



Government of West Bengal

Office of the District Inspector of Schools (S.E.)

Bankura

Memo No:- 1973/S

Date:- 04/05/2018

All the HOI of Jr./High & HS Schools under the control of this office are requested to submit arrear claim of those teachers whose pay have been rectified in terms of G.O NO-118-SE/S Dt.- 06.02.2018 .

REQUIRED PAPERS FOR SUBMISSION OF ARREAR CLAIM

1. Forwarding Letter of HOI.
2. Three copies of arrear bill (As per G.O.-3049/1(28)GA ,dated-04.12.2006).
3. Incumbent's Prayer
4. M.C. Resolution (Current)
5. Pay Rectification copy .
6. 1st approval & subsequent approval of appointments.
7. IPF (ROPA'2009).
8. Comparative Pay Structure since the date of pay rectification.
9. Photo copy of Updated Service Book with leave A/C.
10. Employed/Non-employed certificate of spouse from competent authority. If employed ,Pay certificate from the competent authority during arrear period in respect of drawal of HRA of spouse.
11. Acquittance rolls during the arrear claim period (Only Incremental months).

N.B.:- Annexed arrear bill form vide G.O No-3049/1(28)GA ,dated-04.12.2006.


District Inspector of Schools (SE)
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