



Government of West Bengal
Office of the District Inspector of Schools
(Secondary Education); Bankura
Phone No. 03242-253305; e-mail: disebankura@gmail.com

Memo No:- 185/S

Date: 14/01/2020.

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

To.: All the Head of the Institution of HS/High/Jr High School /All types of Madrasah under Bankura District.

Sub : Regarding Submission of Form of Option (Annexure-II) & Form of Fixation(Annexure-III) under ROPA 2019.

In connection with the above noted subject the undersigned has to inform him/her that link has already been given in i-OSMS portal for submission of option & Fixation through online.


All the HOI are requested to go through i-OSMS portal in HOI login . After completion of all works relating to ROPA'2019 the following papers have to be submitted to the office of the undersigned keeping all papers in a four folded cover file in a sequence at per with his/her forwarding letter(Copy enclosed). School Name, Block ,Sub-Division and Contact No of HOI must be written over the cover file.

Papers to be submitted to this office from 14.01.2020 to 20.01.2020 within 11:00 a.m to 4:30 p.m. (For the month of January,2020 only)

No file will be accepted by this office after 20.01.2020 for this month only.

Required papers:-

- 1)Form of Option (Annexure-II) & Form of Fixation(Annexure-III) in quadruplicate duly accepted & signed by HOI , in case of HOI by the President of the Managing Committee/Administrator and in absence of valid M.C. or Administrator the option is to be accepted and signed by the ADI or AI/S , as the case may be.
- 2)All Approval Memo (s)(i,e from the first joining to present holding post).
- 3) Copy of all approved fixation due to upgradation / Promotion (if any).
- 3) Copy of Salary requisition bill for the month applicable to the date of option.
- 4)Copy of Salary requisition bill for the month of December'2019.
- 5)Copy of relevant part of Service Book (any type of scale change)on and after 01.01.2016.


14/01/2020

District Inspector of Schools(SE)

Bankura

School P.O. :- _____

Block: _____ Sub-Division : _____, BANKURA.

Contact No of HOI: _____

Memo No:

Date:-

To : The District Inspector of schools(SE), Bankura.

SUB:- Submission of Form of option (Annexure-II), Form of Fixation (Annexure-III) in quadruplicate along with relevant papers/documents in terms of your Memo No _____ Date; _____ and in connection with ROPA,2019 vide Memo No-437-SE(P&B)/SL/5S -408/19 Dated 13.12.2019

Sir,

In connection with the above stated subject I am submitting herewith Form of option(Annexure-II)& Form of Fixation (Annexure-III) in quadruplicate along with relevant papers/documents of the following staff of this school for necessary action.

Sl No	Name of the Staff	Designation	Date Of Option exercised	Pay (Band Pay+Grade Pay) as on Date of Option (As per ROPA'2009) Rs.	Pay Fixed on the Date of Option (As per ROPA'2019) Rs.	Revised Basic Pay as on 01.01.2020 (As per ROPA'2019) Rs.
1						
2						
3						
4						
5						
6						
7						
8						

Signature of the HOI with date & Seal

Govt. of West Bengal

Office of the District Inspector of Schools(SE), Bankura

Memo No:

Date:-

After checking , Form of option (Annexure-II) & Form of Fixation (Annexure-III) in quadruplicate along with relevant papers/documents in connection with ROPA,2019 vide Memo No-437-SE(P&B)/SL/5S -408/19 Dated 13.12.2019 of the above noted staff of the said school is being forwarded to the Assistant Director of Accounts, School Education Department, Bankura for vetting.

District Inspector of Schools(SE)
Bankura