

Education Directorate  
Dept of Higher Education  
Bikash Bhavan, Kolkata-700091

From:  
Director of Public Instruction  
Education Directorate  
Dept of Higher Education  
Bikash Bhavan, Kolkata 700091

Memo no. ED-111/2020

Date: 24<sup>th</sup> July, 2020

To  
The Principal/Vice-Principal/Teacher-in-Charge of Govt Aided Colleges of WB (Except Colleges under GTA)

You are requested to submit the claim of remuneration for approved State Aided College Teachers (SACT) of your College for:

1. Current month of July 2020,
2. for August 2020 to December 2020 and
3. arrear claim from January 2020 to June 2020 within 20 days.

A format for submission of claim is attached.



Director of Public Instruction

**Format for summary sheet of claim of remuneration for SACTs of Govt aided Colleges**

1. Name of the College/Institution with address.....
2. DDO Code.....
3. Total amount of the claim for the period..... Rs. (in words).....
4. E-mail id....., Mobile no.....College/Office phone no.....
5. Approval order no.....
6. Total number of SACT.....
7. The claim as follows :

Sl No	Name of SACT	Subject	Category and tenure	Date of birth	Date of initial engagement	Remuneration As on 01.01.2020	Admissible amount from January 2020 to June 2020	Admissible amount for July 2020	Admissible amount for August 2020 to December 2020	Total amount admissible	Remuneration received, if any for January 2020 to June 2020	Remuneration received, if any for July 2020	Net claim
1													
2													
3													
<b>TOTAL</b>													

**Following documents are attached:**

1. Approval letter
2. Letter of engagement as SACT
3. Month wise claim sheet
4. Ten point certificate
5. Non-drawl certificate
6. Any other relevant documents

Date:

*Signature of DDO/Principal/  
Vice-Principal/Teacher-in-charge*