

**EDUCATION DIRECTORATE  
GOVERNMENT OF WEST BENGAL,  
BIKASH BHAVAN, SALT LAKE,KOLKATA-91**

MEMO NO- ED- 341/2012

Dated-04.07.2012

From

**Director of Public Instruction, West Bengal  
& Ex-Officio Secretary, Dept. of Higher Education**

**Government of West Bengal, Bikash Bhavan, Kolkata-91**

**To: All Principals and TIC s of the Govt-aided colleges in the state**

**Reg- Submission of claims of the existing Part-time teachers(PTTs) and Contractual Whole time teachers(CWTTs) for the period from 01.01.2012 to 30.06.2012**

They are requested to submit claim proposal with regard to payment of remuneration to Part-time teachers and Contractual Whole time teachers **in separate proposal**, for the above-mentioned period with the following documents to the Receiving section of the Education Directorate **within 10.08.2012 positively.**

**Documents required (to be submitted separately for PTTs & CWTTs)**

1. Duly-filled in format I for PTT and Format II for CWTT [for claim submission in Excel worksheet]
- 2.10-Point Certificate,
3. Non- Drawal Certificate,
4. Attested Copy of Original Approval Order, with Annexure, appended to the said Approval order showing the names of PTTs or CWTTs in detail,
- 5.Audit report/ Disbursement Certificates signed by the Principal/TIC, Bursar and accountant with a photo-copy of the acquittance roll of the previous grants received (Oct2010-March2011 and April2011-December2011 in case of PTTs & April2011-December2011 in case of CWTTs),
7. Copy of G.B resolution accepting resignation of PTTs or CWTTs, if any, as mentioned in column 'M' for PTT in Format I and column 'C' for CWTT in Format II ,
8. A declaration by Principal/TIC stating slab change of PTTs, if any, (to be calculated from the date of joining as per Ist Approval Memo) mentioning date of effect. (**Not Applicable for Contractual whole-time teachers**)
9. Format III (enclosed), to be filled up and submitted in Excel worksheet for taking necessary action by Directorate.

ENCLOSURE : FORMAT I , II ,III

Sd/-

**Director of Public Instruction, West Bengal  
& Ex-Officio Secretary, Dept. of Higher Education  
Government of West Bengal, Bikash Bhavan, Kolkata-91**

**FORMAT II**

**Format for Claim of Remuneration for Approved Contractual-Whole time Teachers of Govt-Aided Colleges(01.01.2012-30.06.2012)**

Name of the College with Postal Address with Pin Code:

email ID:

Name of the Principal /Teacher-in-Charge :

Mobile No:

College/Office Phone no:

Previous surplus if any (with period) :

Rs.

→ Period from..... to..... vide memo no..... dated.....

Sl. No. (A)	Names of Approved CWTTs as per first approval (B)	Names of resigned CWTTs with date of resignation (C)	Subject in which engaged as CWTT (D)	% of Marks in PG, (E)	Date of Birth (F)	Date of Joining as per first approval (G)	Any other Higher Qualification (NET/SET/ Ph.D (H)	General / SC / ST / OBC (I)	Memo No with date of first approval (J)	Proposed Claim from 01.01.2012 to 30.06.2012 in terms of G.O. 952-Edn(CS) dated 09.12.2010 @ Rs. 21400/- per month per incumbent. (K)
										Rs21400x6 mths=Rs.....
<b>TOTAL CLAIM</b>										<b>Rs.</b>

ACCOUNTANT

BURSAR

PRINCIPAL/TEACHER IN CHARGE

**FORMAT-1**

**FORMAT FOR CLAIM OF REMUNERATION FOR APPROVED PART TIME TEACHERS OF GOVT.AIDED COLLEGES  
(01.01.2012-30.06.2012)**

Name of the College with Postal Address with Pin Code:

e-mail ID:

Name of the Principal /Teacher-in-Charge :

Mobile No:

College/Office Phone no:

No. of PTT placed at Rs.9450  Rs.10800  Rs 13500  as per first approval vide G.O no..... dated .....

Previous surplus if any (with period) :

Rs.



Period from..... to..... vide memo no..... dated.....

Sl No	Name of approved PTTS	Subject	Qualification	Date of Birth	Date of Joining as per first approval	First approval Memo No.	Remuneration as per first approval (in Rs.)	As per first approval state whether claim is for Rs.9450 /Rs.10800/ Rs.13500 X 6 months(Jan'12 to June'12)	Due/Arrear remuneration for slab change from Rs.9450 to 10800/ - OR from 10800/- to 13500/- with date of effect (in Rs.) [If any]	Total Arrear as per for column J for slab change if any till 30.06.12 (in Rs.)	Total claim (in Rs.)	Remarks (Resignation tendered by any PTT with date, if any)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L=I+K)	(M)
								9450 X 6 = Rs.....				
								10800 X 6 = Rs.....				
								13500 X 6 = Rs.....				
<b>TOTAL CLAIM</b>										<b>Rs.</b>		

ACCOUNTANT

BURSAR

PRINCIPAL/TEACHER-IN-CHARGE



FORMAT : III

Name of the College with Postal Address with Pin Code:  
FOR SUBJECT SPECIFIC EVALUATION OF POSTS

Subject Taught	Gen./ Hons.	Whether Self-Financed or not	Admissible whole-time teaching posts following *4/5/6/7 norms.	Sanctioned whole time teaching Posts	No. of existing Whole time Teachers	No. of existing approved Contractual Whole time Teachers(CWTT)	No. of existing approved Part Time Teachers(PTT)
Bengali							
English							
Sanskrit							
History							
Political Sc.							
Philosophy							
Economics							
Education							
Sociology							
Physics							
Chemistry							
Math							
Zoology							
Botany							
Commerce							
Others							
TOTAL							

SIGNATURE OF THE PRINCIPAL/TIC