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

Memo. ED - 562/2015

Date. 23/04/2015.

- From Director of Public Instruction, West Bengal, Education Directorate, H.E. Dept., Govt. of W.B., Bikash Bhawan, Kol-91
- To All the Principals/Teachers-in-charge/ Presidents of the G.B./ Administrators of all Govt./ Govt.-aided/ sponsored colleges in the state

It is hereby requested to submit duly filled-in format enclosed herewith within 7 (seven) days from the date of issuance of the order positively in both hard and soft copies(CD). This information is to be provided in Excel (MS Office 2007), A4 (Landscape), Times New Roman (10) only.

This may be treated as urgent.

12:4.15

Director of Public Instruction, West Bengal, Education Directorate, H.E. Dept., Govt. of W.B., Bikash Bhawan, Kol-91

Detailed information of the guest lecturers(need based)

1 Name of college

2 Name of the Principal/TIC

3 Contact No.

4 Website of College

5 Email Address of this College /Principal /TIC

6 No of Subjects taught in the colleges

			SI. No.	SI. No.		
			Subject			
			admissible Sanction Post	No. of admissible No. of post Gen SC ST OBC-B Total Gen SC ST		
			No. of po vacant			
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			ST	Full		
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			Name	No of (
			Date of Birth	Guest Lectu		
			Date of engagement	No of Guest Lecture (need based)		
			Period of service] =		
			Remuneration paid/ month			
				No of Student		

You are requested to submit duly filed in the format enclosed here in within seven days (07) from the Date of issuance

N.B. Save the file in .xls format only

Do not delete or merge any column/row. If necessary insert new row only Use only Excel (MS Office 2007), A4 (Landscape), Times New Roman (10)