

**Government of West Bengal**  
**Directorate of Madrasah Education**  
**Bikash Bhavan (2<sup>nd</sup> Floor), Salt Lake City, Kolkata-700091**  
**Phone: 033-2337-1307**

Memo No.: (23)-ME/OM-21-ME/19

Date:

From : OSD & Ex. Officio Director of Madrasah Education, W.B.

To : The District Inspector of Schools (SE),.....(All),  
P.O.- ....., District- .....

**Sub: Regarding Transfer of Updated Service Book and Issuance of Last Pay Certificate in connection with General Transfer of Assistant Teachers and Non-teaching Staff of Govt. Aided Recognized Madrasahs of the State.**

With reference to the subject mentioned above, this is to state that the process of joining and release (on transfer) of eligible Assistant Teachers and Non-teaching Staff of different Govt. Aided Recognized Madrasahs is going on under the jurisdiction of his/her district as per recommendations of the West Bengal Madrasah Service Commission.

Hence for continuity of smooth administrative activities, it is desirable that the Madrasah Authority (Headmaster/Headmistress/Superintendent/Teacher-in-Charge) should transfer the updated Service Book and issue Last Pay Certificate to the Assistant Teachers and Non-teaching staff who are getting release from their Madrasahs so that they can join the present Madrasahs with updated Service Book and Last Pay Certificate.

But, it has come to the notice of the undersigned that many Madrasah authorities are neither transferring updated Service Book nor issuing Last Pay Certificate to the transfer-out Assistant Teachers and Non-teaching staff and as a result the present Madrasahs are facing administrative difficulty at the time of processing Pay Bills and in-service related other matters of those transfer-in candidates.

Under the above mentioned facts and circumstances, he/she is requested to instruct the Madrasah Authorities to take necessary action immediately in the above mentioned matters.

This be treated as URGENT.

sd/-

OSD & Ex. Officio Director of Madrasah Education, W.B.

Memo No.: 1041 (23)/1(618)-ME

Date: 10-08-2022

Copy forwarded for information and necessary action to:

1. The Secretary-in-Charge, MA & ME Department, W.B., 'Nabanna', Shibpur, Howrah- 711102.
2. The Secretary, MA & ME Department, W.B., 'Nabanna', Shibpur, Howrah- 711102.
3. The Secretary, West Bengal Madrasah Service Commission, Bikash Bhavan, 2<sup>nd</sup> Floor, Salt Lake City, Kolkata- 700091.
4. The Secretary, West Bengal Board of Madrasah Education, DD-45, Maulana Abul Kalam Azad Bhavan, Salt Lake City, Kolkata-700064.
5. (5-618) The Headmaster/Headmistress/Superintendent/Teacher-in-Charge, (All Govt. Aided Recognized Madrasahs)....with an instruction to transfer the updated Service Book within 15 working days from the date of receipt of this letter.

OSD & Ex. Officio Director of Madrasah Education, W.B.

10/08/2022