

No. ED-564/2010

Dated, Kolkata, 19th August, 2010

From : The Director of Public Instruction
West Bengal

To : The Principal / Teacher-in-Charge

_____ College/Mahavidyalaya

Sub : List of enclosures/documents required for the disposal of cases related to non-govt. aided colleges

Sir/Madam,

Please find enclosed herewith a case-specific list of enclosures for the settlement of cases (mentioned below) pertaining to your College.

The papers, as specified against the cases, should be submitted as per the instruction provided below, failing to which may lead to delayed disposal at this end.

Papers related to the cases which have not been covered herein should be submitted as per prevailing practices, such that the facts / figures / data etc may be verified / justified from the documents submitted.

If it is found that the papers as specified below/submitted by the college authority are insufficient to establish truth/cross-verify the facts/figures/data, other papers as per requirement may be called for.

Enclosure: as stated above

Sd/-
for Director of Public Instruction, West Bengal

At least following papers are to be submitted for disposal of the cases related to non-government colleges including the erstwhile sponsored colleges, duly attested:

[Note: 1. Attestation should be done by the Principal / Teacher in charge /GB President / Administrator / Competent Authority. In case of Approval of Appointment and Fixation of Pay of Teachers/Librarians all the testimonial should be attested by a Government Officer (Gazetted rank) and subsequently it should be authenticated by the Principal /Teacher-in-Charge of the College. 2. Separate proposals should be submitted for each case. If more than one cases of same nature are there, separate proposal for each incumbent must be prepared containing the enclosures as indicated below and it should be **tied together with a durable thread** under a single forwarding letter 3. **The papers should be submitted in the same sequence as it appear below, quoting enclosure number (like Enclo-1, Enclo-2 etc) at the top right corner of the enclosure, ARRANGED VERTICALLY.** 4. A check list (list of enclo as it appears below) should be appended at the top of each such proposal. 5. All documents regarding the fixation of pay of Principal should be signed and forwarded by GB President. 6. Photocopies of all the testimonials should be obtained preferably on A4 or GLG(8.5"x13") size paper and should be legible.]

A) Approval of Appointment and Fixation of Pay of Teachers/Librarians:-

1) Statement of proposed pay mentioning name of the incumbent, designation, department, date of birth, date of joining, Basic Pay, Scale of Pay, date of next increment (DNI) etc.	<input type="checkbox"/>
2) Post Creation GO (complete)	<input type="checkbox"/>
3) Pay Fixation memo of the previous incumbent indicating his/her name	<input type="checkbox"/>
4) *Requisition letter sent to the West Bengal College Service Commission(WBCSC) in the prescribed format	<input type="checkbox"/>
5) *Complete Register of Appointment (duly filled in all respect) and duly authenticated by West Bengal BCW Department, clearly indicating the Roster Point No. against which such appointment has been made.	<input type="checkbox"/>
6) *WBCSC's advertisement	<input type="checkbox"/>
7) *WBCSC's Recommendation Letter to the candidate	<input type="checkbox"/>
8) *WBCSC's Recommendation Letter to the College	<input type="checkbox"/>
9) *Bio-data of the candidate forwarded by WBCSC	<input type="checkbox"/>
10) G.B. resolution giving appointment to the recommended candidate (GB resolution by circulation will not be accepted)	<input type="checkbox"/>
11) Appointment Offer letter in the prescribed format (mentioning name of the post and department identical to one in the WBCSC's recommendation letter)	<input type="checkbox"/>
12) Prayer for extension of joining time period, in case a candidate fails to join within the stipulated time due to some unavoidable circumstances along with G.B. resolution and Permission Letter extending the joining time	<input type="checkbox"/>
13) Joining Report mentioning the date and time of joining (with a caption – "Allowed to join on at/in.....", endorsed by the competent authority)	<input type="checkbox"/>
14) GB resolution approving the joining	<input type="checkbox"/>
15) Non-employment declaration	<input type="checkbox"/>
16) Part-time declaration in proper format and as prescribed by the affiliating university	<input type="checkbox"/>
17) Declaration proforma-I & II, regarding verification of testimonials (issued by this Directorate on 28.3.05), duly filled in, signed and sealed	<input type="checkbox"/>
18) Declaration regarding maintenance of 100 Point Roster in the prescribed format	<input type="checkbox"/>
19) NET/SET Certificate	<input type="checkbox"/>
20) Degree /Provisional certificate of M. Phil / Ph.D., if applicable	<input type="checkbox"/>
21) Certificate of Admittance to Ph.D., if applicable	<input type="checkbox"/>
22) Certificate from the Guide/University concerned showing subject/title of thesis/area of research, in case the same is not mentioned in the Degree or admittance certificate	<input type="checkbox"/>
23) Copies of academic certificates and mark sheets	<input type="checkbox"/>
24) Age proof certificate	<input type="checkbox"/>
25) Caste Certificate/Physical Disability certificate, if applicable	<input type="checkbox"/>
26) List of existing teaching post(s) including vacant, if any, mentioning cause and date of occurrence of vacancy	<input type="checkbox"/>
27) Release Certificate from the previous employer mentioning the date and time of joining and release(for serving teachers)	<input type="checkbox"/>
28) Last pay certificate (LPC) from the previous institute, mentioning last basic pay, scale of pay, DNI etc (for serving teachers). LPC in case of teachers having experience in schools must be countersigned by DI of Schools	<input type="checkbox"/>
29) All previous pay fixation memos (for serving teachers)	<input type="checkbox"/>
30) GB resolution recommending pay protection (for serving teachers)	<input type="checkbox"/>

