

Government of West Bengal
Education Directorate
Bikash Bhavan, Bidhannagore, Kolkata – 700091

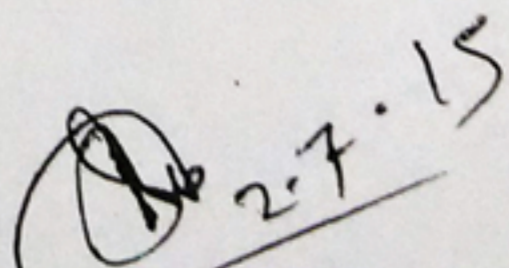
Memo No.ED-751/2015.

Dated the 2nd July, 2015.

NOTIFICATION

All the Principals/Teacher-in-Charges/Drawing & Disbursing Officers of Government Aided/Sponsored Colleges in West Bengal are hereby informed to submit/resubmit the claims of leave Encashment of the retired Librarians/Assistant Librarians/Deputy Librarians along with the following papers to Dr. S. Rahman, Joint Director of Public Instruction (PPS), West Bengal/Dr. N. Banerjee, Joint Director of Public Instruction (PPS), West Bengal at the earliest :

- (i) Claim Sheet with Forwarding Letter.
- (ii) Last Pay Certificate
- (iii) G.B. Resolution mentioning the date of superannuation/VRS/Death and
No of Earned Leave Credited.
- (iv) Xerox copy of full Service Book.
- (v) Last Pay Fixation Memo
- (vi) Non Drawal Certificate at current date.
- (vii) Leave Statement (Academic Yearwise).


Director of Public Instruction
West Bengal