

GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF HIGHER EDUCATION  
BIKASH BHAVAN, SALT LAKE, KOLKATA-700091

No. 1368-Edn(CS) / 10M-83/2019

Dated, Kolkata, the 3<sup>rd</sup> September, 2019

From: The Joint Secretary to the Government of West Bengal,

To: Director of Public Instructions, West Bengal

**Sub: Details of the Guest Teachers / Govt appd. PTTs / Govt appd. CWTTs engaged prior to 13.7.2019.**

Madam,

With a view to restructure the service conditions and other benefits for Government approved Part Time teachers (PTTs), Government approved Contractual Whole time teachers (CWTTs) and Guest teachers (GLs) engaged in different Government/ Government aided colleges in the State of West Bengal up to 13.07.2019, you are requested to ask the Principals/ Teacher-in-Charges/Vice principals/ Officer-in-Charges to submit the details of those teachers as per the attached format, after proper examination of related documents.

The information sheets as per the prescribed format (one for each candidate) along with a summary sheet and a copy of recommendation (for Govt. aided colleges only) of the Governing Body / Administrator are to be uploaded online within 25.9.2019. Details of the website will be shared shortly.

This may be treated as TOP PRIORITY.

Yours faithfully,



Joint Secretary

## Information sheet

1. Name of the Guest Teacher / Govt. appd. PTT / Govt. appd. CWTT:.....
2. Sex: .....
3. Father's name: .....
4. Address: .....
5. Mobile No. ....
6. E-mail id .....
7. Date of Birth: ..... DD/MM/YYYY ( copy of age proof document to be attached)
8. Bank account details: a) Name of Bank: ....., b) Name of Branch: ....., c) IFSC Code: ....., d) Account No: .....
9. Educational Qualification:

Percentage of marks

- |  |       |
|--|-------|
| a. Madhyamik or equivalent             | ..... |
| b. Higher Secondary or equivalent      | ..... |
| c. Graduation            Hons. Subject | ..... |
| d. Post Graduation        Subject      | ..... |
| e. M.Phil:                    Subject  | ..... |
| f. Ph. D                      Subject  | ..... |
| g. Others (if any)                     | ..... |

**(Copies of documents for a to g are to be attached)**

10. Whether NET / SLET / SET qualified .....  
( document to be attached)
11.        Date of Joining .....  
( Copy of appointment letter and GB resolution/ approval order to be attached)
12.        Total remuneration disbursed during last 12 months (or the period of actual engagement during last 12 months) from 14.7.2018 to 13.7.2019 .....  
( Copy of acuittaqnce roll and bank statements highlighting remuneration received from 14.7.2018 to 13.7.2019 to be attached)

I hereby undertake that all the information given above is correct

.....  
( Signature of the candidate with date)

Verified and found correct:

.....  
( signature of the Principal/ TIC/Vice principal/ OIC)

Summary Sheet

Sl No	Name of the Candidate	Designation ( GL / PTT / CWTT)	Subject in PG	Mobile No	Date of Birth (DD/MM/Y YYY)	Date of Joining in the college (DD/MM/Y YYY)	Whether PhD	Whether NET / SLET / SET	Whether 55 % marks in PG ( 50 % for SC/ST)

Declaration:

Certified that-

1. There is no other Guest Teacher / Govt. appd. PTT / Govt. appd. CWTT engaged in the college prior to 13.7.2019 in the AY 2018-19.
2. No guest teacher in any description has been engaged in the college after 13.7.2019 as ordered vide No. 1081/EH/O/CS/4A-44/2019, dated 13.7.2019.

.....  
signature of the Principal/ TIC/Vice principal/ OIC)