



**Government of West Bengal**  
**Office of the District Inspector of Schools**  
Secondary Education : Bankura  
Contact: 03242 253305 :: Email: [disebankura@gmail.com](mailto:disebankura@gmail.com)

Memo No...814/S

Date ...13/05/2020

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

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

**Sub: Approval of new appointments**

In reference to the subject 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) to process approval of newly appointed teaching and non teaching staff through online mode. They are requested to go through the process mentioned hereunder:

1. In case of a new appointment, HOI will send all the necessary documents for approval to [osmsbankura@gmail.com](mailto:osmsbankura@gmail.com) mentioning '**Approval of New appointment**' as subject within 18.05.2020. This office will provisionally approve them so that they are not deprived of their regular salary..
  - (i) Forwarding letter with HOI sign & seal (Scanned copy)
  - ii) Appointment Letter issued by WBBSE (Scanned copy)
  - iii) WBCSSC Recommendation letter. (Scanned copy)
  - iv) Joining report (Duly accepted).(Scanned copy)
  - v) M.C. Resolution (if done prior to the Lock down period). (Scanned copy)
  - vi) All relevant testimonials. (Scanned copy)
  - vii) HOI's certificate on 'No Litigation against the post'. (Scanned copy)
  - viii) HOI's certificate on the validity of M.C. (Scanned copy)
2. **If the above mentioned documents have already been submitted to this office for the approval prior to the Lock down period and under process, the HOI will have to send them again as per the mentioned process. The status of the submitted file offline will be intimated later.**

**N.B. - All mail communication should reach us from registered school mail Id clearly mentioning, Sub-division and School Name in Subject. Without this your mail may be unattended. No mail will be considered relating to salary after 18/05/2020 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.**

*Handwritten signature and date: 13/05/2020*

District Inspector of Schools (S.E)  
Bankura