

No. ED – 609/2010

Dated 25/10/ 2010

From: Director of Public Instruction, West Bengal  
Education Directorate  
Bikash Bhawan, Salt Lake, Kolkata 700 091

To: Principal/ Teacher- in- Charge

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Sub: Assessment of vacancy and occupancy position of  
Non-Teaching Staff in Govt. Aided Colleges of West Bengal.

With reference to the above, the undersigned is directed to request the college authority to provide information on vacancy and occupancy position of non-teaching staff in the college as on 31.10.2010 as per the following Proforma with supporting papers. Complete information in all respect should reach the office of the undersigned at an early date. Please treat this as very urgent.

For Director of Public Instruction, WB

PROFORMA OFASSESSMENT OF NON-TEACHING STAFF  
POSITION AS ON 31. 10. 2010 (Page 1)

- 1. Name of the College:
- 2. Postal address with PIN:
- 3. Telephone No (O):
- 4. Telephone No. (Principal/TIC):
- 5. E mail ID (College):
- 6. E mail ID (Principal/TIC):
- 7. Year of rationalization of non teaching staff pattern done last  
(Copy of G.O. to be attached):
- 8. Vacancy & Occupancy position of **non-teaching staff** as on 31.10.2010:

Name of post	Sanctioning G.O. with No. & date	No. of sanctioned post of non teaching staff as per item no. 7	No. of non teaching staff in position	No. of vacant post of non-teaching staff	Name & No. of excess post, if any	Remarks

(Signature of Principal/ Teacher in Charge)

NOTE SHEET

The Education Directorate is recently engaged, inter alia, in assessment of vacancy and occupancy position of Non Teaching Staff in Govt. Aided Colleges. To arrive at a truthful data base, a Proforma of assessment is being sent to the college authorities for their compliance. It is apprehended, however, that this process of lock-stock and barrel evaluation may be delayed due to the ongoing Puja Vacation in colleges of the state.

It may, therefore, be necessary to arrange to upload the entire Proforma along with the forwarding letter bearing no. ED-609/2010 dt. 25.10.2010 (copy enclosed) to the concerned website of the H.E. Dept. so that we are able to reach the target colleges in time. Submitted for perusal and kind necessary action.