



Government of West Bengal
Office of the District Inspector of Schools

Secondary Education : Bankura

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Memo No...783/S

Date ...11/04/2020

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

To: All HOI of Jr High/High/HS/Madrasah under control of this Office

Sub: Salary submission of Transferred employee, Employee joined in temporary posts (viz maternity, lien vacancy etc), & Pay fixation of newly joined HM

In reference to the subjects noted above, this is to inform all HOI under the control of this office that some emergency measures have been taken in connection to the deadly outbreak of Novel Coronavirus(COVID 19). They are requested to go through the process mentioned hereunder:

1. In case of any transfer (Mutual/Special) if any, HOI will send all the necessary documents (viz Last Approval of former school, LPC (If countersigned of DI/ADI not done provide online salary slip), Transfer order, Joining report, Release order, Forwarding letter etc in scanned copy to osmsbankura@gmail.com mentioning '**Profile acceptance of Transferred employee**' as subject within 15.04.2020. This office will provisionally approve them so that they are not deprived of their regular salary.
2. In case of any deputation vacancy teacher already joined and drawing salary as per ROPA' 2009, HOI will have to send request in mail to osmsbankura@gmail.com with details of the employee to change his/her status in ROPA 2019 mentioning '**Change of ROPA for Deputed Teacher**' as subject within 15.04.2020.
3. In case of newly joined HMs drawing salary as per AT (for unavailability of their Pay fixation order as HM) but now have the order copy, are requested to send the same along with existing & revised pay structure from the date of option, online approved Pay fixation copy, and approvals in scanned copy to osmsbankura@gmail.com mentioning '**Pay correction of HM after fixation**' as subject within 15.04.2020.
4. In case of any pay modification for lost increment, missing of 10/18/20 yrs. Increment. HOI will send last approval, any order regarding allowing revival of lost pay, M.C. resolution in case of 10/18/20 yrs. Increment in scanned copy to osmsbankura@gmail.com mentioning '**Pay modification for 10/18/20 yrs./lost increment**' as subject within 15.04.2020.
5. In case of any other pay or salary related issue the HOI should write to osmsbankura@gmail.com with supporting documents in scanned copy within 15.04.2020. HOI are once again requested to mail us from your registered school mail Id mentioning Subject, Sub-division Name, School Name.

No mail will be considered relating to salary after 15/04/2020 for this month. This office further requests all of you to stay at home and stay safe maintaining the guidelines issued by the Health Dept. No need to submit Hard Copy of salary requisition.

District Inspector of Schools (S.E)
Bankura