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GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HIGHER EDUCATION,
SCIENCE & TECNOLOGY AND BIOTECNOLOGY
C. S. BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA-700091

No. 105 -Edn (CS) /10M-140 /2017

Dated, Kolkata, the 5th February, 2018

From: The Deputy Secretary to the Government of West Bengal,


To: The Director of Public Instruction, West Bengal,
Bikash Bhavan, 6th floor,
Kolkata-700091

Sub:- Instructions /guidelines for Government /Government –aided Colleges regarding submission of various proposals to the Department.

Madam,

In continuation of this department's letter no. 1434-Edn (CS)/1M-01/2017 dt 22.12.2017,(copy enclosed) I am directed to request you further to issue necessary instructions to the Government /Government –aided Colleges to submit, henceforth, their respective proposals, specially proposals for creation & filling up of posts in colleges, sanction & release of fund relating to building grant, purchase of furniture, equipments, procurement of books, organising seminars and other special grants, leave matters e.g. study leave, special study leave and extraordinary leave, along with a soft copy (pdf format) to enable this department to process the various proposals smoothly through e-Office system.

Yours faithfully,


Deputy Secretary

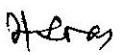
No. 105/1(2)-Edn (CS) /10M-140 /2017

Dated, Kolkata, the 5th February, 2018

Copy forwarded for information and necessary action:-

1. Principal/T I C /O I C-----College (All.)
2. I T cell of this department.

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Deputy Secretary