



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: 387 /S

Date: 10.02.2020.

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

To : **The HOI of all Jr. High/Secondary & Higher Secondary Schools under this district.**

Sub:- Arrangement of Papers in connection with submission of hard copy of Option & Fixation under ROPA-2019

In reference to the above noted subject, the HOI of schools who will submit papers on 12/02/2020 & 13/02/2020 in connection with ROPA-2019(as stated vide this office memo no-366/S Dated-07/02/2020) are requested to arrange the papers as follows.

1. Forwarding letter of HOI (previously uploaded in our office site)
2. Four copies of original Fixation duly signed by the competent authority
3. Four copies of original Option duly signed by the employee & accepted by the competent authority.
4. Copy of Salary requisition as on the date of Option.
5. All Approval memos (i.e first joining to till date).
6. Copy of approval of Pay Upgradation/ Promotion & updated Service Book (if applicable).

N.B: Whitener use & Over write copy will not be accepted.


District Inspector of Schools (SE)
Bankura
10/2/2020