

**Government of West Bengal
Education Directorate
Bikash Bhavan, Salt Lake City,
Kolkata – 700 091**

Memo No. ED-454/2010

Dated, Kolkata, the 31st May, 2010

From: Director of Public Instruction,
Education directorate, Government of West Bengal.

To: The Principal / Teacher-in-Charge/Secretary of the
Governing Body/Organising Committee

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Sub.: **Proposed Ad-hoc Partial financial assistance to ensure the remuneration of part time Teachers of the Govt. aided colleges in terms of the G.O. No. 146-Edn (CS) dated 27/02/2009 and G.O. No. 235 Edn(CS) dated 24/03/2010 for the financial year 2009-10(Resubmission- if any) & 2010-11.**

The undersigned is directed to forward herewith a proforma (see overleaf) and to request the college authority to favour this Directorate with the information as sought for.

The college authority is also requested to submit the information in the form of hard copy (paper documents) as well as soft copy (CD) as per attached proforma (in **Excel format only**). The format of the declaration of preference of the colleges from the Part-time teachers is also attached herewith. The Principal/ Teacher-in-charge are requested to authorize the said declaration. All the documents should be submitted to this Directorate at an early date.

Necessary Documents are to be submitted (attested by The Principal / Teacher-in-Charge):

- Length of service as part time teacher 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 appointment and time to time extension of service without any break of long duration. *Ex-post facto* G.B. resolution notifying appointment and extension of service in respect of part time teachers will not be acceptable.

Or/And

- The part time teachers of the Govt. aided colleges who have/are served/serving as Examiners of the different examinations of Universities, the certificate of the respective Universities notifying the date of appointment as Examiners may also be taken into account for considering the length of service.

Or/And

- Duly audited Acquittance Roll is treated as one authentic document for determination of the length of the service of a part-time teacher.

Duly audited Acquittance Roll attested by The Principal / Teacher-in-Charge of the concerned college showing the department wise No. of approved posts, name of the persons deployed/appointed as part-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 from the date of Joining).

Or/And

- The college authority has to submit the following documents for those part-time teachers who are appointed after 01/04/2009
 - Attested photocopy of the advertisement
 - Attested photocopy of the letter from the affiliated University nominating the subject expert for the selection committee.
 - Attested photocopy of the final merit list(Subject wise)
 - Attested photocopy of the PG level final mark-sheet
 - Supporting GB resolution for appointment.

- Audited utilization certificate in prescribed format is to be submitted.

sd/-

**For Director of Public Instruction,
Education Directorate, Government of West Bengal**

Memo No.

Dated, Kolkata, the 10th May, 2010

Copy forwarded for necessary action to:

1.
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2.
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sd/-

**For Director of Public Instruction,
Education Directorate, Government of West Bengal**

Subject wise vacancy position(must be submitted in a consolidate form)(Enclosure-I)

Subject Taught Gen./ Hons. /PG	Whether Self Financed or not	Students Strength	Admissible whole time teaching posts following 4/5/7 norms.	Sanctioned whole time teaching Posts	Whole time Teachers in position	Excess teaching posts (if any) following 4/5/7 norms.	Sanctioned vacant whole time teaching posts	Total no. of part time Teachers in position	No. of superannuated Teachers doing part time teaching assignment.
Total									

Principal/ Officer-in-charge

(Enclosure-III)
Declaration from Part-Time Teacher

I hereby declare that I am not engaged in any full time assignment and at present I have been serving the following college(s) in capacity of a Lecturer (Part-Time) in:-

Name of the College(s)	Date of Joining	Option
		FIRST-(1 st)
		SECOND-(2 nd)

I also declare that at present I am engaged in not more than

one (1)/ two(2) part time assignment(s) in college (s).

Date:

Place:

Signature of Part-Time Teachers

Attested

Principal/Teacher-in-charge

Proforma of Disbursement Certificate (Must be audited) (Enclosure-IV)

1	2	3	4	5	6	7	8	9	10	11	12
Memo No & Date	Grant received for Part-time Teachers(Rs.)	Previous Surplus (if any) (Rs.)	Amount collected under the head of Tution fee for the period April' 09 to March'10(Rs.)	Amount of expenditure incurred for Part-time Teachers from own source(Rs.)	Amount available for disbursement(Rs.) (2+3+5)	No. of Sanctioned Teaching posts	No. of existing Teaching Staff.	Number of Part-time Teachers to whom remuneration has been paid out at per G. O. No 146-Edn(CS) dated 27.02.09 & 235-Edn(CS) dated 24.03.10 *	Total amount disbursed(Rs.)	Surplus (if any) (Rs.)	Remarks

* Attach the List of Part-time teachers with acquittance roll.

Principal/Teacher-in-charge