*** Not required in case of colleges of minority status, instead the following papers are to be submitted:**

4) (i) G.B. resolution regarding formation of Selection Committee, as per extant Government rules, mentioning the name and designation of the members (ii) Advertisement in leading dailies, at least one in Bengali or local language and the other in English, having wide circulation & a list of candidates who applied in response to the advertisement	<input type="checkbox"/>
5) Documentary proof regarding dispatch of call letters to the eligible candidates	<input type="checkbox"/>
6) Attendance sheet of the candidates who appeared before the selection committee. Absent should be clearly recorded against the names of the candidates who did not turn up.	<input type="checkbox"/>
7) (i) Assessor-wise assessment sheet / Score sheet, bearing the names of all the candidates who appeared before the selection committee, duly signed by him (ii) Consolidated / Average Score sheet, clearly indicating the rank of the examinees (at least 1 st , 2 nd and 3 rd), duly signed by all the assessors bearing their official designation and seal.	<input type="checkbox"/>
8) Report/Recommendation of the Selection Committee, in detail along with a panel of at least three candidates duly signed by all the members bearing their official designation and seal.	<input type="checkbox"/>
9) (i) GB resolution accepting the recommendation of SC and giving appointment to the empanelled candidate (ii) Bio-data of the candidate	<input type="checkbox"/>

B) For placement/promotion of teachers/Librarians (Sr.Scale/SG/Reader): -

1) Statement of proposed pay mentioning name of the incumbent, designation, date of joining, basic pay before promotion as on the date of placement, proposed basic pay, scale of pay, date of next increment (DNI) etc.	<input type="checkbox"/>
2) Performance Appraisal Report (containing Part A, B & C) in the prescribed format duly filled in, sealed and signed with date by the Screening members (at least by Principal or Teacher-in-Charge, Subject Expert and DPI's Nominee)	<input type="checkbox"/>
3) Score Sheet of 50 Nos. duly filled in, sealed, signed with date by the Screening members (at least by Principal or Teacher-in-Charge, Subject Expert and DPI's Nominee)	<input type="checkbox"/>
4) A month-wise statement of different leaves enjoyed (during the assessment period) like EL, CL, ML, DL, PDL etc, number of days the college was open, number of days the teacher attended the college, number of classes allotted and number of classes taken	<input type="checkbox"/>
5) Refresher Course Certificate (RC) in relevant subject and of stipulated duration	<input type="checkbox"/>
6) Orientation Programme Certificate (OP) of stipulated duration	<input type="checkbox"/>
7) Degree /Provisional certificate of M. Phil / Ph.D., if applicable	<input type="checkbox"/>
8) Certificate of Admittance to Ph.D., if applicable	<input type="checkbox"/>
9) Certificate from the Guide/University concerned showing subject/title of thesis/area of research, in case the same is not mentioned in the Degree or admittance certificate	<input type="checkbox"/>
10) All pay fixation memos since date of first joining	<input type="checkbox"/>
11) Whether the incumbent has enjoyed any leave without pay, if so details thereof along with GB resolution.	<input type="checkbox"/>

