



Government of West Bengal
Office of the
Assistant Inspector of Schools (Secondary Education)
Rampurhat Sub-Division, Birbhum
E-mail- aisserhat.2014@gmail.com

Memo no: 357(270)R

Date: 22-09-2014

From,
The Assistant Inspector of School (SE) Rampurhat, Sub-Division.

To,
The Headmaster/Headmistress/Teacher in-charge
H.S/High/J,r High School/Madrasah all

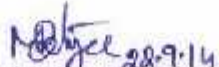
Sub:- On line Salary management and other

The undersigned has to inform him/her that, salary of teaching and non-teaching staff being transferred on line under e-system since March 2014. For betterment of the system and to discharge other official works smoothly this is to request all concerned to consider the points noted below and act accordingly.

1. Requisition for salary to be uploaded within 10th of every month. There will be no change in date for October 2014.
2. Hard copy of salary requisition to be submitted within 15th of every month, Submission of hard copy of requisition is essential for treasury work.
3. Tax to be deducted at source for every Tax payer. Any claim for exemption of I. Tax to be entertained on production of supporting document to the head of the institution.
4. PAN to be verified by the School Authority for all employers in order to secure deposit of Income Tax against correct PAN.
5. Verification certificate in respected of PAN have to be recorded in the hard copy of salary requisition for the month of November 2014, under seal and signature of the school authority.
6. Requisition for bonus (2013-14) to be submitted manually within 15th October 2014 if not submitted on line.
7. Arrear claim form march 2014 on words to be submitted to the office of the undersigned within 31.10.2014. Any arrear for the previous period to be submitted to the office of the DI/S(SE) at earliest.
8. Arrear bill should be sent along with all necessary papers and in duplicate.
9. Email address of the schools to be submitted to this office within 31.10.2014.
The same maybe intimated through email also.
10. Total number of student to be submitted within 26 October, if not submitted earlier.
11. Class wise, Sex wise, Student strength for class IX to XII have to be submitted within 26.10.2013. Intimation in this regards may be sent through email, massage.

His/her corporation is highly solicited in the interest of public services.

With thanks


Assistant Inspector of School (SE)
Rampurhat. Sub- Division. Birbhum