaged by the Government through the District Project Officer, Sarba Siksha Mission as per procedure laid down at Para-'2' hereinabove and will continue to remain so engaged under contractual basis till attainment of the age of 60 years.

5. There will, however, be an annual system of objective appraisal of their performance through an Open Performance Report (OPR) as per format to be prepared and circulated by the State Project Director, Sarba Siksha Mission, West Bengal keeping in mind the duties and responsibilities of the Para Teachers, VRPs and Siksha Bandhus as laid down at the Annexure-I to this Order. Such annual OPRs will be initiated in case of Para Teachers by the Head Master / Teacher in Charge of the school where he / she is posted, reviewed by the S.I. /A.I. at CLRC level and accepted by the DPO. In case of

VRPs and Siksha Bandhus such OPRs will be initiated by the S.I. /A.I. at the CLRC level, reviewed by the DPOs and accepted by the District Magistrate/ Additional District Magistrate concerned.

6. It has also been decided that engagement of such Para Teachers, VRPs, and Siksha Bandhus may continue as such even after the project of Sarba Siksha Abhijan is winded up by Govt. of India on the same terms and conditions as prevalent before winding up of the project. After being discharged on attainment of 60 years of age of the Para Teachers, Siksha Bandhu and VRPs will be paid a lump sum amount of Rs. 1 lakh only as one time payments as token of their service rendered in connection with education of Primary & Upper Primary stages for at least a period of 10 (ten) years.

7. However, before effecting contractual engagement of those employees the District Level Committee as provided under para-2, will send recommended lists of all such Para Teacher, Siksha Bandhu and Voluntary Resource Persons duly prepared by them to the School Education Department through the State Project Director, SSM for its approval. All District Magistrates as Chairman of the committee are therefore, requested to prepare the lists as per proforma given at Annexure -II to this Order and send the same to this department through State Project Officer SSM for obtaining the approval before actual signing of contract. Details of the terms of the Agreement will be sent you in due course.

This is in continuation of this office orders issued under No. 273-SE(P)/PBRPSUS/ADMN/9/04-05 and dated 23.04.2010 and No. 376-SE(P)/PBRPSUS/ADMN/9/04-05 dated 09.06.2010 and issues with the instructions of Finance (Audit) Department as intimated under their U/O No. 3985 Gr. P (Service) dt. 09.11.2010.

Sd/- V. Sen
Secretary to the Government of West Bengal

1. Duties & Responsibilities of Para Teachers

A. Remedial Teaching:-

Concerned teacher shall identify the weaker / slow learner and prepare list of such students. The list shall be shared among all the teachers of the school. While conducting classes, special attention shall be given to such learners in the forms of remedial teaching. The HM and other senior & experienced teachers shall guide the para teachers in this exercise.

B. Child Tracking:-

(i) Child tracking means tracking students who absent themselves from schools by visiting their houses and meeting their family and trying to bring them back to school. That will be the job of the para teachers for the two days of the week earmarked for child tracking.

(ii) During MTA / SLMC / VEC / WEC meeting, the para teachers shall share the names of listed students, their efforts & results and further efforts required from the community in this regard.

C. Teaching Learning Materials:-

For child-centric and activity-based classroom transactions to ensure active participation, growing interest and better comprehension of lessons by the young learners, proper use of proper TLMs is most important. So preparation of low / no cost TLMs using locally available raw materials involving the students by the teachers have to be ensured. The para teachers may prove crucial in procuring

local materials and in involving the students under the guidance of HM & other senior and experienced teachers. Again the HM / senior teachers may help the para teachers in the use of proper TLMs in a proper way in the classroom.

Scientific preparation, proper use and liberal handling of TLMs by the teachers as well as students shall improve academic performance, arrest irregular attendances by growing interest and making school experience lively and interesting to the students.

D. Attendance and number of periods of Para teachers: (Updated vide Memo No. 18-SE dated 09.01.2015)

(i) No of periods in school routine shall not exceed 20 in 5 days of a week where a para teacher attends school. However, stop gap classes may be allotted to para teachers as well under unavoidable circumstances, over and above 20 periods as stated above. On school days, the para teachers are to remain in school for the total schooling hours.

