

EDUCATION DIRECTORATE  
GOVERNMENT OF WEST BENGAL  
BIKASH BHAVAN - 6<sup>TH</sup> FLOOR  
SALT LAKE, KOLKATA - 700091

To

All the principal / Teacher-i-Charge

MEMO NO. 1050-C/Per.

~~MEMO NO.~~ OM-15C.PEN/16/\_\_\_

22<sup>ND</sup> July, 2016

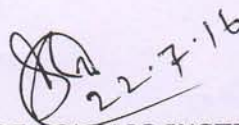
CIRCULAR

You are aware that due to undue delay in processing pension cases of teaching / non-teaching staff of non-government aided colleges, this office is facing litigation / problems resulting wastage of time and Government fund.

It reveals from our past records that the pension cases of teaching and non-teaching staff of Govt. aided colleges are not reaching this office in time leading to undue delay in processing the pension cases which invites legal complications.

To avoid such legal complications and to expedite the settlement of pension cases, you are requested to send the Service Books (in complete shape) of your employees , teaching staff and non-teaching staff who will be retiring before 8 (eight) months prior to date of retirement.

The matter is being viewed seriously from this office. Any lapses in this regard, will be dealt with seriously.

  
DIRECTOR OF PUBLIC INSTRUCTION  
GOVERNMENT OF WEST BENGAL