


GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
BIKASH BHAVAN; SALT LAKE; KOLKATA – 700 091.

Circular for PTT/CWTT

No.: 923-C/Pen

Dated 27.06.16

The following documents/information are to be furnished by the College Authority while forwarding application for retiring gratuity of Part Time Teachers (PTT) & Contractual Whole Time Teachers (CWTT) of Non-Govt. colleges as per Govt. Order No.751-Edn(CS), dt. 21.09.2010 & 399-Edn(CS), dt. 04.05.2016. The Principal/Teacher-in-charge will draw the gratuity amount from the concerned Treasury/Pay & Accounts Office and disburse the same in terms of G.O.No 399-Edn(CS), dt. 04.05.2016 after receiving the sanctioning Order from the office of the D.P.I.,W.B.

 27.6.16
Director of Public Instruction,
West Bengal.

1. Name of the PTT/CWTT :
2. Father's/Husband's name :
3. Present Address :
4. Permanent Address :
5. Date of birth :
6. Date of joining :
7. Date of retirement :
8. Length of qualifying service :
9. Attested copy of Appointment letter/G.B. Resolution for engagement. :
10. Specimen signature, photograph of the Incumbent, 3 sets each. :
11. Last Pay Certificate :
12. No Liability Certificate :
13. Service Verification Certificate issued by Head of the College that he/she has rendered 10 years of continuous and satisfactory Service. :
14. Declaration from the PTT/CWTT mentioning his/her engagement only in one assignment/ College, duly attested by College Authority. :
15. Name(s) of nominee/list of family members Of the incumbent for death gratuity. :
16. Name of Treasury :