[For Senior Scale – 1 RC and 1 OP (Either for Ph.D. Degree holders) For SG/Reader – 2 RCs (should be acquired after placement in Sr. Scale). **However copies of all the OPs/RCs obtained should be submitted for placement in Sr. Scale/S.G./Reader**]

C) Approval of Appointment and fixation of pay of Principal :

(All papers should be signed and forwarded by the GB President)

1) Statement of proposed pay mentioning name of the incumbent, designation, date of birth, date of joining, proposed basic pay, scale of pay, date of next increment (DNI) etc.	<input type="checkbox"/>
2) Post Creation GO (in complete)/ Pay Fixation memo of the previous incumbent indicating his/her name	<input type="checkbox"/>
3) WBCSC's Recommendation Letter to the candidate	<input type="checkbox"/>
4) WBCSC's Recommendation Letter to the College	<input type="checkbox"/>
5) Bio-data of the candidate forwarded by WBCSC	<input type="checkbox"/>
6) G.B. resolution giving appointment to the recommended candidate (GB resolution by circulation will not be accepted)	<input type="checkbox"/>
7) Appointment Offer letter in the prescribed format	<input type="checkbox"/>
8) Prayer for extension of joining time period, in case a candidate fails to join within the stipulated time due to some unavoidable circumstances along with G.B. resolution and Permission Letter extending the joining time	<input type="checkbox"/>
9) Joining Report mentioning the date and time of joining (with a caption – “Allowed to join on at/in.....”, endorsed by the President/competent authority)	<input type="checkbox"/>
10) GB resolution approving the joining	<input type="checkbox"/>
11) Experience Certificate from GB mentioning the length of service in each college/institute	<input type="checkbox"/>
12) Copies of academic certificates and mark sheets	<input type="checkbox"/>
13) Degree /Provisional certificate of Ph.D. Or Equivalent published work	<input type="checkbox"/>
14) Certificate of Admittance to Ph.D., if applicable	<input type="checkbox"/>
15) Certificate from the Guide/University concerned showing subject/title of thesis/area of research, in case the same is not mentioned in the Degree or admittance certificate	<input type="checkbox"/>
16) Age proof certificate	<input type="checkbox"/>
17) Declaration proforma-I & II, regarding verification of testimonials (issued by this Directorate on 28.3.05), duly filled in, signed and sealed	<input type="checkbox"/>
18) Release Certificate from the previous employer mentioning whether on lien or not.	<input type="checkbox"/>
19) Last pay certificate (LPC) from the previous institute, mentioning last basic pay, scale of pay, DNI etc.	<input type="checkbox"/>
20) All previous pay fixation memos	<input type="checkbox"/>
21) GB resolution recommending pay protection, if applicable	<input type="checkbox"/>

D) **Approval of appointment and fixation of pay of Non-teaching Employee(Direct Recruitment to Group B/C/D posts):**

