



Government of West Bengal  
Office of the District Inspector of Schools (S.E.)  
Bankura

Memo No. 1478/s

Date: -23/12/2020

From : The District Inspector of Schools (S.E.), Bankura  
To : All the HOI of Jr. High/High/HS School under this district.  
Sub : **Regarding submission of various files.**

In connection with the above noted subject he/she is hereby requested to follow the list of required documents/papers attached with this letter at the time of submission of various files to the office of the undersigned.

At the time of submission of Arrear bill the bill should be prepared balance brought down & carried down mode in each page (Prescribed Arrear bill format already uploaded in our official site). Amount Passed for should be the Gross amount not the Net amount. Reason of Arrear must be mentioned in details. 1<sup>st</sup> Grant-in Aid received memo no have to be mentioned in Annexure-1.

Use of whitener and overwrite on the arrear bill will not be accepted.

He/she is also requested to arrange the papers/documents serially as per check list.

From January'21, there is no need to submit the hard copy of requisition of salary Finalised bill. He/she is requested to scan the signed copy of requisition of finalized salary bill and send the same through mail at ([salaryrequisitionsebankura@gmail.com](mailto:salaryrequisitionsebankura@gmail.com)) in every month. While sending the mail he/she should write in the subject of the mail 'Sub-Division name' and "Salary requisition for the month of....." in every month.

  
23/12/20

  
District Inspector of Schools(SE)  
Bankura



**ALL THE HOI ARE REQUESTED TO SUBMIT THE FOLLOWING PAPERS/DOCUMENTS AT THE TIME OF SUBMISSION FILE TO THE OFFICE OF THE D.I/S(SE),BANKURA FOR TIMELY DISPOSAL.**

<b>FOR ARREAR BILL</b>	
1	CHECK LIST
2	DETAIL FORWARDING LETTER OF HOI
3	APPLICATION OF APPLICANT
4	ATTESTED PHOTOCOPY OF ALL APPROVALS
5	COMPARATIVE PAY STRUCTURE
6	ATTESTED PHOTOCOPY OF UPDATED SERVICE BOOK WITH UPDATE LEAVE ACCOUNT AND B.ED DETAILS MUST BE MENTIONED IF APPLICABLE .
7	ATTESTED PHOTOCOPY OF ALL IPF(ROPA,98,09 &,19).
8	PHOTOCOPY OF B.ED EXAM SCHEDULE, CERTIFICATE, MARKSHEET.
9	PHOTOCOPY OF SALARY REQUISITION FOR THE STARTING MONTH OF ARREAR AND THE PREVIOUS MONTH FOR WHICH ARREAR IS CLAIMED AND THE LAST MONTH AND FOLOWING MONTH UPTO WHICH ARREAR IS CLAIMED.
10	COPY OF M.C RESOLUTION/ ADMINISTRATOR'S ORDER.
11	THREE COPIES OF ANNEXTURE -1 DULY FILLED IN.
12	ACQUITTANCE ROLL FOR THE ARREAR PERIOD.
13	NON DRAWAL CERTIFICATE.
14	CERTIFICATE OF REASON FOR DELAY (IF APPLICABLE)

<b>FOR HIGHER SCALE OF PAY</b>	
1	CHECK LIST.
2	DETAIL FORWARDING LETTER OF HOI.
3	APPLICATION OF APPLICANT.
4	ATTESTED PHOTOCOPY OF ALL APPROVALS.
5	COPY OF LAST DATE OF EXAMINATION,CERTIFICATE AND MARKSHEET OF HIGHER QUALIFICATION.
6	ATTESTED PHOTOCOPY OF UPDATED SERVICE BOOK WITH UPDATE LEAVE ACCOUNT AND B.ED DETAILS MUST BE MENTIONED IF APPLICABLE
7	PHOTOCOPY OF SALARY REQUISITION FOR THE MONTH AND THE PREVIOUS MONTH FOR WHICH ARREAR IS CLAIMED AND THE LAST MONTH AND FOLOWING MONTH UPTO WHICH ARREAR IS CLAIMED.
8	COPY OF M.C RESOLUTION/ ADMINISTRATOR'S ORDER.

<b>FOR PAY FIXATION</b>	
1	CHECK LIST.
2	DETAIL FORWARDING LETTER OF HOI.
3	APPLICATION OF APPLICANT.
4	ATTESTED PHOTOCOPY OF ALL APPROVALS.
5	COMPARATIVE PAY STRUCTURE.
6	ATTESTED PHOTOCOPY OF UPDATED SERVICE BOOK WITH UPDATE LEAVE ACCOUNT AND B.ED DETAILS MUST BE MENTIONED IF APPLICABLE.
7	ATTESTED PHOTOCOPY OF ALL IPF(ROPA,98,09 &,19).
8	PHOTOCOPY OF SALARY REQUISITION/SLIP AS ON THE DATE OF OPTION.
9	COPY OF M.C RESOLUTION/ ADMINISTRATOR'S ORDER.



