

Government of West Bengal
Directorate of School Education.
Bikash Bhavan, 7th Floor, Salt Lake, Kolkata-700091

Memo No:-CSE/215/2023-GA / OM/54/GA/2014


Date:-22/06/2023

From :- Commissioner of School Education, West Bengal

To :- (1) The District Inspector of Schools (SE),
All Districts
(2) The Additional District Inspector of Schools (SE),
All Districts

Sub :- **Disposal and Disbursement of Arrear Claims of the Teachers and Non-Teaching Employees of Aided/Sponsored Schools**

1. In this office letter issued vide no.222-GA / OM/54/GA/2014, dated 23.03.2023 it was requested to dispose of all the arrear claims unless a claim remains due for period longer than 03 years after sanction of the claim by the District Inspector of Schools(SE) at their level in terms of sub-rule (3) of Rule 4.024 of the W.B.T.R., 2005, with the exception that for arrear claims in connection with an order passed by the Hon'ble Court views of the Law section of this Directorate was advised. The intention behind this condition was to keep provision of appeal open, if considered necessary by the concerned DI. However, it is being noticed that this clause as mentioned at para 7 of the aforesaid letter is leading to confusion and as a result all proposals of arrear claims related with Court cases are being sent to this office for disposal.
2. **It is therefore clarified that all arrear claims, even if related with any Court cases, are to be disposed by the concerned DIs as per the provisions of of Rule 4.024 of the W.B.T.R., 2005, and funds to be released in favour of the claimants accordingly from their end. unless the claim remains due for a period longer than 03 years (counting the period of 03 years in terms of sub-rule 7) from the date on which the DI/S(SE) sanctioned the claim,** However, if it is considered necessary to prefer an appeal against any particular order, specific proposal for appeal, stating clearly the reasons for appeal, is to be submitted.
3. It is also being clarified that after sanction of any particular arrear claim, if there is shortage of allotment for payment of the particular arrear claim, only a copy of the sanction order is to be sent to this office for release of allotment and the current fund position in the respective head of account should be clearly mentioned in the forwarding letter. **There is no need to send all supporting documents based on which the sanction order issued by the DIs as competent authority.**
4. In this connection it is also to note that in some cases, upon examination of arrear claims submitted to this office previously, it is communicated to him that some documents are required. In all such cases, he is hereby authorized to release the concerned arrear claim as competent authority, upon checking and being satisfied about the claim as per norms.


Commissioner of School Education,
West Bengal