Government of West Bengal
DEPARTMENT OF SCHOOL EDUCATION
COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
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No. 352 **/F. No. 845 (Pt- III)/SCERT** **Dated, Kolkata** 26.05.2022

ORDER

For Smooth administration in respect of all Govt PTTIs all are to note that the following cases of the Principals/ Lecturer-in-Charges/ Teacher-in-Charges of Govt Primary Teachers Training Institutes of the West Bengal be maintained/ approved/ sanctioned by the present administrative Head i.e. Director SCERT (WB) henceforth:

1. Approval of Tour Programme and sanction of TA bill.
2. Sanction of Casual Leave, Earned Leave, Commuted Leave, Maternity Leave (in case of female) and other kinds of leave as per the provision of the WBSR.
3. Maintenance of Service Book.
4. Sanction of refundable/ non refundable advance from GPF and final withdrawal of GPF.
5. Pension case including sanction of Provisional Pension/ Gratuity, final withdrawal of Group Insurance.
6. Pay fixation
7. Sanction of Festival Advance
8. All other administrative & financial matter expect of the above.

Further it is hereby ordered that the above noted cases in respect of the teaching and non teaching staff of Govt PTTIs should be maintained/ approved/ sanctioned by the Principal/ Lecturer-in-Charge/ Teacher-in-Charge of the concerned Govt PTTI independently. This cases need not be sent to the SCERT (WB) expect all other administrative matter listed in para-1.

This is being issued in exercise the power delegated to SCERT vide G.O. no. 06-ES/EE/PTTI-7/ 2011 (Pt-1) dt. 07.01.2022

All concerned are to act accordingly.

Sd/-
Director, SCERT (WB)

No. 352/1(6) **/F. No. 845 (Pt- III)/SCERT** **Dated, Kolkata** 26.05.2022

Copy forwarded to:

1. The Joint Secretary to the Govt. of West Bengal, School Education Department, Elementary Education Branch, Bikash Bhavan, Salt Lake, Kolkata- 700091 for information.
2. The Commissioner of School Education, Govt of West Bengal, 7th floor, Bikash Bhavan, Salt Lake, Kolkata- 700091 for information and necessary action.
3. The Principal/ Lecturer-in-Charge/ Teacher-in-Charge, Govt PTTI (all district) for information & necessary action. He/ She is hereby instructed to send his/her up to date service books to SCERT (WB) immediately.
4. The DI/s (PE) (all district) for information & necessary action with a request to send the service books & other documents related to service of all the Principal/ Lecturer-in-Charge/ Teacher-in-Charge of Govt PTTIs as early as possible.
5. The Finance Officer, SCERT for information.
6. All research Fellow of SCERT for information.

26/5/2022
Director, SCERT (WB)