### FOR COUNTERSIGN OF LPC

1	CHECK LIST.
2	PHOTOCOPY OF APPOINTMENT LETTER OF WBBSE.
3	RELEASE ORDER.
4	COPY OF M.C RESOLUTION/ ADMINISTRATOR'S ORDER.
5	COPY OF LAST MONTH SALARY REQUISITION.
6	ATTESTED PHOTOCOPY OF UPDATED SERVICE BOOK WITH UPDATE LEAVE ACCOUNT AND B.ED DETAILS MUST BE MENTIONED IF APPLICABLE .

### FOR FULL HRA CLAIM

1	CHECK LIST
2	TWO SETS OF FOLLOWING PAPERS
3	DETAIL FORWARDING LETTER OF HOI MENTIONING MEMO NO & DATE
4	APPLICATION OF APPLICANT DULY FORWARDED BY THE HOI.
5	ATTESTED PHOTOCOPY OF ALL APPROVALS.
6	WORKING CERTIFICATE OF SPOUSE FROM THE COMPETENT AUTHORITY.
7	COPY OF M.C RESOLUTION/ ADMINISTRATOR'S ORDER IN THIS REGARD.
8	SUPPORTING DOCUMENTS REGARDING FULL ADDRESS OF WORKING STATIONS OF BOTH HUSBAND AND WIFE MENTIONING THE NEAREST RLY STATION/BUS STAND AND THE ACTUAL DISTANCE OF THE WORKING PLACE FROM THE RLY. STATION/BUS STAND.
9	THE ORIGINAL RENT RECEIPT/RESIDENTIAL HOUSE PROPERTY TAX RECEIPT (PHOTOCOPY DULY AUTHENTICATED) ON THE BOTH RESIDENCE OF THE SOPUSE.
10	THE ORIGINAL CERTIFICATE FROM THE CONCERNED PRADHAN OR FROM THE CONCERNED COUNCILLOR AS THE CASE MAY BE FOR PROOF THEIR SEPARATE LIVING BECAUSE OF ATTENDING OF THE DAILY SCHOOL OR OFFICE.
11	PROOF OF DISTANCE BETWEEN WORKING STATIONS OF WORKING HUSBAND AND WIFE.

NAME OF SCHOOL:-	
SUB-DIVISION:-	
BLOCK:-	
CONTACT NO OF HOI:-	
<b><u>CHECK LIST FOR ARREAR BILL</u></b>	
	Papers /Documents submitted (Y/N)
1	DETAIL FORWARDING LETTER OF HOI.
2	APPLICATION OF APPLICANT.
3	ATTESTED PHOTOCOPY OF ALL APPROVALS.
4	COMPARATIVE PAY STRUCTURE.
5	ATTESTED PHOTOCOPY OF UPDATED SERVICE BOOK WITH UPDATE LEAVE ACCOUNT AND B.ED DETAILS MUST BE MENTIONED IF APPLICABLE .
6	ATTESTED PHOTOCOPY OF ALL IPF(ROPA,98,09 &,19)
7	PHOTOCOPY OF B.ED EXAM SCHEDULE, CERTIFICATE, MARKSHEET.
8	PHOTOCOPY OF SALARY REQUISITION FOR THE STARTING MONTH OF ARREAR AND THE PREVIOUS MONTH FOR WHICH ARREAR IS CLAIMED AND THE LAST MONTH AND FOLOWING MONTH UPTO WHICH ARREAR IS CLAIMED.
9	COPY OF M.C RESOLUTION/ ADMINISTRATOR'S ORDER.
10	THREE COPIES OF ANNEXTURE -1 DULY FILLED IN.
11	ACQUITTANCE ROLL FOR THE ARREAR PERIOD.
12	NON DRAWAL CERTIFICATE.
13	CERTIFICATE OF REASON FOR DELAY (IF APPLICABLE)

