

Govt. Of West Bengal

Education Directorate

Office of the Sub-Inspector of Schools, _____ Circle

Office Memorandum

No.-

Date-

Release Order

In pursuance of the Chairman, _____ DPSC

Memo No. _____ Dt. _____,

Sri/Smt. _____, A.T./H.T. of _____

_____ School under _____

_____ Circle is hereby released on _____

in the afternoon/forenoon, to join his/her new posting at _____

_____ School under _____

_____ Circle, _____ W.B.

Last Pay Certificate

Basic Pay: Level-

M.A.-

Cell-

HRA-

D.A.-

HT Allowance-

The recoveries are to be made from his/her salary from-

PF-

P. TAX-

PF Loan-

Other Recoveries-

Leave: CL-

Commuted Leave-

Medical Leave:

Others Leave:

Next dt. of increment:

Sign of S.I./S with Seal

1.The S.I./S _____ Circle with information taking necessary action. Service Book & other necessary papers will be send later on.

Sign of S.I./S with Seal