

Government of West Bengal
Education Directorate
Bikash Bhavan, Salt Lake, Kolkata-91

No. ED-1669/2017


Date- 12.04.2017

From: Director of Public Instruction
Govt. of West Bengal

To: The Principals/Teacher-in-Charges of
Sponsored /Govt. Aided Colleges

In order to operationalise the disbursement of salary through HRMS software from April 2017 the C/A is directed to take the following steps immediately.

- (1) Each Teaching and Non Teaching Staff must have a salary account in his/her name to which the salary will be credited from the Treasury/Pay & Accounts Office.
- (2) All Colleges must have a TAN No for Income Tax Deduction. If any college does not have a TAN No. then it must be applied for immediately to the Income Tax Department.
- (3) All Colleges must approach the Treasury/Pay & Accounts Officers for obtaining 'Approvers Roll'.
- (4) Provident Fund Account for every incumbent receiving salary from the college must be opened and maintained in the concerned Treasury/Pay & Accounts Office. In order to obtain a new Provident Fund Account Number an application has to be forwarded to the Office of the DPI for onward transmission to the concerned office.


12.04.17

Director of Public Instruction
Govt. of West Bengal