

Government of West Bengal
Education Directorate, Higher Education Department
Bikash Bhawan, Salt Lake, Kolkata-700091

Memo.....ED-1003/2016

Date.....07.12.2016.

From Director of Public Instruction, West Bengal,
Dept. of Higher Education, Government of West Bengal, Bikash Bhawan, Kol-91

To All the Principals/ Officers-in-charge/Teachers-in-charge/ Presidents of the G.B./
Administrators of all Government/Government-aided/ Sponsored colleges in the state

It is hereby requested to submit the particulars of the Government approved PTTs & CWTTs in the filled-in format (annexed) to enable speedy and smooth release of the remuneration of the concerned teachers for the financial year 2017-18 onwards. The format is to be submitted to the Education Directorate within 06.01.2017 positively in both hard and soft copies so that the claims for the next quarter(s) may be processed smoothly. The Governing Body resolution for the slab change (if any) is also to be submitted along with next claims positively. Duly attested photocopies of the following papers/ documents are to be enclosed with the format:

1. 1st Approval Order
2. Renewal Order for 2016-17 (FY)
3. G.B. resolution(s) in case of resignation of a particular PTT/CWTT/SWTT
4. Duly accepted Resignation letter in case of resignation of a particular PTT/CWTT/SWTT
5. Certificate from the Principal/OIC/TIC regarding single assignment of PTTs, CWTTs & SWTTs

Concerned Principal/ Officer-in-charge/ Teacher-in Charge is to certify that the annexed PTTs, CWTTs & SWTTs are Govt. approved serving as PTT/CWTT/SWTT for the academic session 2016-2017.

This may be treated as urgent.



**Director of Public Instruction,
Government of West Bengal.**

RENEWAL OF ENGAGEMENT OF GOVT. APPROVED PART-TIME TEACHERS

2017-18 (F.Y.)

Total Number of Govt. approved PTT(s) who are serving

Name of the College : District: College Phone No.s : Treasury

Type the college (GOVT./GOVT.TRGG/PPS/NGC/DREO/TRG): Principal's/OIC's/TIC's mobile No..... Mobile No. of any senior teacher:

Sl. No.	Subject (s)	Name of approved PTTs	Date of Birth	Date of initial engagement	1 st Approval G.O. with date	Amount of remuneration per month w.e.f. 01.4.17 vide G.O. No 195-Edn.(CS) dt. 19.02.16	Resignation (if any); w.e.f.**	Remarks

Date : _____ Signature of Account/ Bursar
with stamp

Signature of Principal/OIC/TIC
with stamp

Memo No : _____ **Date :** _____
Copy forwarded for information and necessary action to :
1. The Principal/Secretary/OIC/TIC of above mentioned college with the instruction to communicate the copy of the same to each of the approved PTTs
2. Joint DPI (GOVT./NGC/PPS/TRG/DREO)
3. PA to the Secretary, HE Deptt.

**For Director of Public Instruction
West Bengal**

For Office Use Only		
Verified	May be approved	Approved
<i>CWTT/PTT Cell</i>	<i>JDPI, WB</i>	<i>DPI, WB</i>

Note : 1) To be submitted within 06.01.2017 – both hard & digital (CD) copy exclusively in Excel (MS Office 2007), A4 (Landscape), Times New Roman (10).
2) To be submitted – i) G.B. resolution/s in case of resignation of a particular PTT
ii) Duly accepted Resignation letter in case of resignation of a particular PTT
iii) Certificate from the Principal's/OIC/TIC regarding single assignment of the PTTs in the college.

RENEWAL OF ENGAGEMENT OF GOVT. APPROVED CONTRACTUAL WHOLE TIME TEACHERS

Total Number of Govt. approved CWTT(s) who are serving

Name of the College : District: College Phone No.s : Treasury

Type the college (Govt./ Govt. Tg/ PPS/NGC/DREO/TRG): Principal's/OC's/TTC's mobile No.s: Mobile No. of any senior teacher:

Sl. No.	Subject (s)	Name of approved CWTTs	Date of Birth	Date of initial engagement	1 st Approval G.O. with date	Amount of remunerate per month w.e.f. 01.04.17 vide G.O. No 1139-Edn.(CS) /4A-01/2014 dt. 10.12.15	Resignation (if any), w.e.f.**	Remarks

Date : _____
Signature of Account/ Bursar
with stamp

Signature of Principal/OIC/TTC
with stamp

Memo No : _____ **Date :** _____

Copy forwarded for information and necessary action to :

1. The Principal/Secretary/OIC/TTC of above mentioned college with the instruction to communicate the copy of the same to each of the approved PTTs
2. Joint DPL (GOVT./NGC/PPS/TRG/DREO)
3. PA to the Secretary, HE Deptt.

For Director of Public Instruction
West Bengal

For Office Use Only

Verified

May be approved

Approved

CWTT/PTT Cell

JDPI, WB

DPL, WB

- Note : 1)** To be submitted within 06.01.2017 – both hard & digital (CD) copy exclusively in Excel (MS Office 2007), A4 (Landscape), Times New Roman (10).
2) To be submitted –
 i) G.B. resolution/s in case of resignation of a particular CWTT
 ii) Duly accepted Resignation letter in case of resignation of a particular CWTT
 iii) Certificate from the Principal's/OIC/TTC regarding single assignment of the CWTTs in the college.

RENEWAL OF ENGAGEMENT OF GOVT. APPROVED SUPERANNUATED WHOLE-TIME TEACHERS

Total Number of Govt. approved serving as Superannuated Whole-Time Teacher (s)

Name of the College : District: College Phone No.s : Treasury :

Type the college (Govt./ Govt. Trg/ PPS/NGC/DREO/TRG): Principal's/OC's/TTC's mobile No.s: Mobile No. of any senior teacher:

Sl. No.	Subject (s)	Subject-wise Sanctioned Post	Subject-wise Existing full-time teacher(s)	Subject-wise Existing PTT (s)	Subject-wise Existing CWTT (s)	Name of approved Superannuated Whole-Time Teacher	Date of superannuation from the service	Date of Birth	Date of initial engagement	1 st Approval G.O. with date	Existing Remuneration	Period of Renewal	Resignation (if any), w.e.f.**	Remarks
1														
2														
3														
4														
5														
6														

Date : _____
Signature of Account/ Bursar
with stamp

Signature of Principal/OIC/TTC
with stamp

Memo No : _____ Date : _____

Copy forwarded for information and necessary action to :

1. The Principal/Secretary/OIC/TTC of above mentioned college with the instruction to communicate the copy of the same to each of the approved PTTs
2. Joint DPI (GOVT./NGC/PPS/TRG/DREO)
3. PA to the Secretary, HE Deptt.

For Director of Public Instruction
West Bengal

For Office Use Only

Verified	May be approved	Approved
CWTT/PTT Cell	JDPI, WB	DPI, WB

- Note :**
- 1) To be submitted within 06.01.2017 – both hard & digital (CD) copy exclusively in Excel (MS Office 2007), A4 (Landscape), Times New Roman (10).
 - 2) To be submitted –
 - i) G.B. resolution/s in case of resignation of a particular SWTT
 - ii) Duly accepted Resignation letter in case of resignation of a particular SWTT
 - iii) Certificate from the Principal's/OIC/TTC regarding single assignment of the SWTTs in the college.