

Office of

District Primary School Council

_____, P.O. - _____, Dist. - _____

RELEASE ORDER

Memo No. - _____

Date - _____

From : The Chairman

_____ District Primary School Council

To : The Chairman

_____ District Primary School Council

In pursuance of the Memo No. _____ dated _____
of West Bengal Board of Primary Education, Sri/Smt. _____
A.T./H.T. of _____ School, P.O. _____
Dist. _____ (_____ Circle) is hereby released on
_____ in the afternoon to enable him / her to join in the post of _____ Teacher
in _____ School, P.O. _____ Dist.
_____ (_____ Circle) under his / her control.

Last Pay Certificate

His/her pay and allowances has been drawn up to _____, 20____

(1) Sri / Smt. _____, A.T./H.T. of _____
_____ School P.O. _____ Dist. _____

(2) Date of Joining (First time): _____.

(3) <u>Drawn</u>	<u>Deduction</u>
Pay Band: _____	G.P.F.: ₹ _____/-
Level in the matrix: _____	P. Tax: ₹ _____/-
Basic Pay: ₹ _____/	G.S.L.I.: ₹ _____/-
D.A.: ₹ _____/-	I. Tax: ₹ _____/-
H.R.A.: ₹ _____/-	Total Deduction: ₹ _____/-
M.A.: ₹ _____/-	
Gross Total: ₹ _____/-	Net Total: ₹ _____/-

(4) Date of Next Increment: _____

(5) C.L. enjoyed: _____ days

(6) M.L. & other leave enjoyed: _____ days

(7) Maternity Leave enjoyed: _____ days

(8) Child Care Leave Enjoyed: _____ days

Chairman

_____ District Primary School Council

Memo No.- _____

Date- _____

Copy forwarded for information and necessary action to the:

1. Sub-Inspector of Schools, _____ Circle, P.O. _____, Dist. _____
with a request to submit overdrawn statement of salary etc. (if any) and Service Book of the teacher at an early date.
2. Head Teacher, _____ School, P.O. _____, Dist. _____
3. Sri/Smt. _____, A.T. of _____ School, P.O. _____, Dist. _____
4. Dealing Assistant, _____ Circle, _____ D.P.S.C.
5. Office Copy

Chairman

_____ District Primary School Council