



Government of West Bengal
Office of the District Inspector of Schools (S.E.)
Bankura

Memo No. 1847/S

Dated Bankura the, 24-6-19

From : The District Inspector of Schools (S.E.), Bankura.

To : The Head of the Institution of all schools under Bankura District.

**Subject: - Vetting of fixation of pay by the concerned Joint Director/Deputy Director/
Assistant Director of Accounts, School Education Department..**

Ref:-This office Memo dated 29.05.2019, bearing no. 1608/S.

In continuation with the previous office memo as stated above under reference ,the undersigned has to request him/her to submit papers as noted below along with filled up format enclosed herewith. All documents have to be submitted in separate cover file for each employee within the given time schedule. No original copy is required at present, attested photocopies only to be submitted. Contact number of the HOI along with the concerned employee must be written on the submitted file for making contact if required. This may be treated urgent and any delay in this regard to be viewed seriously from this end.

Phases	Papers to be submitted	Last date of submission
1st Phase For those employees who will retire within 31.12.2022.	Service Book, all approvals (Joining, 18 years, AHM/HM/ Ph.D, Higher Scale etc) SSC recommendation, IPF of different ROPA(s) with Option forms etc.	15.07.2019
2nd Phase For those employees who will retire between 01.01.2023 and 31.12.2025	Do	31.07.2019
3rd Phase For For those employees who will retire between 01.01.2026 and 31.12.2030	Do	15.08.2019
4th Phase For those employees who will retire between 01.01.2031 and onwards.	Do	31.08.2019


District Inspector of Schools (S.E.)
Bankura

24-06-19

VETTING OF PAY FIXATION OF THE EMPLOYEE OF NON-GOVERNMENT SPONSORED/AIDED EDUCATIONAL INSTITUTION.

(Vide Memo No- 614-SE(Admn.)/10M-37/2019 dated:- 6.05.2019)

1.Name of the Institution:-

2.Name of the Employee:-

3.Designation:-

4.Details of 1st entry into service:

Memo No	Date	Date of 1 st Joining

5.Other Approvals(viz. 18 years/Higher Scale/ AHM/HM etc.):

Nature of Approval	Memo No	Date	Date of Effect

6.Previous service Details:-

Sl No	Name of School(s)	Designation	Service Period	
			From	To

7.Educational Qualification with Training Details(Service Entry Qualification):-

Sl No	Name of the Examination	Board/ University	Year of Passing

8.Subsequent Academic Qualification Improvement, if any:-

Sl No	Name of the Examination	Board/ University	Last Date of Exam.	Date of Publication of Result

9.Post Appointment Training Details:

Sl No	Name of the Examination	Board/ University	Last Date of Exam.	Date of Publication of Result

10.Leave Details:-

Sl No	Nature of Leave	No of Days	From(Date)	To(Date)	Whether the leave was sanctioned or not?(Yes/No)	If " Yes" Mention Memo No/ Resolution No & Date	If " No" Mention Reason for not sanctioning

Authenticated by the Head
if the Institution with seal
President (* in case of H.M/T.I.C)

11. Pay Details(Since 1st Joining):-

[illegible]

Authenticated

By the HOI

with seal/by the

President (in case of H.M/T.I.C)

Verified by by

the A.I/S(SE)

Bankura

Reviewed by

the D.I/S (SE)

Bankura

Vetted by the

JDA/DDA/ADA

EMPLOYEES.(According to seniority in **Age**)

Block:

[illegible]

Signature of the Head of the Institution with seal

PL. AFFIX THIS PAGE ON THE INDIVIDUAL COVER FILE OF EMPLOYEE.

NAME OF SCHOOL:

NAME OF EMPLOYEE:

DESIGNATION:

BLOCK:

SUB-DIVISION:

HOI CONTACT NO:

EMPLOYEE CONTACT NO: