

**GOVT OF WEST BENGAL
EDUCATION DIRECTORATE**

No:ED-592/2011

Date-16/12/2011

To all the Principals and TICs of the Govt-aided colleges in the state

Reg: Renewal of the existing Contractual whole-time teachers(CWTTs) for the academic session 2011-2012 of the Govt-aided colleges

Kindly see the following enclosure listing the documents and format to be submitted with reference to the subject captioned above.

The required documents are to be submitted to the Education Directorate within **31.01.2012** positively.

Sd/-A.Roy Chowdhury(Mitra)
For DPI,W.B

Enclosure

Sub.: **Renewal of Contractual whole-time teachers (CWTTs) for Govt. aided colleges in the State for the Academic Session 2011-12.**

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 be followed by the college authorities for renewal of the existing contractual whole –time teachers of the State Aided Non-Government Colleges. .

- 1. The college authority will submit the particulars as per Format (enclosed) to get the renewal order from the Department.**

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 (in **Excel 2003 format only**). All the documents should be submitted to this Directorate (**One Set at Receiving Section and one set at the Room No. 824**) within **31.01.2012 (Strictly)**.
- Photo copy of the G.O. of approval of the CWTTs for the academic session 2010-11 attested by the Principal/Teacher-in-charge of the concerned college.
- In case of any rectification in the G.O. previously issued for the academic session 2010-11, the college authority may apply herewith with proper supporting documents.
- Ten- Point Declaration relating to submission of claim.
- Disbursement certificate of the previous claim received for the period 01.01.2011 to 31.03.2011
- Copy of Acquittance Roll duly signed by the Principal, Bursar/Accountant of the concerned college.
- Declaration form duly filled by the concerned CWTT and attested by the college authority.