(ii) For the rest 1 (one) day when the para teachers are not attending school, but tracking children in the locality, they shall maintain a diary and need not sign the school attendance register. This work diary shall be placed to the HM/Head Teacher of the school every week with copy to the S.I./A.I. of the respective CLRCs.

2. Duties & Responsibilities of VRPs

- The role of VRP reveals that they are not teachers. They are teacher facilitator.
- The VRP helps teacher to select group leaders for each group. These group leaders will be briefed about what they will suppose to do in small groups.
- The VRP helps the teacher to divide all the children in different small groups. Each group consists of equal number of students. This breaking of groups will depend on the existing number of students in a classroom.
- The teacher, the VRP helps teacher to involve every children in the school cleaning process.
- The VRP will help teacher to divide all children in different groups to perform different activities, such as-cleaning classroom, veranda and the school compound.
- The teacher and the VRP will have to keep a watch to ensure all children to present in the assembly for prayer. VRP is responsible for sending back all the children from assembly to the classroom when their prayer ends.

During class transaction what are by VRPs:

The most important aspect of ILIP-Scenario is perhaps to ensure quality outcome of teaching-learning process. By providing a supportive environment where the classroom is more inviting, caring and child friendly. There are things the child can do by himself / herself; there are the things the child can possibly cannot be able to do, and between them both, there are the things the child can do with the adult guidance and support. Such adult assistance helps them to internalize the procedures and make them self-reliant. In this context, the VRP will have to keep a track for every child in a classroom transaction.

- In a large group initially the teacher gives a general instruction, which is followed by an instruction given by the VRP. The VRP will have to be a bit more specific in his / her instruction.
- The number of small groups will vary from 5-6, which will be convenient for the classroom situation.

- The VRP gives a very patient hearing to every child, and helps them according to their needs.
- The VRP selects those students as team-leaders who are spontaneous and prominent in the classroom. The VRP gives a very definite and proper instruction to this team leader.
- Initially it is the VRP's responsibility to take care of the child-kit (T.L.M.)
- Afterwards his responsibility will be given to the team-leaders.

Other responsibilities

- The VRP will take active part with the teacher for making, next day's lesson plan.
- The VRP will share the responsibility of keeping the "Children Register" with the teacher.
- The VRP is equally responsible for maintaining the child diary with the teacher.

3. Duties & Responsibilities of Siksha Bandhu

A. Role at a glance

- Siksha Bandhus are the grass root level workers of SSA. So they are to participate in all types of activities of SSA at grass root level.
- Collection of data or information about schools and alternative schools.
- Taking active participation in different activities of Village Education Committee / MTA and schools to implement different programme of SSA as a representative of CLRC.
- They should place visiting report in the weekly meeting of CLRC.
- The Shiksha Bandhu will act as a bridge between school, community and CLRC for smooth implementation of different activities of SSA.
- The Shiksha Bandhu will share his or her views with the teachers about the academic and management issues of schools for better learning outcome of the students.
- The Shiksha Bandhus will take active participation in the different workshop at CLRC level as resource person.
- The Shiksha Bandhu will take part in the activities Cluster Resource Centre.
- The Shiksha Bandhus will look after the educational achievements of socially backward and girls students during their school visit.
- The Shiksha Bandhus will also look after the educational achievements of CWSN children and should share his / her views with the specially trained teachers for the betterment of CWSN children in the school.
- The Siksha Bandhu will develop a liaison with the workers of Anganwadi Kendra, Bridge course centre and RMV centres towards the common goal of ensuring universalization of elementary education.

B. Teachers training (pedagogy)

The Shiksha Bandhu will take part in the different workshop of CLRC/CRC both as an organizer and resource persons at primary level. They also should help the teacher in classroom transaction for fruitful implementation of Pedagogical training.

