



Government of West Bengal
Office of the District Inspector of Schools
(Secondary Education); Bankura
Phone No. 03242-253305; e-mail: disebankura@gmail.com

Memo No: _605/S

Date: 27.02.2019.

From : The District Inspector of Schools (S.E.), Bankura.

To : The HOI of all **Secondary & Higher Secondary Schools** under this district.

Sub:-Submission & Verification of Non-Teaching Information as asked by the Dy. Director of School Education(HS) , School Education Deptt..

Ref:-Memo No-65-Sc/HS Dt.-06.02.2019 of the Dy Director of School Education (HS) , School Education Deptt.

In connection with the subject stated above , she/he is requested to fill up the format attached herewith and attend this office with the following documents as per following schedule.

Documents Required:-

1. Filled in Teaching & Non Teaching Format.
2. Post Sanctioning memo of all Non-Teaching Posts.
3. Staff Pattern showing all Non-Teaching sanctioned posts (Both Vacant & filled up).
4. Salary sheet for the month of February, 2019.
5. Approval of Appointment of the existing Non-Teaching and the outgoing Non-Teaching of the vacant post.

Only HOI is allowed for this purpose .No Assistant Teacher/ Non Teaching staff will be considered for this purpose.

This should be treated as extremely urgent for onward transmission this information to the higher authority.

Encl:-Blank Non Teaching Format.

Schedule of Date & Time

Sl No	Name of Sub-Division	Date	Time
1	Khatra	08/03/2019	11:00 a.m
2	Bankura	11/03/2019	11:00 a.m
3	Bishnupur	12/03/2019	11:00 a.m

District Inspector of Schools(SE)
Bankura