1) Statement of proposed pay mentioning name of the incumbent, designation, date of birth, date of joining, proposed basic pay, scale of pay, date of next increment (DNI) etc.	<input type="checkbox"/>
2) G.B. resolution stating the date and reason of occurrence of vacancy mentioning the name of the ex-incumbent	<input type="checkbox"/>
3) Complete Register of Appointment (ROA) (duly filled in all respect) and duly authenticated by West Bengal BCW Department, clearly indicating the Roster Point No. against which such appointment has been made. Separate ROA is to be maintained for each multi-cadre post in consultation with the controlling Department.	<input type="checkbox"/>
4) Govt. Order granting permission for filling up the vacant post	<input type="checkbox"/>
5) Pay Fixation memo of the previous incumbent (preferably, the 1 st page, last page and the page containing the name of the previous incumbent) indicating his/her name	<input type="checkbox"/>
6) G.B. resolution regarding formation of Selection Committee(SC) mentioning the name and designation of the members	<input type="checkbox"/>
7) Requisition letter sent to the Employment Exchange (EE) in the prescribed format (duly filled in following the recruitment rules as prescribed in the post filling up permission) for sponsoring names of candidates	<input type="checkbox"/>
8) List of candidates sponsored by the EE	<input type="checkbox"/>
9) Notice served on the college notice board and other public places	<input type="checkbox"/>
10) List of candidates applied in response to (9) above	<input type="checkbox"/>
11) Advertisement in leading dailies, at least one in Bengali or local language and the other in English, having wide circulation	<input type="checkbox"/>
12) List of candidates applied in response to (11) above	<input type="checkbox"/>
13) G.B. resolution regarding determination of date of interview etc. and issuance of call letters to the eligible candidates	<input type="checkbox"/>
14) Call letter(s) issued to the selected candidate(s)	<input type="checkbox"/>
15) Documentary proof (Postal Documents) regarding dispatch of call letters to the eligible candidates	<input type="checkbox"/>
16) Attendance sheet of the candidates who appeared before the selection committee. Absent should be clearly recorded against the names of the candidates who did not turn up.	<input type="checkbox"/>
17) Assessor-wise (Individual) assessment sheet / Score sheet, bearing the names of all the candidates who appeared before the selection committee, duly signed by him	<input type="checkbox"/>
18) Consolidated / Average Score sheet, clearly indicating the rank of the examinees (at least 1 st , 2 nd and 3 rd), duly signed by all the assessors bearing their official designation and seal.	<input type="checkbox"/>
19) Report/Recommendation of the Selection Committee, in detail along with a panel of at least three candidates duly signed by all the members bearing their official designation and seal.	<input type="checkbox"/>
20) GB resolution accepting the recommendation of SC and giving appointment to the empanelled candidate	<input type="checkbox"/>
21) Appointment offer letter clearly mentioning the name of post as indicated in the post filling up permission	<input type="checkbox"/>
22) Joining Report mentioning the date and time of joining (with a caption – “Allowed to join on at/in.....”, endorsed by the President/competent authority)	<input type="checkbox"/>
23) GB resolution approving the joining	<input type="checkbox"/>
24) Non-employment declaration from the candidate	<input type="checkbox"/>
25) Declaration proforma-I (with relevant changes), regarding verification of testimonials (issued by this Directorate on 28.3.05), duly filled in, signed and sealed	<input type="checkbox"/>
26) Copies of academic certificates and mark sheets	<input type="checkbox"/>
27) Age proof certificate (if school leaving certificate / Transfer Certificate is submitted as age proof certificate, it should contain the name & address of institution, registration number, phone number etc.)	<input type="checkbox"/>
28) Caste Certificate/Physical Disability certificate, if applicable	<input type="checkbox"/>
29) All pay fixation memos and last pay certificate (LPC), mentioning last basic pay, scale of pay, DNI etc. (for candidates where G.O. No. 924End(CS) dated 26.11.2007 applies)	<input type="checkbox"/>
30) Declaration regarding maintenance of 100 Point Roster in the prescribed format	<input type="checkbox"/>

(Note: 1. Papers as indicated under serial nos. 11 and 12 should not be submitted where the recruitment policy does not involve G.O. No. 585Edn (CS) dated 09.9.2008 and does not permit paper advertisement. 2. In case no suitable candidate is found it should be brought to the notice of the DPI WB for fresh permission)

E) For approval of appointment and fixation of pay of Hd.Clerk/Cashier/Accountant (on promotion/redesignation) :

