

**Government of West Bengal
Department of Higher Education
(CS Branch)
Bikash Bhavan, Salt Lake City,
Kolkata – 700 091**

No. 10-Edn (CS)/10M-31/10

Dated, Kolkata, the 4th January, 2011

From: M. Chakravarty
Joint Secretary (CS)
Department of Higher Education
West Bengal

To: The Director of Public Instruction
Department of Higher Education, Bikash Bhavan, Saltlake,
Government of West Bengal

Sub.: **Contractual Whole Time Teachers(CWTTs) of the Govt. aided colleges in the State(EXCEPT SELF FINANCING COURSES).**

In continuation of Department's G.O. No. 952-Edn(CS) dated 09.12.2010 the undersigned is directed to say that the following guidelines have to followed by the college authorities for engagement of Contractual Whole Time Teachers(CWTTs) of the State Aided Non-Government Colleges. .

- 1. The college authority will submit the particulars as per Format-I , II & III (enclosed) in the first phase to get candidate-wise approval for CWTTs from the Department .**
- 2. On receiving the approval the college authority will submit a proposal as per prescribed Format- IV (enclosed) to the Education Directorate for fixation of remuneration in respect of approved CWTTs.**
- 3. On receipt of fixation memo(s) from the Education Directorate the college authority will submit the actual claim to the Directorate.**
- 4. Separate proposal for claiming higher remuneration as per para 7 of G.O. No. 952 Edn(CS) dated 09/12/2010 is required to be submitted each time.**

The college authority should submit

- The required information in the form of **hard copy** (paper documents) as well as **soft copy (CD)** as per enclosed Format (I-IV) (in **Excel format only**). All the documents should be submitted to this Directorate at an early date.

Supporting documents have to be submitted for CWTTs as per the G.O. 952-Edn(CS) dated 09/12/2010.

- Attested photocopy of letter of recommendation from the affiliating university for the extension of the subject concerned for which CWTTs are appointed.
- Attested photocopy of advertisement in two leading newspapers.
- Attested photocopy of the letter from the affiliated University nominating the subject expert for the selection committee.
- Attested photocopy of the merit –wise panel showing position of the incumbent supported by the signature of the members of the selection committee.
- Attested photocopy of the mark-sheets and testimonials pertaining to the incumbent’s academic attainment.
- Attested documents proving the date of birth. (Photocopy of Madhyamik or equivalent Admit Card/ Certificate).
- Details of engagement as CWTTs is to be certified by the Principal/Teacher-in-Charge of the college referring to "the then" Governing Body's Resolution notifying the date of engagement and subsequent renewal. *Ex-post facto* G.B. resolution notifying engagement and extension will not be acceptable

Or

Duly audited Acquittance Roll is treated as an authentic document for determination of the details of engagement of a Contractual whole time teachers in absence of G.B resolution.

Duly audited Acquittance Roll attested by The Principal / Teacher-in-Charge of the concerned college showing the department-wise number of approved posts, name of the persons engaged as Contractual whole time teachers against those posts and the amount paid per month to each of them as remuneration are to be submitted and this statement of material is to be duly verified by the auditor appointed during 2008-09/2009-10 by the Education Directorate, Government of West Bengal with necessary certification (Year wise and Month wise from the date of Joining).

Or

The CWTTs of the Govt. aided colleges who have/are rendered/ rendering service in different academic assignments of the University (e.g. as examinations/ paper setter/ moderator etc), the certificate(s) of the respective Universities indicating the date(s) of such appointment(s) may also be taken into account for determining the detail of engagement.

- Declaration from the CWTTs as per the format enclosed.

Sd/-
M. Chakravarty
Jt. Secretary
C.S. Branch
Department of Higher Education
Government of West Bengal

No. 10/1(14)-Edn (CS)/10M-31/10

Dated, Kolkata, the 4th January, 2011

Copy forwarded for information and necessary action to:

1. Account General (A&E), West Bengal
2. Finance Department of this Government
3. Director of Public Instruction, West Bengal
4. Registrar, Calcutta University, Senate House, College Street, Kol-700073
5. Registrar, Burdwan University, Rajbati, Burdwan, Pin-713104
6. Registrar, Kalyani University, Kalyani, Nadia, Pin-741235
7. Registrar, Vidyasagar University, P.O. Vidyasagar University, Dist. Paschim Medinipur, Pin-721102
8. Registrar, Gour Banga University, Malda College, P.O. Malda, Dist. Malda, Pin-732101
9. Registrar, West Bengal State University(Barasat, North 24 Paraganas), Barasat Govt. College, P.O. Barasat, Dist. North 24 Paraganas, Pin-743201
10. Registrar, North Bengal University, Raja Rammohanpur, P.O. North Bengal University, Dist. Darjeeling, Pin-734430
11. Computer Cell of this Department
12. PS to MIC, Higher Education Department
13. PA to Principal Secretary of this Department
14. Guard File

Sd/-
M. Chakravarty
Jt. Secretary
C.S. Branch
Department of Higher Education
Government of West Bengal

Format-I

**Subject-wise vacancy position(to be submitted in a consolidate form) (for approval of CWTTs,
EXCEPT SELF FINANCING COURSES)**

Name of the College:

Year of Estd.:

Address:

District:

Email:

Ph.

No.:

Fax No.:

Subject Taught	Gen./ Hons./PG	Total Students Strength	Admissible whole-time teaching posts following *4/5/6/7 norms.	Sanctioned whole time teaching Posts mentioning G.O./Memo No. and date.	No. of existing Whole time Teachers	No. of existing Contractual Whole time Teachers	Excess teaching posts ,if any, following 4/5/6/7 norms.	No. Of Sanctioned vacant whole time teaching posts	Total no. of serving part time Teachers	No. of superannuated Teachers, if any, reserving as part time teaching assignment.
1	2	3	4	5	6	7	8	(5-7)	9	10
Total										

* i) **7** for Science subject at Hons. Level, ii) **6** for Commerce at Hons. Level, iii) **5** for Beng., Eng., Math., Geogr. at Hons. level , iv) **4** for other subjects at Hons. Level.

** Supporting Documents

Format-III
(For approval of CWTTs)
DECLARATION FROM CONTRACTUAL WHOLE-TIME TEACHER

I....., do hereby declare that I am not engaged in any full time assignment including Contractual / Para teacher/ Part-time/ any other institution(Private) etc. elsewhere and at present I have been serving only in thecoll
ege as a contractual whole time teacher.

Date: -----

Place: Signature of Contractual Whole Time Teacher

Signature & Seal

Principal/Teacher-in-charge

(the college from which proposal forwarded)

