



**Government of West Bengal
Department of Higher Education
University Branch
Bikash Bhavan, 6th Floor,
Bidhannagar, Kolkata – 700 091.**

No. 541(19) -Edn (U)/1U-68/14

Dated, Kolkata, the 2nd June, 2015.

From: The Joint Secretary to the Government of West Bengal.

**To: 1. The Registrar, All State-aided Universities.
2. The Joint Secretary, WBSCHE.**

Sub: PROFORMA for submission of Salary grants.

Sir,

With reference to the subject noted above, I am directed to request you henceforth kindly to submit requisition of Salary grants as per enclosed **PROFORMA** for each month separately.

Encl.:- As stated.

Yours faithfully,

Joint Secretary to the Government of West Bengal.

ANNEXURE - I

SALARY COMPONENT FOR MONTH OF FOR EMPLOYEES IN CHAIR AGAINST SANCTIONED POST

Name of Posts	No. of Posts		Pay (in ₹)	DA (in ₹)	HRA (in ₹)	MA (in ₹)	CPF (Employer's Contribution, if applicable) (in ₹)	Others (Specify, if any) (in ₹)	Total Amount (in ₹)
	Sanc.	Exist.							
V. C.									
Pro-V. C.									
Teachers (Regular)									
Teachers (Contractual)									
Officers (Regular)									
Officers (Contractual)									
Non-Teaching Staff (Regular)									
Non-Teaching Staff (Contractual)									
TOTAL ::									

ANNEXURE - II

REQUISITION FOR MONTH OF FOR PENSIONERS, GUEST LECTURER, RESEARCH FELLOW & ARREAR SALARY

Category	Pay (in ₹)	DR (in ₹)	MA (in ₹)	Total Amount (in ₹)
Pension				
Payment of Gratuity, if any				
Leave Encashment, if any				
Arrears, if any				
Guest Lecturer				
Research Fellow				
Commutation of Pension, if any				
TOTAL ::				