



Government of West Bengal
Department of Higher Education
University Branch
BikashBhavan, 6th Floor, Bidhannagar, Kolkata – 700 091.

No. 503(31)-Edn(U) /HED-12012(21)/2/2026-UNV SEC-Dept. of HE Date: 06.04.2026

From: Deputy Secretary to the Govt. of West Bengal

To: The Registrar,

_____ University (All).

Sub: Regarding arrears of Dearness Allowance / Dearness Relief of the employees / pensioners of the State-aided Universities for the period from January, 2016 to December, 2019.

Ref.: Finance Department's Memo No. 998-F(P2) dated 13.03.2026.

Sir / Madam,

You are aware that Finance Department, vide their Memo under reference, has requested for starting compilation of the authenticated details of Pay & Allowances / Pension of each employee / pensioner of the Govt.-aided Educational Institutions including the details of Dearness Allowance and Dearness Relief actually granted to them in each month for the period from January, 2016 to December, 2019.


Accordingly, I am directed to request you kindly to prepare a database of such employees / pensioners (*in MS-Excel format*) for the said period as per the PROFORMA enclosed.

The information so compiled must be certified by the DDO and validated by you on the basis of the Acquaintance Roll and Service Book of each employee / pensioner of your University.

In case where the Registrar is functioning as the DDO of the University and also beneficiary, his Acquaintance Roll and Service Book shall be validated by the Vice-Chancellor of the University.

Yours faithfully,

Encl.: As stated.


Deputy Secretary

No. 503(31)/1(65)-Edn(U)/HED-12012(21)/2/2026-UNV SEC-Dept. of HE Date: 06.04.2026

Copy forwarded for information and necessary action to:-

1. The Vice-Chancellor, _____ University (all);
2. The Finance Officer, _____ University (all);
3. Sr. P. S. to the Additional Chief Secretary, Finance Department, NABANNA, Howrah;
4. Sr. P. S. to the Additional Chief Secretary, Department of Higher Education;
5. Office Copy.


Deputy Secretary

PROFORMA-I

Annexure to Memo No. 503(31) -Edn(U)/HED-12012(21)/2/2026-UNV Date: 06.04.2026

STATEMENT OF ARREAR BILL

Calculation of Pay & Allowance of _____
(Employee Name & Designation) for the period from 01.01.2016 to 31.12.2019.

Month Start Date	Month End Date	Earnings	
		Component	Drawn (in Rs.)
01.01.2016	31.01.2016	Band Pay	
		Academic Grade Pay / Grade Pay	
		Dearness Allowance	
01.02.2016	29.02.2016	Band Pay	
		Academic Grade Pay / Grade Pay	
		Dearness Allowance	
01.03.2016	31.03.2016	Band Pay	
		Academic Grade Pay / Grade Pay	
		Dearness Allowance	

Add rows

PROFORMA-II

Annexure to Memo No. 503(31) –Edn(U)/HED-12012(21)/2/2026-UNV Date: 06.04.2026

STATEMENT OF ARREAR BILL

Calculation of Pay & Allowance of _____
(Pensioner's Name & Designation) for the period from 01.01.2016 to 31.12.2019.

Month Start Date	Month End Date	Earnings	
		Component	Drawn (in Rs.)
01.01.2016	31.01.2016	Last Basic Pay	
		Basic Pension	
		Basic Pension after commutation	
		Dearness Relief	
01.02.2016	29.02.2016	Last Basic Pay	
		Basic Pension	
		Basic Pension after commutation	
		Dearness Relief	
01.03.2016	31.03.2016	Last Basic Pay	
		Basic Pension	
		Basic Pension after commutation	
		Dearness Relief	

Add rows