

**Government of West Bengal**  
**Department of Higher Education,**  
**College Sponsored Branch**  
**Bikash Bhavan, Salt Lake, Kolkata-700091**

No. 1906 -Edn(CS)/4C-87/2019

Dated, Kolkata the 19<sup>th</sup> November, 2019

**Sub : Payment of service related financial benefit of a transferee of  
Govt. aided / sponsored colleges.**

**MEMORANDUM**

In continuation of this Department's earlier memorandum bearing No. 898-Edn(CS) dated 12.06.2019, on various issues related to transfer of employees of Govt.-aided / Sponsored colleges, it is further clarified that any service related financial benefit allowed to a transferee and not paid by the college, from where the employee is transferred and released, will be disbursed by the college where the employee is transferred to, even if the pay fixation memo is issued for the earlier college. Concerned pay fixation memo issued to the earlier college shall be treated as if it has been issued to the new college of posting of the transferee. However, if the pay fixation memo has not been issued in the meantime, it will be issued in favour of the new college, even if the date of effect of this benefit falls before the date of transfer or the claim has been submitted by the previous college.

If the pay fixation memo has been issued for the earlier college, the college from where the employee is transferred will issue a non drawal certificate on the basis of an application of the concerned incumbent and send to the college where the employee is transferred to. In that case, the college where the employee is transferred to, will place the claim to the Pay Packet section of the office of the Director of Public Instruction, West Bengal with the support of pay fixation memo, transfer order, non-drawal certificate of the earlier college and other documents as required for payment of such claim.

*Sd/-*  
**Joint Secretary to the  
Government of West Bengal**

No. 1906 /1(9)-Edn(CS)/4C-87/2019

Dated, Kolkata the 19<sup>th</sup> November, 2019

Copy forwarded for information and necessary action to :

1. The Director of Public Instruction, West Bengal.
2. The Chairman, WBCSC.
3. P.S. to M.I.C, Department of Higher Education.
4. P.S. to Principal Secretary, Department of Higher Education.
5. Joint Director of Public Instruction, UGC
6. Joint Director of Public Instruction, NGC
7. Joint Director of Public Instruction, PPS
8. I.T. Cell, with request to upload the G.O. in the website of this Department
9. Guard File.

*H. K. Das*  
**Joint Secretary to the  
Government of West Bengal**