1) Statement of proposed pay mentioning name of the incumbent, designation, date of birth, date of joining, proposed basic pay, scale of pay, date of next increment (DNI) etc.	<input type="checkbox"/>
2) G.B. resolution stating the date and reason of occurrence of vacancy mentioning the name of the incumbent	<input type="checkbox"/>
3) Declaration regarding the number of posts existing in the college, including vacant, if any. For multi-cadre posts, ROA as indicated under D(3) above is to be submitted.	<input type="checkbox"/>
4) Pay Fixation memo of the previous incumbent (preferably, the 1 st page, last page and the page containing the name of the previous incumbent) indicating his/her name	<input type="checkbox"/>
5) Govt. Order granting permission for filling up the vacant post	<input type="checkbox"/>
6) G.B. resolution regarding formation of Selection Committee(SC) mentioning the name and designation of the members	<input type="checkbox"/>
7) Notice served on the college notice board / Internal Notice duly signed by all the eligible candidates	<input type="checkbox"/>
8) List of candidates applied in response to (7) above	<input type="checkbox"/>
9) No objection / Unwillingness certificate from those eligible employees who did not apply	<input type="checkbox"/>
10) Attendance sheet of the candidates who appeared before the selection committee. Absent should be clearly recorded against the names of the candidates who did not turn up.	<input type="checkbox"/>
11) Assessor-wise assessment sheet / Score sheet, bearing the names of all the candidates who appeared before the selection committee, duly signed by him	<input type="checkbox"/>
12) Consolidated / Average Score sheet, clearly indicating the rank of the examinees (at least 1 st , 2 nd and 3 rd), duly signed by all the assessors bearing their official designation and seal.	<input type="checkbox"/>
13) Report/Recommendation of the Selection Committee, in detail along with a panel of candidates duly signed by all the members bearing their official designation and seal.	<input type="checkbox"/>
14) GB resolution accepting the recommendation of SC and giving appointment to the empanelled candidate	<input type="checkbox"/>
15) Appointment offer letter clearly mentioning the name of post as indicated in the post filling up permission	<input type="checkbox"/>
16) Joining Report mentioning the date and time of joining (with a caption – “Allowed to join on at/in.....”, endorsed by the President/competent authority)	<input type="checkbox"/>
17) GB resolution approving the joining	<input type="checkbox"/>
18) Copies of academic certificates and mark sheets	<input type="checkbox"/>
19) Caste Certificate/Physical Disability certificate, if applicable	<input type="checkbox"/>
20) All pay fixation memos and last pay certificate (LPC), mentioning last basic pay, scale of pay, DNI etc.	<input type="checkbox"/>
21) Option for promotional fixation (in the revised scale of pay/ ROPA-2009) (preferably, annexure – C of GO No. 277Edn(CS) dated 21.3.2009)	<input type="checkbox"/>

(Note: 1. In case no suitable candidate is found, it should be brought to the notice of the DPI, WB for fresh permission. For the purpose, Post filling GO and papers under serials E(11,12,13) and GB resolution in duplicate are to be submitted)

F) For placement (CAS) of Non-teaching employees:

1) Statement of proposed pay showing name and designation of the incumbent, date of joining, date of completion of 7/10/20 yrs service, basic pay, scale of pay, date of next increment (DNI) before placement and proposed pay, scale of pay, DNI etc. after placement	<input type="checkbox"/>
2) GB resolution (in the prescribed format) mentioning name, designation, date of joining, date of completion of 7/10/20 years of continuous and satisfactory service, date of effect, scale of pay etc.	<input type="checkbox"/>
3) Certificate from the college authority stating whether s/he enjoyed any leave without pay (LWP) on any occasion and if so, whether his/her DNI had been deferred for such LWP or not.	<input type="checkbox"/>
4) All pay fixation memos since date of joining	<input type="checkbox"/>
5) Option for promotional fixation (in the revised scale of pay, ROPA-2009) (preferably, annexure – C of GO No. 277Edn(CS) dated 21.3.2009)	<input type="checkbox"/>

