

Government of West Bengal
Department of Higher Education
Integrated Law Cell
Bikash Bhavan, Salt Lake City, Kolkata, 700091

No. 13L/10M-10/2025

Date: 14.01.2025

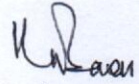
MEMORANDUM

WHEREAS it has been observed for quite some time that there is a considerable delay in **processing the arrear claim for the employees of the Government Aided Colleges** resulting in undue harassment and legal complications;

NOW THEREFORE in exercise of provisions under Section 18 of the West Bengal Universities and Colleges (Administration & Regulation) Act, 2017, the **Standard Operating Procedure (SOP) is formulated** for the purpose as mentioned in the following manner: -

SL No	Action Point	Time Period
1.	College shall submit the claim before the DPI, WB, after receiving pay fixation memo/ date of retirement /Date of Death etc.	1 Month
2.	Claim is to be placed in the file and submitted to the concerned JDPI/DDPI/ADPI	1 Month
3.	JDPI/DDPI/ADPI will record his/her observations and forward to the Asst./Deputy Director, Audit Cell	15 Days
4.	Claim is to be audited by the Asst. Director/Deputy Director, Audit cell	1 Month and 15 days
5.	Claim which is approved by the Asst. /Deputy Director, Audit Cell shall be placed before the DPI through JDPI (Pay Packet) for approval	10 Days
6.	Any observation or lack of papers which are to be required to meet up for audit purposes must be informed to the College Authority	1 Month
7.	The college authority must furnish the papers	15 Days
8.	The requisite papers furnished by the C/A should be placed to the Asst/Deputy Director, Audit Cell	10 Days
9.	Submitted papers must be rechecked by the Asst./Deputy Director, Audit Cell	1 Month
10.	Claim which is approved by the Asst./Deputy Director, Audit Cell shall be placed before the DPI through the JDPI (Pay Packet) for approval and sanction order will be released	10 Days

This is issued with the approval of the Competent Authority in this Department.

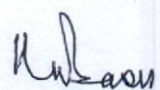

Deputy Secretary to
the Government of West Bengal

No.-13/1(9)L-10M-10/25

Date: 14.01.2025

Copy forwarded for information and necessary action to:-

- 1] The Director of Public Instruction, West Bengal- with a request to intimate all concerned including the Higher Educational Institutions under his jurisdiction through JDPIs/DDPIs/ADPIs to act in consonance with the provisions contained in the guideline by strictly adhering to the timeline specified therein.
- 2] The OSD (Law), Higher Education Department, Government of West Bengal;
- 3] The Senior P.S. to the Senior Special Secretary, College Sponsored Branch, Higher Education Department, Government of West Bengal;
- 4] Dr. Dipak Das, JDPI, Pay Packet Section, Education Directorate, with the request to strictly follow the timeline as prescribed in the notification;
- 5] The Private Secretary to Hon'ble Minister-in-Charge, Higher Education Department, Government of West Bengal;
- 6] The Sr. P.S. to the Principal Secretary, Higher Education Department, Government of West Bengal;
- 7] The Audit Cell, Education Directorate, with the request to strictly follow the timeline as prescribed in the notification;
- 8] The IT Cell, Higher Education Department, Government of West Bengal - with the request to upload this notification in the Departmental Website;
- 9] Office copy.


Deputy Secretary to
the Government of West Bengal