



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: 500 /S

Date: 15.02.2019.

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

To : The HOI of all Jr. High/Secondary & Higher Secondary Schools under this district.

Sub:-Submission & Verification of Teacher Information as asked by the Secretary , School Education Deptt..

In connection with the subject stated above , she/he is requested to send the filled in format attached herewith **in excel mode not PDF within 19.02.2019** through e-mil(disebankura2018@gmail.com) and bring the hard copy of the same and attend this office with the following documents as per following schedule.

Documents Required:-

1. Post Sanctioning memo of all Posts.
2. Roster Register
3. Staff Pattern showing all sanctioned posts (Both Vacant & filled up).
- 4 Salary sheet for the last month.
5. Approval of Appointment of the existing teacher and the outgoing teacher 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.

He/she is once again requested to submit the filled in format through e-mail without fail within 19.02.2019 i.e before attending the verification camp.

Schedule of Date & Time

Sl No	Name of Sub-Division	Date	Time
1	Khatra	21/02/2019	11:00 a.m
2	Bankura	22/02/2019	11:00 a.m
3	Bishnupur	25/02/2019	11:00 a.m


District Inspector of Schools(SE)
Bankura
15/02/2019