

Government of West Bengal
Education Directorate
Bikash Bhavan, Salt Lake , Kol-91

Date : 07.07.2025

Memo No. 1229 - A

In partial modification of Memo No. 573-A dated 29.04.2025, the following changes have been made to ensure the smooth functioning of the administration of Government Colleges and the Education Directorate, until further orders:

- i) All drafts for sanctioning order, ***unless otherwise specifically instructed***, along with note sheets, shall be approved and signed by the Director of Public Instruction, West Bengal.
- ii) Fair copies of communications shall be signed by the officers listed in the enclosed table.
- iii) Correspondence between this Directorate and the concerned colleges regarding incomplete letters shall be dealt with by the officers (JDPI/DDPI) specified in the said table.
- iv) The files must reach the chamber of the DPI,WB, after proper checking and verification by the concerned officer.

SL. No.	Nature of Work	Assignment of Work related to Govt. Colleges & Education Directorate	
		Primary Stage DRAFT & NOTE SHEET	Final Stage/ Fair Copy
01.	Detention of Teaching and Non-Teaching Staff of Govt. Colleges + WBHS for Grant-in-Aid Colleges	D.P.I., W.B.	Sayantan Roy, Asstt. DPI
02.	Refresher Course/Orientation Programme	Note Sheet + DRAFT – D.P.I., W.B.	Dr. Aritra Rudra, Asstt. DPI
03.	HRMS	Dr. R.P. Bhattacharya, JDPI	DPI, W.B.
04.	Service Book of Group - A	D.P.I., W.B.	D.P.I., W.B.
05.	Service Book related work of Group-B,C &D	Dr. R.P. Bhattacharya, JDPI	D.P.I., W.B.
06.	Confirmation in WBES & Staff of Education Directorate	Note Sheet + Draft - D.P.I., W.B.	Dr. Arindam Dasgupta, JDPI
07.	All Leave related matter of Group-A	Note Sheet + Draft - D.P.I., W.B.	Dr. Jayarati Dasgupta, JDPI

08.	All Leave related matter of Group- B,C & D	Note Sheet + Draft - D.P.I., W.B.	A.O./P.A.
09.	Appointment on Compassionate Ground	Dr. Asish Ghosh, JDPI	D.P.I., W.B.
10.	Review Committee	Dr. Arindam Dasgupta, JDPI	D.P.I., W.B.
11.	I) Passport + NOC for foreign travel II) SVMCM Scholarship III) Pay fixation of Govt. Colleges' Principals IV) Vigilance Matter of the staff	Dr. Gopal Chakraborty, JDPI	D.P.I., W.B.
12.	Book Publication	Note Sheet – DPI, WB	Mandira Ghosh, DDPI
13.	ICC	Dr. Keka Trivedi, JDPI	D.P.I., W.B.
14.	Students' Home related Work	Note Sheet – DPI, WB	Dr. Samrat Laskar, JDPI
15.	SAR of WBES Officers	Dr. Dipak Das, JDPI	D.P.I., W.B.
16.	Hierarchy set up	Dr. Dipak Das, JDPI	D.P.I., W.B.
17.	NOC for Teaching Staff for leaving service	Mandira Ghosh, DDPI	D.P.I., W.B.
18.	Govt. College Staff' Pension & Family Pension of Govt. College staf & Principal/OIC + Pension & Family Pension of Office Staff & Officers + Correspondence with the AG	Dr. R.P. Bhattacharya, JDPI	D.P.I., W.B.
19.	Store materials sanction	Dr. R.P. Bhattacharya, JDPI	D.P.I., W.B.
20.	Floor Management	Dr. Asis Ghosh, JDPI	D.P.I., W.B.
21.	Letters Distribution	Dr. Arindam Bhattacharya, JDPI & Dr. Arindam Dasgupta, JDPI	D.P.I., W.B.
22.	Posting & NOC of Group-B, C & D Staff	Note Sheet - DPI, W.B.	Dr. Jayarati Dasgupta, JDPI

23.	Medical Reimbursement of Govt. Colleges & Directorate Staff Medical Query	Dr. R.P. Bhattacharya, JDPI	DPI, W.B.
24.	Promotion & Service Placement of Group-B,C & D and Appointment of Gr -C&D	Dr. Arindam Dasgupta, JDPI	DPI, W.B.
25.	Financial Sanction	DPI, W.B.	Dr. R.P. Bhattacharya JDPI
26.	Students related matter & Service related allegations & complaint	Dr. Asish Ghosh, JDPI	DPI, W.B.
27.	LTC/HTC	DPI, W.B.	Dr. R.P. Bhattacharya, JDPI
28.	Study Leave which required permission from H.E. Dept., W.B.	Dr. Shyam Sundar Sahoo, JDPI	DPI, W.B.
29.	Pay Protection + CAS + Counting of Past Service for Pensionary Benefits	Dr. Mahuya Chakraborty, JDPI	DPI, W.B.
30.	Files to be forwarded to the H.E. Dept., W.B.	DPI, W.B.	D.P.I., W.B.
31.	I-Card (Red & Yellow)	Note sheet + Draft DPI, W.B.	Mandira Ghosh, DDPI
32.	Resignation & V.R.S. of Group- A, B, C & D	Note Sheet + Draft- D.P.I., W.B.	Dr. Arindam Dasgupta, JDPI
33.	Requisition of Service Book and Handover	D.P.I., W.B.	Dr. Asish Ghosh, JDPI
34.	NOC for Duty free Alcohol	Dr. Shyam Sundar Sahoo, JDPI	D.P.I., W.B.
35.	Permission for Guest Lecturer	Dr. Md. Anisur Rahaman, ASSTT. DPI	D.P.I., W.B.
36.	Permission for purchase of Movable/Immovable properties	Dr. Sambuddha Ghosh, ASSTT. DPI	D.P.I., W.B.
37.	Disposal of materials related case	Dr. R.P. Bhattacharya, JDPI	D.P.I., W.B.

38.	Change of Name, Surname & Addresses [College + Dte.]	M. GHOSH, DDPI	D.P.I., W.B.
39.	Excursion	Dr. Maumita Mandal, DDPI	D.P.I., W.B.
40.	APR of Gr - B, C & D	Would be drawn by Officer of respective section and countersigned by DDO	D.P.I., W.B.
41.	Health scheme of Non-Govt. Colleges & Grievance of Non- Govt. Colleges & Aided Colleges	Dr. Pradipta Mukherjee OSD	D.P.I., W.B.

NOTE : The assignments may be modified in future, as and when required.

M. Kama

**Director of Public Instruction
Govt. of West Bengal**