

Government of West Bengal
Education Directorate
Bikash Bhavan, Salt Lake, Kolkata 700061

From

The Director of Public Instruction
Government of West Bengal
Education Directorate
Bikash Bhavan, Salt Lake, Kolkata 700061

Memo no. **ED-24/2025**

Date: **20/01/2025**

To

The Principal/Vice Principal/Teacher-in-charge of Govt Aided Colleges of WB (except Colleges under GTA)

You are requested to submit the claims to the pay-packet section in consonance with the provision contained in the guideline, vide order no. 13L/10M-10/2025, dated 14th January 2025, which is attached herewith, by strictly adhering to the timeline specified therein.

For smooth processing of pay packet/arrear/other claims you are also requested to follow the instruction given below:

1. The College authority shall submit pay packet claims at the receiving section of the Directorate by the 15th of December, 15th of March & 15th of July for respective salary disbursement periods of every year as specified in the memo no. 1814, dated 15.06.2017.
2. Every DDO shall arrange to submit the claims relating to arrears of pay, allowances, increments, / LE etc within one month after receiving pay-fixation memo/ date of retirement of incumbent etc. as specified in the order no. 13L/10M-10/2025, dated 14.01.2025. Late submission of claims will be processed as per Treasury Rule 4.024 (vide WB Treasury Rule 2005). Accountability will be fixed up to the responsible person in case of delayed submission of claims.
3. For one P.F. memo one claim is to be submitted & claims to be submitted to the receiving section of Education Directorate separately. All claims must be submitted with complete set of documents.
4. The minimum required documents that have to be attached with every claim are suggested below. C/A may submit additional document, if required, for a particular claim. Additional document, if required during processing of a particular claim, must be submitted following the timeline specified to avoid delay in processing. **A guideline for minimum required documents for each type of claim is given in the annexure 1 to 3.**

Director of Public Instruction (WB)
Government of West Bengal

Annexure 1

For Salary claim

1. Statement for total claim amount
2. Disbursement Certificate of previous pay packet
3. Abstract of salary claim
4. T.R. -7 for 50% Tuition fees deposit
5. Tuition fee statement
6. Non-drawal certificate
7. 10 point certificate
8. Claim sheet
9. HRA declaration of each TS and NTS for the pay packet from 'August to December' each year along with supporting document from the spouse, if applicable
10. Signature with Seal of DDO, Bursar and Accountant on each claim sheet (if any post is vacant please certify)
11. Pay fixation memo of TS and NTS, if required
12. AISHE certificate, if required
13. Other relevant documents, if required

Leave Encashment

1. Entire copy of updated attested service book
2. G. B. resolution regarding submission of L/E bill after date of retirement
3. Last Pay Certificate in college letter head
5. Statement showing claim of Leave Encashment amount, signed by Principal/TIC/Vice-principal, Bursar, & Accountant (if any post is vacant please certify)
6. For TS uniform leave rules should be followed in service book
7. Specific Non-drawal certificate
8. Last Pay Fixation Memo & last Schedule IV
9. Service continuity certificate, Service Verification certificate, and No Liability certificate.
10. Specific ten Point Certificate
11. Leave account statement (separate)
12. HRMS generated Pay slip of the last month
13. Other relevant documents, if required

Subsistence Allowance

1. Non-Employment certificate (affidavit)
2. Last pay certificate
3. Claim sheet signed by Principal, Bursar & Accountant, if available
4. Abstract of claim
5. Specific Non-drawal certificate
6. GB resolution
7. Specific 10 point certificate
8. Pay fixation memo
9. Photocopy of acquittance of subsistence allowance(previous)
10. Order copy of suspension
11. Order copy of subsistence allowance
12. Other relevant documents, if required

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Annexure 2

Ad-Hoc bonus

1. Sanction Order for engagement(SACT)
2. Disbursement certificate (previous Bonus allotment)
3. Copy of Acquittance Roll for the previous bonus
4. Specific Non-drawal certificate
5. Previous year's sanction order
6. Bill inner sheet for the month of March
7. For arrear Ad-hoc bonus relevant order along with reason for non-drawal
8. Specific 10 point certificate
9. Other relevant documents, if required

Arrear Claim

1. Arrear Claim sheet signed by Principal, accountant and bursar, if available
2. Pay fixation memo for admissible & drawn side, schedule IV, Annexure copy
3. Year wise HRA declaration for claim period along with pay slip/relevant document of the spouse, if applicable
4. Specific non-drawal certificate mentioning name, designation, P.F. memo, period of claim and claim amount (in word and figure)
5. Salary statement for the claim period,
6. HRMS generated arrear statement, if applicable
7. Specific 10-point certificate
8. All pay fixation memos since joining in the service
9. Previously drawn arrear statement, if any, for above mentioned claim period
10. Schedule IV (old and new both) and P.F. memo in support of Schedule IV is also required.
11. Arrear claim sheets should be in proper format and apart from all salary components, the claim sheet must include HRA drawn by spouse column, rate of D.A column etc
12. Separate claim should be submitted for each P.F. memo
13. Other relevant documents, if required

Arrear for SACT (due to upgradation from SACT II)

1. Copy of SACT up gradation (DPI's approval)
2. HRMS generated salary statement for the claim period
3. Claim sheet duly signed by Accountant, Bursar and Principal/TIC/Vice principal
4. Specific 10-point certificate
5. First approval copy of SACT
6. Other relevant documents, if required


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Annexure 3

Conveyance Allowances

1. Claim must be submitted after the completion of the relevant month, no advance claim can be submitted
2. Name specific conveyance allowance eligibility order
3. Disability certificate from the competent authority
4. claim sheet duly signed by Principal along with Accountant and Bursar, if available
5. Specific Non drawal certificate
6. Specific 10 Point certificate
7. HRMS generated inner sheet of the claim period
8. Leave taken certificate by the DDO during the claim period, if any
9. Other relevant documents, if required

