



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

OFFICE MEMORANDUM

Sri/Smt. _____ first joined on __/__/20__ as an approved Asst. Teacher/Librarian/ Clerk/ Gr-D staff at _____ School P.O: _____ Dist:- _____, now he/she is acting as Asst. Teacher/Librarian/ Clerk/ Gr-D staff of _____ school, P.O. _____ Dist-Bankura. As per resolution adopted in the Managing Committee/ Administrator of said school Vide M.C.Resolution/ Order No: _____ Date: _____ it reveals that he/she has completed 18 years of continuous and satisfactory service on ____/____/20____.

In terms of ROPA 2019 Vide G.O. No. 437-SE(P&B)/SL/5S-408/19 dated 13.12.2019, Sri / Smt. _____ Asst. Teacher/Librarian/ Clerk/ Gr-D of said school is hereby allowed to draw in the raising Pay to Rs. _____/-in the Level.....Cell..... w.e.f __/__/20__ as per his / her option for completion of 18 years continuous and satisfactory service.

His / Her Pay is hereby fixed in the following manner:-

1. His / Her existing Basic Pay as on __/__/20__ : Basic Pay Rs. _____/-
In the LevelCell
- a) Allowed Normal Increment(If required) : Rs. _____/-
- b) Allowed one Addl. Increment for completion of 18 years Service : Rs. _____/-
- c) Pay finally fixed w.e.f __/__/20__ : Basic Pay Rs. _____/-
In the LevelCell

Date of next increment on 01/07/ _____

Verified & found Correct

Assistant Inspector of Schools(SE)
Bankura

District Inspector of Schools(S.E),
Bankura

Memo No.

Date:

Copy forwarded for information and taking necessary action to:

- 1) The Headmaster/ Headmistress / Teacher-in-Charge of _____ School, P.O. _____ Dist-Bankura
- 2) Sri/ Smt. _____ Asst. Teacher/Librarian/ Clerk/ Gr-D of _____ School, P.O. _____ Dist-Bankura

District Inspector of Schools(S.E),
Bankura