

**From: Soumendu Sen Gupta: For Attention of Principals / Teacher-in-Charges**

1. **IInd. instalment of 1/3<sup>rd</sup>. of 20% arrear for teachers to be released on production of following documents:**
  - a. **A Summary Statement (Abstract) of claim**
  - b. **10 point certificate**
  - c. **Non-drawal certificate**
  - d. **Disbursement Certificate of Ist. Instalment received.**

**The Claim to be made as per G.O. No. 2095 – Edn (CS) Dt. 27.12.2011**

2. **Arrear claim for Non-teaching employees are also to be submitted.**

**MODEL OF ABSTRACT**

Claim for arrear of teaching staff including principal – Vide G.O. No. 2095 – Edn (CS) dated 27.12.2011 – being IInd. Instalment of 20% of total arrear for 39 months (From 1.1.2009 to 31.3.2009) as a result of UGC pay revision 2006.

Sl	Name of Teacher	Designation	Pay Fixation memo No and date	Amount Admissible	Amount Drawn	Total Arrear	20% of Total arrear	1/3 <sup>rd</sup> . of 20% of Arrear
				Rs.	Rs.	Rs.	Rs.	Rs.
1		Principal						
2		Associate Professor						
3		Associate Professor						
4		Assistant professor						
5		Assistant professor						
	<b>TOTAL</b>							

**Total Arrear - Rs. .... (Rupees .....) only**

**20% of Total Arrear - Rs. .... (Rupees .....) only**

**1/3<sup>rd</sup>. of 20% Arrear - Rs. .... (Rupees .....) only**

Accountant

Bursar

Principal