

Education Directorate
Dept of Higher Education
Bikash Bhavan, Kolkata-700091

Date: 15.05.2020

From: The Director of Public Instruction, WB

To: The Principals/Vice-Principals/Teachers-in-Charge of Govt Aided Colleges of WB

You are requested to submit the summary sheet (format is attached) of Ad-hoc bonus claim for Muslim employee (as per GO no. 1722-F (P2) dated 13th May 2020), if any for the year 2019-2020 to the respective e-mail id as given below within seven days.

The original hard copy of the claim must be submitted to the respective section. (PPS/training/DREO Jalpaiguri) when lockdown is over.

Ad-hoc bonus will be released on post-Audit basis. If any excess amount is drawn/error is found later on, that will be adjusted in next pay packet claim.

The format of the summary sheet must be strictly followed.

E-mail ids:

a) For general degree colleges under PPS Kolkata:

jdpidd1@gmail.com

OR

Bde_pc@yahoo.co.in

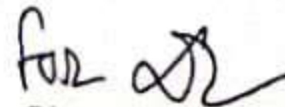
(Do not send same mail to both mail id)

b) For B.Ed. and professional colleges:

spalaug552@gmail.com

c) For DREO Jalpaiguri

dreojal@gmail.com



Director of Public Instruction, WB

Summary of the claim for the grant-in-aid to meet the expenditure for the disbursement of Ad-hoc bonus of the non-teaching staff, Govt approved PTT & CWTTs and other staff under HRMS of the non-Govt. colleges (*including Day Students' homes and excluding GTA colleges*) for the year 2019- 2020 (*as per GO no. 1722-F (P2) dated 13th May 2020*):

1. Name of the College/Institution :
2. DDO Code:
3. Total amount of the claim for Ad-hoc bonus: Rs.(in words):
4. The claim as follows :

<i>Sl No</i>	<i>Staff</i>	<i>Total number</i>	<i>Ad-hoc bonus Claim(Rs) for the year 2019- 2020</i>
1.	Non-teaching Staff		
2.	Govt Approved PTT/s		
3.	Govt Approved CWTT/s		
4.	Other if any- Specify		
TOTAL			

NOTE:

a) Ad-hoc bonus will be released on post-Audit basis. **The original hard copy of the claim along with this summary sheet will be submitted to the respective section (PPS/ Training/ DREO Jalpaiguri) immediately after lockdown is over.**

b) College Authority will bear the responsibility to claim and disburse the Ad-hoc bonus as per extant rules of the Government of West Bengal. **Excess amount drawn/error found later on (if any) will be adjusted in next Pay Packet claim.**

Date :

*Signature of DDO/Principal/
Vice-Principal/Teacher-in-charge*