C. Community Mobilization:

- The Siksha Bandhu will take active part in 'School Cholo Abhiyan' 'Bharti Karan Karmasuchis'.
- The Siksha Bandhu will actively discuss with different members of VEC/WEC, SSK, and managing committee of upper primary schools regarding the access, enrolment and quality education for all children.
- At primary level, they should operate through VEC/WEC to facilitate the process of sanctioning grants.

- In case of upper primary level the same team would operate through school managing committee.

D. Civil works.

- Monitoring and Collection of information through VEC/WEC regarding the construction and maintenance of the new, additional classrooms and school building.
- In case of upper primary, they should operate through school managing committee to construct the new school building.

E. Alternative Education:

- The Shiksha Bandhu will give importance to the Alternative Schooling.
- In urban area, they should conduct survey and implement different programmes of SSA for deprived urban children.
- They should facilitate the District SSA committee to identify the suitable NGOs for implementation bridge centres' programme.

F. IED

- Identification of CWSN students and facilitate them for mainstreaming.
- The Siksha Bandhu will actively interact with the teachers to make them aware about the need for special care for the education of CWSN students.
- The Siksha Bandhu will interact with VECs /MCs of Upper Primary Schools to ensure barrier free environment in schools such as construction of ramp/handrail etc.
- The Siksha Bandhu will actively interact with the members of VEC/WEC, Panchayat, Government officials and the ICDS Sahayika in order to make them aware about the education of CWSN students.

G. Girls education:

- To collect and preserve the data about girls education
- To sensitize the Panchayat / Municipality female members village/ward Education Committee, Mother Teachers' Association, Anganwari workers about girls education.
- To sensitize the teachers about the girls education and gender gap.
- To make a bridge between may activities of Sarva Shiksha Abhiyan and other projects of Government.
- Special drive for enrollment and retention of girl child through WEC/VEC.

H. Innovative activities

To help them for completion of taking various activities at the State level, Districts, Circle level.

I. Planning Monitoring, Research & evaluation.

- District, Municipality, Block, Circle, Cluster wise plan implementation.
- Proper implementation of different types of research and survey taken up by SSM authority
- Taking active participation for sending monthly / Tri monthly report from VEC/WEC/CRC/CLRC level DPO SPO.
- To collect and preserve information regularly through DISE.
- Perform the duties to conduct different service taken up by State, District & Circle level.

- Improvement and compilation of collected Data at State, District, Block, CLRC, Ward/WEC level.
- Taking active participation at the quarterly achievement of different types of activities.

Enhancement of Qualification of Para Teachers

Paschim Banga Sarva Shiksha Mission

Memo No. 668/ADMN/PBSSM/14/PED/PBSSM, Date: 31.05.2013

ORDER

A number of primary para-teachers are willing to acquire higher academic qualification of H.S. (+2) with at least 50% marks through NIOS or WBCROS in the ODL Mode on their own, as it is necessary as per NCTE norms.

Considering the above situation I am directed to order that, if any **para-teacher of primary school would like to enhance her / his qualification**, S/he may do the same on the following terms and conditions:-

1. Acquiring of higher academic qualification (up to HS or +2 level with at least 50% marks) is allowed through "Open and Distance Learning" (ODL) Mode only, without hampering her / his normal duties as a para-teacher in the school.
2. S/he shall not be entitled to any study leave / special leave for this purpose. However, for appearing at the examination S/he may utilize the holidays, and/or admissible leave at her / his credit.
3. The aspiring para-teacher shall take prior permission from the concerned District Project Officer, SSA by making an application through the VEC / WEC / SMC (as the case may be), and Circle Project Co-ordinator mentioning the name of the Board / Council / University and the "Study Centre" where S/he is willing to get enrolled for the ODL course and the duration of such programme.
4. On acquiring such higher qualification through ODL mode, the para-teacher shall not be entitled to any increase / enhancement in consolidated remuneration in any form.

All concerned be informed accordingly.

Sd/- State Project Officer
Paschim Banga Sarva Shiksha Mission

An appeal to the Reader

Your suggestion to improve this eBook is highly solicited.

Email: admin@wbxpress.com

Thank You.