Signature of DA

Signature of HOI with date and seal

NAME OF SCHOOL:-	
SUB-DIVISION:-	
BLOCK:-	
CONTACT NO OF HOI:-	

<b><u>CHECK LIST FOR HIGHER SCALE OF PAY</u></b>		Papers /Documents submitted (Y/N)
1	DETAIL FORWARDING LETTER OF HOI.	
2	APPLICATION OF APPLICANT.	
3	ATTESTED PHOTOCOPY OF ALL APPROVALS.	
4	COPY OF LAST DATE OF EXAMINATION, CERTIFICATE AND MARKSHEET OF HIGHER QUALIFICATION.	
5	ATTESTED PHOTOCOPY OF UPDATED SERVICE BOOK WITH UPDATE LEAVE ACCOUNT AND B.ED DETAILS MUST BE MENTIONED IF APPLICABLE	
6	PHOTOCOPY OF SALARY REQUISITION FOR THE MONTH AND THE PREVIOUS MONTH FOR WHICH ARREAR IS CLAIMED AND THE LAST MONTH AND FOLOWING MONTH UPTO WHICH ARREAR IS CLAIMED.	
7	COPY OF M.C RESOLUTION/ ADMINISTRATOR'S ORDER.	

Signature of DA

Signature of HOI with date and seal



NAME OF SCHOOL:-	
SUB-DIVISION:-	
BLOCK:-	
CONTACT NO OF HOI:-	

<b><u>CHECK LIST FOR PAY FIXATION</u></b>		Papers /Documents submitted (Y/N)
1	DETAIL FORWARDING LETTER OF HOI	
2	APPLICATION OF APPLICANT	
3	ATTESTED PHOTOCOPY OF ALL APPROVALS	
4	COMPARATIVE PAY STRUCTURE	
5	ATTESTED PHOTOCOPY OF UPDATED SERVICE BOOK WITH UPDATE LEAVE ACCOUNT AND B.ED DETAILS MUST BE MENTIONED IF APPLICABLE.	
6	ATTESTED PHOTOCOPY OF ALL IPF(ROPA,98,09 &,19).	
7	PHOTOCOPY OF SALARY REQUISITION/SLIP AS ON THE DATE OF OPTION.	
8	COPY OF M.C RESOLUTION/ ADMINISTRATOR'S ORDER.	

Signature of DA

Signature of HOI with date and seal

NAME OF SCHOOL:-	
SUB-DIVISION:-	
BLOCK:-	
CONTACT NO OF HOI:-	

<b><u>CHECK LIST FOR COUNTERSIGN OF LPC</u></b>		Papers /Documents submitted (Y/N)
1	PHOTOCOPY OF APPOINTMENT LETTER OF WBBSE	
2	RELEASE ORDER	
3	COPY OF M.C RESOLUTION/ ADMINISTRATOR ORDER.	
4	COPY OF LAST MONTH SALARY REQUISITION	
5	ATTESTED PHOTOCOPY OF UPDATED SERVICE BOOK WITH UPDATE LEAVE ACCOUNT AND B.ED DETAILS MUST BE MENTIONED IF APPLICABLE .	
6	TWO COPIES OF FILLED IN LPC.	

Signature of DA

Signature of HOI with date and seal

NAME OF SCHOOL:-	
SUB-DIVISION:-	
BLOCK:-	
CONTACT NO OF HOI:-	

<b><u>CHECK LIST FOR FULL HRA CLAIM</u></b>		Papers /Documents submitted (Y/N)
1	FOLLOWING TWO SETS OF PAPERS	
2	DETAIL FORWARDING LETTER OF HOI MENTIONING MEMO NO & DATE	
3	APPLICATION OF APPLICANT DULY FORWARDED BY THE HOI.	
4	ATTESTED PHOTOCOPY OF ALL APPROVALS.	
5	WORKING CERTIFICATE OF SPOUSE FROM THE COMPETENT AUTHORITY.	
6	COPY OF M.C RESOLUTION/ ADMINISTRATOR ORDER IN THIS REGARD.	
7	SUPPORTING DOCUMENTS REGARDING FULL ADDRESS OF WORKING STATIONS OF BOTH HUSBAND AND WIFE MENTIONING THE NEAREST RLY STATION/BUS STAND AND THE ACTUAL DISTANCE OF THE WORKING PLACE FROM THE RLY. STATION/BUS STAND.	
8	THE ORIGINAL RENT RECEIPT/RESIDENTIAL HOUSE PROPERTY TAX RECEIPT (PHOTOCOPY DULY AUTHENTICATED) ON THE BOTH RESIDENCE OF THE SOPUSE.	
9	THE ORIGINAL CERTIFICATE FROM THE CONCERNED PRADHAN OR FROM THE CONCERNED COUNCILLOR AS THE CASE MAY BE FOR PROOF THEIR SEPARATE LIVING BECAUSE OF ATTENDING OF THE DAILY SCHOOL OR OFFICE.	
10	PROOF OF DISTANCE BETWEEN WORKING STATIONS OF WORKING HUSBAND AND WIFE.	

Signature of DA

Signature of HOI with date and seal