

**Education Directorate,
Department of Higher Education, Science & Technology and Bio-technology
Bikash Bhawan, Salt Lake, Kolkata-700091.**

Memo... ED-872/2018

Date... 12.11.2018

From Director of Public Instruction, West Bengal,
Department of Higher Education, Science & Technology and Bio-technology,
Bikash Bhawan, Salt Lake, Kolkata-700091

To All the Principals/Officers-in-charge/Teachers-in-charge/Presidents of the Governing
Body/Administrators of all Government/Government-aided/sponsored colleges in the
state

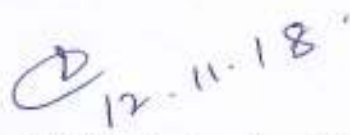
It is hereby requested that the particulars of the Government-approved Part Time Teachers (PTTs) & Contractual Whole Time Teachers (CWTTs) and Superannuated Teachers (STs) in the filled-in format (annexed) be submitted by the concerned college authorities in respect of releasing the remuneration of the concerned teachers for the financial year 2019-20 to the Education Directorate within 24.12.2018 positively in both hard and soft copies so that the claims for the next quarter(s) may be processed smoothly.

Duly attested photocopies of 1st approval order, renewal order for 2018-19 (FY) and duly accepted resignation letter (if any) of the PTTs, CWTTs and STs are to be enclosed with the format.

Concerned Principal/Officer-in-charge/Teacher-in Charge is to certify that the annexed PTTs, CWTTs and STs are Government-approved, serving PTTs, CWTTs and STs for the academic session 2018-2019.

This may be treated as very urgent.


21/11/18


Director of Public Instruction, W.B.

RENEWAL OF ENGAGEMENT OF GOVT. APPROVED PART-TIME TEACHERS

2019-20 (F.Y.)

Total Number of Govt. approved PTT(s) who are serving

Name of the College : District: College Phone No.s : Treasury

Type the college (Govt./ Govt. Trg/ PPS/NGC/DREO/TRG): Principal's/OC's/TTC's mobile No.s: Mobile No. of any senior teacher:

Sl No.	Subject (s)	Name of approved PTT's	Date of Birth	Date of initial engagement	1 st Approval G.O. with date	Monthly remuneration w.e.f. 01.4.2019	Monthly remuneration w.e.f. 01.10.2019	Proposed monthly remuneration on completion of 4/10 yrs of service w.e.f. (if any)	Resignation (if any), w.e.f.**	Remarks

Date : _____ Signature of Account/ Bursar with stamp

Signature of Principal/OC/TTC with stamp

Memo No : _____ **Date :** _____

Copy forwarded for information and necessary action to :

- The Principal/Secretary/OC/TTC of above mentioned college with the instruction to communicate the copy of the same to each of the approved PTT's
- Joint DPI (GOVT./NGC/PPS/TRG/DREO)
- PA to the Secretary, HE Deptt.

For Director of Public Instruction
West Bengal

For Office Use Only

Verified	May be approved	Approved
CWTT/PTT Cell	JDPI, WB CWTT/PTT Cell	DPI, WB

Note : 1) To be submitted – both hard copy & digital (CD) exclusively in Excel (MS Office 2007), A4 (Landscape), Times New Roman (10).
2) To be submitted – G.B. resolution/s (if any)**.

RENEWAL OF ENGAGEMENT OF GOVT. APPROVED CONTRACTUAL WHOLE TIME TEACHERS

Total Number of Govt. approved CWT(s) who are serving

Name of the College : District: College Phone No.s : Treasury

Type the college (Govt./ Govt. Trg/ PPS/NGC/DREO/TRG): Principal's/OC's/TTIC's mobile No.s: Mobile No. of any senior teacher:

Sl No.	Subject (s)	Name of approved CWTs	Date of Birth	Date of initial engagement	1 st Approval G.O. with date	Monthly remuneration w.e.f. 01.4.2019	Monthly remuneration w.e.f. 01.01.2020	Resignation (if any), w.e.f.**	Remarks

Date : Signature of Account/ Bursar with stamp

Signature of Principal/OC/TTIC with stamp

Memo No : Date :

Copy forwarded for information and necessary action to :

1. The Principal/Secretary/OC/TTIC of above mentioned college with the instruction to communicate the copy of the same to each of the approved PTTs
2. Joint DPL (GOVT./NGC/PPS/TRG/DREO)
3. PA to the Secretary, HE Deptt.

For Director of Public Instruction
West Bengal

For Office Use Only

Verified May be approved Approved

JDPL, WB

CWTT/PTT Cell

CWTT/PTT Cell

DPL, WB

- Note :**
- 1) To be submitted – both hard copy & digital (CD) exclusively in Excel (MS Office 2007), A4 (Landscape), Times New Roman (10).
 - 2) To be submitted – G.B. resolution/s (if any)**.

RENEWAL OF ENGAGEMENT OF GOVT. APPROVED SUPERANNUATED TEACHERS

Total Number of Govt. approved serving as Superannuated Teacher (s).....

Name of the College : District: College Phone No.s : Treasury

Type the college (Govt/ Govt. Trg/ PPS/NGC/DREO/TRG):..... Principal's/OC's/TTIC's mobile No.s..... Mobile No. of any senior teacher:.....

Sl No.	Subject (s)	Sanctioned Post	Existing Full-time teachers(s)	Existing PTT (s)	Existing CWTT (s)	Name of approved Teacher	Date of superannuation from the service	Age* & Date of Birth	Date of initial engagement	1 st Approval G.O. with date	Existing Remuneration	Period of Renewal	Resignation (if any), w.c.1 st *	Remarks

Date : Signature of Account/ Bursar
with stamp

Signature of Principal/OC/TTIC
with stamp

Memo No :

Date :

Copy forwarded for information and necessary action to :

1. The Principal/Secretary/OC/TTIC of above mentioned college with the instruction to communicate the copy of the same to each of the approved PTTs
2. Joint DPl (GOVT./NGC/PPS/TRG/DREO)
3. PA to the Secretary, HE Deptt.

For Director of Public Instruction
West Bengal

For Office Use Only

Verified May be approved Approved

CWTT/PTT Cell

JDPL WB

CWTT/PTT Cell

DPL WB

Note : 1) To be submitted – both hand copy & digital (CD) exclusively in Excel (MS Office 2007), A4 (Landscape), Times New Roman (10).

2) To be submitted – G.B. resolution/s (if any)*