



Government of West Bengal
Office of the District Inspector of Schools
Secondary Education : Bankura

Contact: 03242 253305 :: Website: www.disebankura.in:: Email: disebankura@gmail.com

Memo No...2478 /S

Date 22/12/2021

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

To: The HOI of all HIGH & HS schools under the control of this office.

Sub: Regarding maintaining of Register of Appointment(ROA) due to change of Appointing Authority of Headmaster/Headmistress / Teaching and Non teaching staff of his/her school.

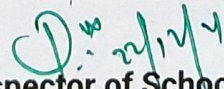
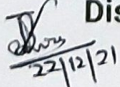
Ref:- Memo no- 1112(23)-SE/S/10M-95/17 Dated-20/12/2021 of the Assistant Secretary to the Govt. of West Bengal, School Education Dept.

This is to inform all HOI of Schools under the control of this Office, that as per subject & reference stated above he/she is requested to update Register of Appointment(ROA) for further vacancy related works. At the time of preparation/updation of Register of Appointment(ROA) the following point should be kept in mind.

- a) Register of Appointment(ROA) will be maintained separately one for Teaching & other for Non-Teaching staff.
- b) Both for Teaching & Non -Teaching vacancies two separate Registers of Appointment(ROA) have to be maintained 1) one upto 7-3-2018 and this register will be authenticated by the BCW Department **only for those vacancies occurred before 8-3-2018 and still vacant** other 2) w.e.f 8-3-2018 to 15-12-2021 which **need not be authenticated by the BCW Department** and no need to write roster point column but all other columns should be filled up properly.
- c) The work of authentication by the BCW Department should be completed within 27/12/2021.
- d) Serial no will be continued from 1st register to 2nd register.
- e) No separate Register of Appointment(ROA) for teaching & Non Teaching staff would be maintained for multi medium schools.
- f) Updated blank vacancy submission form will be available on our official website(www.disebankura.in).

It is needless to say single non teaching post sanctioned & HM will not come under this perview.

All are again requested to keep ready all supporting documents. A Notice will be issued from this office in the coming week for verification of vacancy ,ROA along with relevant documents.

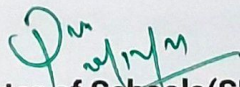
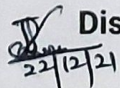

District Inspector of Schools(SE)
Bankura

22/12/21

Memo No... 2478/1(3) /S

Date 22/12/2021

Copy forwarded for information & wide circulation under his control schools:-

1-3) The Assistant Inspector of Schools(SE) , Bankura Sadar/Bishnupur/Khatra Sub-Division.


District Inspector of Schools(SE), Bankura

22/12/21