

Decisions taken in the meeting on pay packet system of DPI in connection with implementation of COSA at Govt. aided college held on 12.2.2015 at the Office Chamber of Additional Secretary, H.E.Deptt, Bikash Bhavan, Salt Lake, Kolkata – 91.

Names of officers present in the meeting are as under:-

1. Dr. Nimai Chandra Saha, D.P.I., WB
2. Mohan Kumar Chattopadhyay, F.A., H.E. Deptt
3. S. K. Ghosh, A.O. & E.O. J.S, H.E. Deptt
4. Debasish Datta, Dy. F.A., H.E. Deptt
5. Md. Sayeedur Rahaman, Jt.D.P.I. (PPS)
6. Narayan Banerjee, Jt.D.P.I. (PPS)
7. Dr. Tushar Kanti Ghara, Jt.D.P.I. (PPS)
8. Dr. Sujit Pal, Dy.D.P.I.

Smt. Madhumita Ray, IAS, Addl. Secy., HED chaired the meeting. A threadbare discussion took place on various points regarding the present pay packet system in connection with release of fund to the Govt. aided colleges. As of now, allotment of fund to the Govt. aided colleges under Pay Packet Scheme is done by the Education Directorate on quarterly basis. The fund for the 1st quarter for the period April to June is released in April, for the 2nd and 3rd quarters for the period July to December it is released in July, and for the 4th quarter for the period January to March fund is released in January. However, the colleges release Pay Packet to individual teachers and non-teaching staff in each month.

To streamline the process further, the following steps may be taken by the Education Directorate:-

- a) Since the pre-audit of salary bills submitted by the College Authorities results in delay on the release of pay packet amounts, which is not

desirable, henceforth pay packet will be released to the Govt. aided Colleges on post audit basis, not later than 10th of April of each Financial Year;

- b) Internal Post Audit of the Pay packet of the salary bill of Govt. aided colleges will be performed twice in a year (January/July) henceforth;
- c) Allotment of fund of Pay packet for Govt. aided colleges for the quarter April to June now will be released on the basis of the salary pay packet bill of March, on ad-hoc basis;
- d) Allotment of fund of Pay packet bill for the 2nd and 3rd quarters, i.e., for the period July to December will be released in terms of claims submitted by the college authority on post audit basis;
- e) Allotment of fund for the fourth quarter, i.e. from January to March will be released on the basis of the salary pay packet bill of December, on ad-hoc basis;
- f) If any surplus or shortage of fund is found, that would be adjusted in the next claim of the college authority;
- g) College authority will submit the claim within the 10th day of the month of each quarter positively.
- h) The COSA information input of the Govt. aided colleges will be checked and verified by the Audit Officers posted in the DPI's establishment, on the basis of the hard copy of the COSA bill along with relevant documents submitted by the college authority.
- i) College authority is to be requested to send COSA input hard copy as well as soft copy to the Higher Education Directorate (DPI) along with relevant documents to facilitate the checking and verification of the system.

- j) Henceforth the college authority is requested to submit the claim of pay packet of the teaching and non-teaching staff of the colleges together with approved PTTs and CWTTs and employee of Hostel (if any). Accordingly, fund will be released under a single memo from the DPI's end.
- k) The college authority will submit the proposal for renewal of approved PTTs in January of each year and approval process should be completed within 31st March.

The meeting was closed with vote of thanks to and from the chair.

Sd/- Madhumita Ray
Additional Secretary,
Higher Education Department.