G) For employment of the dependent in die-in-harness case ((to be submitted in duplicate sets)):

1) Labour Department's proforma, as prescribed in circular no. 567(100)Emp dated 18.11.1997, duly filled in all respect	<input type="checkbox"/>
2) Enquiry committee's report regarding the financial condition of the family	<input type="checkbox"/>
3) GB resolution	<input type="checkbox"/>
4) Death certificate and last pay fixation memo of the deceased employee	<input type="checkbox"/>
5) Age proof certificate and academic particulars of the applicant	<input type="checkbox"/>
6) Non-teaching staff pattern in terms of G.O. 831Edn (CS) dated 31.10.1995 and circular number 1901(500) C dated 30.11.1995 along with copies of pay fixation memos and post creation GOs in support of the existing posts.	<input type="checkbox"/>
7) Whether there is any other such case at present in the college, if so relevant papers as above are to be submitted.	<input type="checkbox"/>
8) Death-cum-retirement benefit like death gratuity, pension, leave encashment, Provident Fund and Insurance, if any along with supporting documents.	<input type="checkbox"/>
9) Monthly gross salary / LPC of the deceased prior to date of death	<input type="checkbox"/>

H) Permission for filling up the vacant Non-teaching post (to be submitted in duplicate sets) :

1) Date and reason of occurrence of vacancy	<input type="checkbox"/>
2) Pay fixation memo of the last incumbent indicating his/her name	<input type="checkbox"/>
3) G. B. resolution	<input type="checkbox"/>
4) Complete Register of Appointment (ROA) (duly filled in all respect)	<input type="checkbox"/>
5) Non-teaching staff pattern in terms of G.O. 831Edn (CS) dated 31.10.1995 and circular number 1901(500) C dated 30.11.1995 along with copies of pay fixation memos and post creation GOs in support of the existing posts.	<input type="checkbox"/>

I) Rationalisation of Non-teaching staff pattern vide G.O. NO. 831Edn(CS) dated 31.10.1995, No. 68Edn(CS) dated 15.01.2009 and circular no. 1901(500)C dated 30.11.1995 (to be submitted in duplicate sets) :

1) Proposed non-teaching staff pattern in the prescribed format	<input type="checkbox"/>
2) The statement of the existing non-teaching posts including vacant, if any, showing therein column-wise/Department-wise names of the incumbents, date of joining, post creation G.O., pay & scale of pay, date of birth, qualification, Directorate's memo approving the appointment/confirmation of service of the incumbents concerned	<input type="checkbox"/>
3) Average roll strength of last three academic years supported by audit report	<input type="checkbox"/>
4) Average roll strength of each laboratory based subject (General & Honours separately) supported by audit report	<input type="checkbox"/>
5) Number of books in college library supported by audit report	<input type="checkbox"/>
6) Area of Garden	<input type="checkbox"/>
7) No. of Generator/Pump/Gas Plant owned by the college and its uses in detail	<input type="checkbox"/>
8) Whether college has any bus service of its own, at present. If so, its registration number and others details	<input type="checkbox"/>
9) Whether college has any Tent at Calcutta Maidan. If so, state in details with full particulars	<input type="checkbox"/>
10) No. of college buildings & its annex	<input type="checkbox"/>
11) No. of girls' common room in case of co-education college	<input type="checkbox"/>
12) Whether college has any Gymnasium. If so, give details thereof	<input type="checkbox"/>
13) Whether college has any NCC sub-unit. If so, give details thereof	<input type="checkbox"/>
14) Copies of pay fixation memos (approval memo & latest memo) and post creation GOs in support of the statement as furnished above under sl. No. (2)	<input type="checkbox"/>
15) Latest pay claim submitted to the PPS/DREO	<input type="checkbox"/>
16) Was any Govt. Order, issued by HE Department/Directorate, regarding adjustment / abolition / renaming of non-teaching post(s) etc? If so, whether such adjustments / abolitions / renaming etc. had been done in accordance with the Govt. Order concerned. Necessary details along with GB resolution in this regard should be enclosed.	<input type="checkbox"/>

