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

Memo. ED - 673/2015

Date. 29. 12.2015

From Director of Public Instruction, Govt. of West Bengal, Bikash Bhawan, Kol-91

То

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

The undersigned has been hereby directed to request for submitting the particulars of the approved PTTs & CWTTs in the filled-in format (annexed) to enable speedy and smooth release of the remuneration of the concerned teachers for the financial year 2016-17 onwards. The format is to be submitted to the <u>Directorate within 22.01.2016 positively in both hard and soft copies</u> so that the claims for the next quarter(s) may be processed smoothly. The Governing Body resolution for the slab change (if any) is also to be submitted along with next claims <u>positively</u>.

Duly attested photocopies of 1st approval order& renewal order for 2015-16 (FY) of both PTTs & CWTTs are to be enclosed with the format.

Concerned Principal/ Officer-in-charge/ Teacher-in Charge is to certify that the annexed PTTs & CWTTs are Govt. approved serving PTTs & CWTTs for the academic session 2016-2017. This may be treated as urgent.

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Director of Public Instruction, W.B.

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