



सत्यमेव जयते

**GOVERNMENT OF WEST BENGAL**  
**Office of the District Inspector of Schools (Secondary Education)**  
**South 24-Parganas,**  
**New Administrative Building, 5<sup>th</sup> floor, Alipore, Kolkata 700027**  
**Telephone/Fax:-2479-7868**

Memo No:- *483/Gen*

Date:- *08/04/2014*

**NOTICE**

The H.M/T.I.C of all Schools/Madrasahs of this District are hereby instructed to follow the instructions:-

1. No arrear salary should be claimed for any staff in the salary bill from the month of April, 2014. For arrear salary School Authority have to place separate bills at the Grant-in-Aid Section of this office. In the meantime who have submitted arrear salary in their online salary requisition, for the month of April, 2014 is being instructed to rectify it in proper way. **From this month onwards only monthly salary bill (from the month of April, 2014) will be accepted.**
2. The Teaching and Non-teaching staff who have not updated/will not update their profile before submission of online salary requisition by **10<sup>th</sup> April, 2014** - will not get the salary from the month of April, 2014. Partially filled profile will be treated as '**Invalid Profile**'.
3. Salary bill will be submitted by the School Authority through online within **10<sup>th</sup> of every month** and hard copy of the bill (properly filled up) should be submitted to the Grant-in-Aid Section of this office before **15<sup>th</sup> of every month** positively. Otherwise claim for salary will not entertained.

**N.B.:- School Authority should be careful during submission of salary requisition through online so that all the profiles of Teaching and Non-teaching staff already been finalized from the D.D.O end before submission of salary. If the S/A fails to submit salary bill within stipulated period, salary bill will not accepted and salary will be locked automatically.**

For any clarification please contact:-

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|-----------------------------|---------------------|
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*[Handwritten signature]*  
*08/4/14*

**District Inspector of Schools (SE)**  
**South24-Parganas**