

Education Directorate,  
Higher Education Department,  
Bikash Bhawan, Salt Lake,  
Kolkata-91.

Memo.....ED-444/2015

Date.....07.4.2015.

From Director of Public Instruction, West Bengal,  
Education Directorate, H.E. Dept., Govt. of W.B., Bikash Bhawan, Kol-91

To All the Principals/Teachers-in-charge/ Presidents of the G.B./ Administrators of all  
Govt./ Govt.-aided/ sponsored colleges in the state

The undersigned requests to submit data as per instructions noted below positively  
before 04.05.2015.

Step 1: Download the file


Step 2: Put the data in to the downloaded file

Step 3:

- a) Attach the file and Email to [onlineadmn.dpiwb@gmail.com](mailto:onlineadmn.dpiwb@gmail.com)
- b) Burn the file to CD (Soft Copy)
- c) Print the file (Hard Copy)
- d) **Send the Hard copy and soft copy to DPI, WB**

This may be treated as urgent.

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07/4

  
7.4.15

Director of Public Instruction, West Bengal,  
Education Directorate, H.E. Dept.,  
Govt. of W.B., Bikash Bhawan, Kol-91