

Govt. of West Bengal

Office of the District Inspector of
Schools (Secondary Education),
Bankura



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Memo No-1067/S

Dated: 08.04.2022

From : The District Inspector of Schools (S.E), Bankura.

To : The HOI of all Jr.High/High & Higher Secondary Schools under this district.

Sub:- Submission of R.O.A Summary in online Module.

Ref:- Memo No- Admin/992 Dt-01/04/2022.

In reference to the letter of the Deputy Secretary (Admn) , W.B.B.S.E vide Memo No- Admin/992 Dt-01/04/2022 this is to inform all HOI of the schools to submit ROA summary through online Module.

After online submission he/she is requested to preserve all papers for final offline verification to this office.

In this connection a separate letter to be issued from this end.

This is treated as extremely urgent.


District Inspector of Schools(S.E)
Bankura

Memo No-1067/1(3)/S

Dated: 8.04.2022

Copy forwarded for information & wide circulation:-

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


District Inspector of Schools(S.E)
Bankura



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

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Memo No... **1069**/S

Date 08/04/2022

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

To: The **HOI of all Jr. High/High & HS schools under the control of this office.**

Sub: Regarding Authentication 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 occurd before 8-3-2018** and other 2) w.e.f 8-3-2018 to till date 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.

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

All are requested to submit ROA Register both for Teaching & Non Teaching to the Office of the Po Cum BCW , Bankura for authentication.


District Inspector of Schools(SE)
Bankura

Memo No... **1069** /1(4) /S

Date 08/04/2022

Copy forwarded for information & taking necessary action:-

1) The Po Cum BCW, Bankura

2-4) The Assistant Inspector of Schools(SE) , Bankura Sadar/Bishnupur/Khatra Sub-Division for information & wide circulation under his control schools.


District Inspector of Schools(SE), Bankura