LTC claim

1. Certificate about completion of 10/20 years of regular service by DDO with first pay fixation memo
2. Declaration of family members (who are solely dependent on the teacher) by the teacher. Another declaration regarding income of parents, stepmother, unmarried sisters and minor brothers, if applicable, and will be clarified by the competent Authority.
3. Declaration about place of visit in advance in writing to the Controlling Authority
4. Declaration about that journeys are not made through any packaged tour agencies
5. Undertaking by the spouse of the teacher, who is also a teacher of state aided Universities/Govt aided colleges of WB, that he/she will not prefer any claim in his/her behalf to his/her employer in future and copy of the service book where it is recorded
6. Declaration by teacher in the case of whose spouse is employed in the State Government/Central Govt/Central PSU/state PSU/Corporation/Autonomous Body which provide LTC facilities to its employees and their family, that whether he/she has enjoyed the benefit as a member of the family of the spouse or not
7. When spouse of the teacher is employed in state PSU/Corporation/Non-Govt aided Institution/Autonomous Body where the facility of LTC does not exist, the teacher may be allowed to enjoy the benefit with his/her spouse subject to submission of a declaration by her/his spouse that in future he/she will not enjoy the benefit of LTC if benefit is extended to the concerned Institutions/Organization by the Govt and submit of service book where it is recorded
8. Prior approval from the Governing Body
9. Prior leave sanctioning by the Governing Body, if applicable
10. Original Boarding Pass
11. Original ticket
12. Bill to be submitted in TA bill form within three months of completion of journey.
13. Other instructions as laid down in the G.O. no. 375-Edn (CS), dated 13th April, 2017
14. Other relevant documents, if required

Director of Public Instruction (WB)

20/11/25

Memo no. ED - 24/1(6)/2025

Date: 20/01/2025

Copy forwarded for information to:

1. The Private Secretary to Hon'ble Minister-in-charge, Higher Education Department, Government of West Bengal
2. The Sr. P.S. to the Principal Secretary, Higher Education Department, Government of West Bengal
3. The Senior P.S. to the Senior Special Secretary , College Sponsored Branch, Higher Education Department, Government of West Bengal
4. The OSD (Law), Higher Education Department, Government of West Bengal
5. Jt DPI, PPS
6. Office copy

Director of Public Instruction (WB)
Government of West Bengal

Government of West Bengal
Department of Higher Education
Integrated Law Cell
Bikash Bhavan, Salt Lake City, Kolkata, 700091

No. 13L/10M-10/2025

Date: 14.01.2025

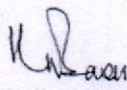
MEMORANDUM

WHEREAS it has been observed for quite some time that there is a considerable delay in processing the arrear claim for the employees of the Government Aided Colleges resulting in undue harassment and legal complications;

NOW THEREFORE in exercise of provisions under Section 18 of the West Bengal Universities and Colleges (Administration & Regulation) Act, 2017, the **Standard Operating Procedure (SOP)** is formulated for the purpose as mentioned in the following manner: -

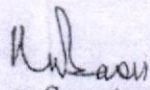
SL No	Action Point	Time Period
1.	College shall submit the claim before the DPI, WB, after receiving pay fixation memo/ date of retirement /Date of Death etc.	1 Month
2.	Claim is to be placed in the file and submitted to the concerned JDPI/DDPI/ADPI	1 Month
3.	JDPI/DDPI/ADPI will record his/her observations and forward to the Asst./Deputy Director, Audit Cell	15 Days
4.	Claim is to be audited by the Asst. Director/Deputy Director, Audit cell	1 Month and 15 days
5.	Claim which is approved by the Asst. /Deputy Director, Audit Cell shall be placed before the DPI through JDPI (Pay Packet) for approval	10 Days
6.	Any observation or lack of papers which are to be required to meet up for audit purposes must be informed to the College Authority	1 Month
7.	The college authority must furnish the papers	15 Days
8.	The requisite papers furnished by the C/A should be placed to the Asst/Deputy Director, Audit Cell	10 Days
9.	Submitted papers must be rechecked by the Asst./Deputy Director, Audit Cell	1 Month
10.	Claim which is approved by the Asst./Deputy Director, Audit Cell shall be placed before the DPI through the JDPI (Pay Packet) for approval and sanction order will be released	10 Days

This is issued with the approval of the Competent Authority in this Department.


Deputy Secretary to
the Government of West Bengal

Copy forwarded for information and necessary action to:-

- 1] The Director of Public Instruction, West Bengal- with a request to intimate all concerned including the Higher Educational Institutions under his jurisdiction through JDPIs/DDPIs/ADPIs to act in consonance with the provisions contained in the guideline by strictly adhering to the timeline specified therein.
- 2] The OSD (Law), Higher Education Department, Government of West Bengal;
- 3] The Senior P.S. to the Senior Special Secretary, College Sponsored Branch, Higher Education Department, Government of West Bengal;
- 4] Dr. Dipak Das, JDPI, Pay Packet Section, Education Directorate, with the request to strictly follow the timeline as prescribed in the notification;
- 5] The Private Secretary to Hon'ble Minister-in-Charge, Higher Education Department, Government of West Bengal;
- 6] The Sr. P.S. to the Principal Secretary, Higher Education Department, Government of West Bengal;
- 7] The Audit Cell, Education Directorate, with the request to strictly follow the timeline as prescribed in the notification;
- 8] The IT Cell, Higher Education Department, Government of West Bengal - with the request to upload this notification in the Departmental Website;
- 9] Office copy.


Deputy Secretary to
the Government of West Bengal