

Government of West Bengal
Education Directorate
Bikash Bhavan, Salt Lake, Kolkata-91

ORDER

Memo No. 1814

Date- 15.06.2017

In consequence of the implementation of HRMS sub-module of IFMS software for releasing salary by the respective Pay & Accounts Offices/Treasury Offices w.e.f 1st April 2017 in respect of Govt. aided/Sponsored Colleges of West Bengal some modifications of the previous order No. ED-591/2016, dated-02.04.16 are made for submission of Pay Packet claim to the Education Directorate. With a view to streamline the process to ensure payment of salary in time, the College Authorities are directed to take necessary steps as follows:-

1. Allotment of funds for pay packet will be done for the period of January to March, April to July, & August to December in every year.
2. The College Authority will submit pay packet claims by the 15th of December, 15th of March & 15th of July for the respective salary disbursement periods of every year until further order.

The following documents are to be submitted with the claim of TS/NTS/PTT/CWTT:-

- (i) Photo copy of challan for submission of 50% tuition fees collected upto November, February & June to Government account through the bank in TR 7
- (ii) Renewal order of PTTs/CWTTs.
- (iii) Up to date Disbursement Certificate of salary.
- (iv) Since the dates of submission of the claims are being pre-poned to 15th of December, 15th of March and 15th of July, the **Disbursement Certificate** of those months must be submitted within 10th of the following months i.e 10th of January, 10th of April and 10th of August.
- (v) HRA declaration of the incumbent must be submitted within 10th August once a year

As disbursement of salary through the HRMS software has been made mandatory by the Finance Department, Government of West Bengal, timely submission of claims to the Pay Packet Section of the Education Directorate has become imperative. Principals/TICs are directed to submit the claims for each

period of pay packet disbursement within the time frame stipulated above positively. Any disruption in disbursement of salary due to non-submission of claims by the College Authority will be liable to be viewed adversely.

 15.06.17

Director of Public Instruction

Govt. of West Bengal

Copy forwarded for information to:

1. P.S. to Hon'ble MIC, Deptt. of H.E, S&T & B.T., Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata 700091
2. P.A. to Principal Secretary, Deptt. of H.E, S&T & B.T., Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata 700091
3. The Secretary, Deptt. of H.E, S&T & B.T, Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata 700091
4. JDPI (PPS), Education Directorate, Deptt. of H.E, S. & T. & B.T, Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata 700091
5. Nodal Officer, HRMS, Deptt. of H.E, S&T & B.T, Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata 700091