

Education Directorate
Department of Higher Education, Science & Technology and Bio-technology
Government of West Bengal
Bikash Bhawan, Salt Lake, Kolkata-700091

Memo.....ED-2049/2017

Date.....14-12-2017

From Director of Public Instruction, West Bengal,
Dept. of Higher Education, Govt. of West Bengal, Bikash Bhawan, Kol-91

To All the Principals/Officers-in-charge/Teachers-in-charge/Presidents of the G.B./
Administrators of all Govt./ Govt.-aided/ sponsored colleges in the state

It is hereby requested to submit the particulars of the approved Part-Time Teachers (PTTs), Contractual Whole-Time Teachers (CWTTs) & Superannuated Teachers (STs) in the filled-in format (annexed) to enable speedy and smooth release of the remuneration of the concerned teachers for the financial year 2018-19 onwards. The format is to be submitted to the Education Directorate within 05.01.2018 positively in both hard and soft copies so that the claims for the next quarter(s) may be processed smoothly. The Governing Body resolution for the slab change (if any) is also to be submitted along with next claims positively.

Duly attested photocopies of 1st Approval Order(s) & Renewal Order(s) for 2017-18 (FY) of PTTs, CWTTs & STs are to be enclosed with the format.

Concerned Principal/ Officer-in-charge/ Teacher-in Charge is to certify that the annexed PTTs & CWTTs are Govt. approved serving PTTs, CWTTs & STs for the academic session 2017-2018.

This may be treated as urgent.

D 12.12.17
Director of Public Instruction,
Government of West Bengal.

Augusta
30/12/17
30/12/17

RENEWAL OF ENGAGEMENT OF GOVT. APPROVED PART-TIME TEACHERS

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. Tg/ 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 PTTs	Date of Birth	Date of initial engagement	1 st Approval G.O. with date	Proposed monthly remuneration w.e.f. 01.4.2018	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 approved PTTs
- 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 CWTT(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/TIC's mobile No.s Mobile No. of any senior teacher:

Sl No.	Subject (s)	Name of approved CWTTs	Date of Birth	Date of initial engagement	1 st Approval G.O. with date	Proposed remuneration w.e.f. 01.4.2018	Resignation (if any), w.e.f.**	Remarks

Date : Signature of Account/ Bursar with stamp

Signature of Principal/OC/TIC with stamp

Memo No : Date :

- Copy forwarded for information and necessary action to :**
- The Principal/Secretary/OC/TIC of above mentioned college with the instruction to communicate the copy of the same to each of the approved PTTs
 - 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 DPI, WB
CWTT/PTT Cell

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 SUPERANNATED 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/TIC's mobile No.s: Mobile No. of any senior teacher:

SI No.	Subject (s)	Sanctioned Post	Existing full-time teacher(s)	Existing PTT (s)	Existing CWT (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.e.f.*	Remarks

Date : Signature of Account/ Bursar with stamp

Signature of Principal/OC/TIC with stamp

Memo No : Date :

Copy forwarded for information and necessary action to :
 1. The Principal/Secretary/OC/TIC 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 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)**
 3) To be submitted in reference to G.O. No. 819-Edu(CS) dt. 25.7.2017 *