

# Government of West Bengal

Office of the Additional District Inspector of Schools,  
(Secondary Education) Contai Sub-Division,  
Purba Medinipur,

Memo No. 1254-c /

Date. 1/9/14 /

**From:** The Addl. District Inspector Schools,  
(S.E) Contai Sub-Division,

**To:** The Headmaster/Headmistress/Teacher-in-Charge,  
Of Secondary Schools/Madrasahs under Contai & Egra  
Sub-Division,

**Sub:** Request to verify monthly salary bill with salary passbook of each teaching and non-teaching staffs.

They are hereby requested to verify the pass book of salary account of their teaching and non-teaching staff from April 2013 to March 2014, and also April 2014, to July 2014 and tally with monthly salary bill submitted by school authority and passed also by this office and to submit a report in this respect along with mentioning closing balance of salary account of the school within 30<sup>th</sup>. Sept. 2014.

*Contai 1.9.14*  
Addl. District Inspector Schools,  
(S.E) Contai Sub-Division

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