J) Claim for full HRA (for serving couples residing apart from each other at a distance of about 200 km or more)(two separate sets to be submitted):

1) G B resolution for grant of full HRA clearly mentioning the date of effect of staying separately	<input type="checkbox"/>
2) All pay fixation memos of the claimant since joining	<input type="checkbox"/>
3) Service certificate of the spouse of the claimant from his/her employer mentioning date of effect and location of posting	<input type="checkbox"/>
4) Comparative statement (month-wise) of House Rent Allowance drawn by the couple supported by documentary proof	<input type="checkbox"/>
5) Details of house rent etc. paid supported by rent slip/documentary evidence	<input type="checkbox"/>
6) Distance certificate from the competent authority	<input type="checkbox"/>
7) Marriage registration certificate / Affidavit	<input type="checkbox"/>

K) Deferment of Date of Next Increment (DNI) (in duplicate):-

1) G.B. resolution(s) granting leave without pay (LWP) mentioning the cause.	<input type="checkbox"/>
2) All pay fixation memos since date of joining the service	<input type="checkbox"/>
3) Joining report & acceptance by the G.B. after enjoying LWP	<input type="checkbox"/>
4) G.B. resolution deferring DNI.	<input type="checkbox"/>
5) Other allied papers	<input type="checkbox"/>

L) Conversion of teaching posts (in duplicate): -

1) A detailed weekly work load of the departments concerned (in the prescribed format)	<input type="checkbox"/>
2) Class routine (highlighting the concerned classes(theory) concerned)	<input type="checkbox"/>
3) A list of existing sanctioned teaching posts of the departments concerned, including vacant, if any, mentioning the name of the incumbent, department, date of joining, band-pay, AGP, date of retirement/resignation, Pay fixation memo no. & date approving the appointment, Post creation GO no. & date etc.	<input type="checkbox"/>
4) Pay fixation memos and post creation GOs with respect to (3) above	<input type="checkbox"/>
5) Affiliation letter and inspectors' report of the departments / subjects to which such conversion is required	<input type="checkbox"/>
6) G.B. resolution in detail mentioning why such conversion is required	<input type="checkbox"/>

DECLARATION IN THE FORM OF UNDERTAKING TO BE MADE BY THE CONERNED INCUMBENT**PROFORMA DECLARATION – I**

I, _____ do hereby declare that all the Certificates / Mark-Sheets and other relevant documents submitted by me, are true and original.

If, at any time, it is found (documents as stated above) false / fake and tampered or otherwise invalid, my appointment shall be liable to be terminated from the very date of my joining to the post.

I also hereby declare that I shall be liable to refund the entire amount of money, received by me, as pay and allowances, and other financial benefits, if any, received by me as a sequel to this appointment.

The college authority and the State Govt. will be at liberty to take such action or actions as they deem fit and proper, in the event my credentials are found false and fake.

Countersigned_____
Signature of the Candidate

1. President / Principal

2. Bursar of the College
Or
any Senior Member
of the Governing Body
from Teaching Category

DECLARATION TO BE FURNISHED BY THE PRINCIPAL / TEACHER-IN-CHARGE OF THE COLLEGE IN CASE OF A LECTURER AND BY THE PRESIDENT, GOVERNING BODY OF THE COLLEGE, IN CASE OF PRINCIPAL**PROFORMA DECLARATION – II**

I do hereby declare that I have personally verified the ORIGINAL MARK-SHEETS & CERTIFICATES of Shri/Smt _____ duly recommended by the West Bengal College Service Commission, in terms of Memo No. _____ dated _____ for the post of Principal / Lecturer in _____.

I do certify that the Certificates / Mark-Sheets submitted by the candidate appear to be original and true and have been issued by the competent authorities. And, Shri/Smt. _____ is eligible to join as Principal / Lecturer in _____ of the College, as per existing rules.

Signature of President / Principal

-----X-----