



सत्यमेव जयते

Government of West Bengal
Office of the Principal

GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY

At.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary

Dist- Paschim Medinipur : PIN-721135

www.ggdckeshiary.ac.in

6. GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3 Faculty Empowerment Strategies

6.3.1 Institution has performance appraisal system, effective welfare measures for the teaching and non-teaching staff and avenues for career development/progression

CONTENT

Sl. No.	Institutional welfare measures for the teaching and non-teaching staff	Figure No.
1.	Screenshot of the Self Appraisal Report (SAR) submission portal in IFMS portal	1
2.	Screenshot of the sample summary of SAR submission for the FY 2021-2022 & FY 2022-2023	2
3.	Screenshot of the General Provident Fund (GPF) scheme for the teaching and non-teaching staff in HRMS portal	3
4.	Screenshot of the Group Insurance Scheme (GIS) scheme for the teaching and non-teaching staff in HRMS portal	4
5.	Screenshot of the Pension Scheme for the teaching and non-teaching staff in HRMS portal	5
6.	Screenshot of the Gratuity Scheme for the teaching and non-teaching staff in HRMS portal	6
7.	Screenshot of the West Bengal Health Scheme for the teaching and non-teaching staff in WBHS portal	7
8.	Screenshot of the Leave Scheme for the teaching and non-teaching staff in HRMS portal	8
9.	Screenshot of the Festival Advance for the non-teaching staff in HRMS portal	9
10.	Screenshot of the Bonus for the non-teaching staff in HRMS portal	10
11.	Screenshot of the LTC and HTC for the for the teaching and non-teaching staff in HRMS portal	11
12.	Sample photographs of on duty leave application, charge report and sanction report of on duty leave for attending Orientation programme/Refresher course/FIP	12
13.	Sample photo of No Objection Certificate for carrying out in service Ph.D.	13
14.	Provision for advance increment order for acquiring the degree of Ph.D./M.Phil. in service	14
15.	Submission of Career Advancement Scheme proposal and award of the same through issuing of Government Order (Sample)	15


Officer-in-Charge
Govt. Gen. Degree College
Keshiary



স্বাধীনতা অর্জনে

Government of West Bengal
Office of the Principal

GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY

At.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary

Dist- Paschim Medinipur : PIN-721135

www.ggdckeshiary.ac.in

Request Search

Please click on "search" button after providing the "Appraisal Year" and "Workflow Status" if no value is coming in Inbox

Appraisal Year: Workflow Status:

Please click on any of the blue hyperlinks to open the SAR details

Sl No	Name with HRMS ID	From User	Request Subject	Request Id	Sent Date	Pending As	Due In Days	View Report
1	SUSANTA KUMAR MAITY (Emp No-2008011205)	SUSANTA KUMAR MAITY	SAR For The Year 2022-2023 From 01/04/2022 To 31/03/2023	202306071083048	17/May/2024	Reporting	75	Print
2	SUSANTA KUMAR MAITY (Emp No-2008011205)	SUSANTA KUMAR MAITY	SAR For The Year 2023-2024 From 01/04/2023 To 31/03/2024	202405175378440	17/May/2024	Reporting	75	Print
3	SRI NILAY KUMAR MAITRA (Emp No-2007008457)	SRI NILAY KUMAR MAITRA	SAR For The Year 2023-2024 From 01/04/2023 To 31/03/2024	202405276250925	20/Jun/2024	Reporting	41	Print
4	SRI DEBARSHI MONDAL (Emp No-2019018777)	SRI DEBARSHI MONDAL	SAR For The Year 2023-2024 From 01/04/2023 To 31/03/2024	202406239171364	26/Jun/2024	Reporting	35	Print
5	ARITRA SAMAJDAR (Emp No-2015010504)	ARITRA SAMAJDAR	SAR For The Year 2023-2024 From 01/04/2023 To 31/03/2024	202406239173344	26/Jun/2024	Reporting	35	Print
6	SOUJNYA SUNDAR MATI (Emp No-2015000386)	SOUJNYA SUNDAR MATI	SAR For The Year 2023-2024 From 01/04/2023 To 31/03/2024	202406269705553	26/Jun/2024	Reporting	35	Print
7	DR. SUTAPA RAY (Emp No-2010011008)	DR. SUTAPA RAY	SAR For The Year 2023-2024 From 01/04/2023 To 31/03/2024	202405196590131	26/Jun/2024	Reporting	35	Print
8	KAUSHIK DAS (Emp No-2014004131)	KAUSHIK DAS	SAR For The Year 2023-2024 From 04/05/2023 To 31/03/2024	202406269739554	27/Jun/2024	Reporting	34	Print
9	HILLOL KHATUA (Emp No-2020005288)	HILLOL KHATUA	SAR For The Year 2023-2024 From 01/04/2023 To 31/03/2024	202406279742004	27/Jun/2024	Reporting	34	Print
10	MD ATAUR RAHAMAN (Emp No-2015013465)	MD ATAUR RAHAMAN	SAR For The Year 2023-2024 From 01/04/2023 To 31/03/2024	202406279742063	27/Jun/2024	Reporting	34	Print

Showing 1 to 10 of 23 entries

Figure 1: Screenshot of the Self Appraisal Report (SAR) submission portal in IFMS portal

M-HR-SAR-05

SAR Count Report for Reporting/Reviewing/ Accepting Authorities

Name of the Officer SUDIPTA CHAKRABORTY

Assessment Year 2021-2022

As Reporting Officer				As Reviewing Officer				As Accepting Officer				Total SARs pending
Number of Officers for whom the Officer is acting as a Reporting Officer	Number of SAR received as a Reporting Officer	Number of SAR forwarded as a Reporting Officer	Number of SAR pending as Reporting Officer	Number of Officers for whom the Officer is acting as a Reviewing Officer	Number of SAR received as a Reviewing Officer	Number of SAR forwarded as a Reviewing Officer	Number of SAR pending as Reviewing Officer	Number of Officers for whom the Officer is acting as a Accepting Officer	Number of SAR received as a Accepting Officer	Number of SAR forwarded as a Accepting Officer	Number of SAR pending as Accepting Officer	
21	21	21	0	0	0	0	0	0	0	0	0	0

Figure 2: Screenshot of the sample summary of SAR submission for the FY 2021-2022

Sudipta Chakraborty
 Officer-in-Charge
 Govt. Gen. Degree College
 Keshiary



सत्यमेव जयते

Government of West Bengal
Office of the Principal

GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY

At.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary

Dist- Paschim Medinipur : PIN-721135

www.ggdckeshiary.ac.in

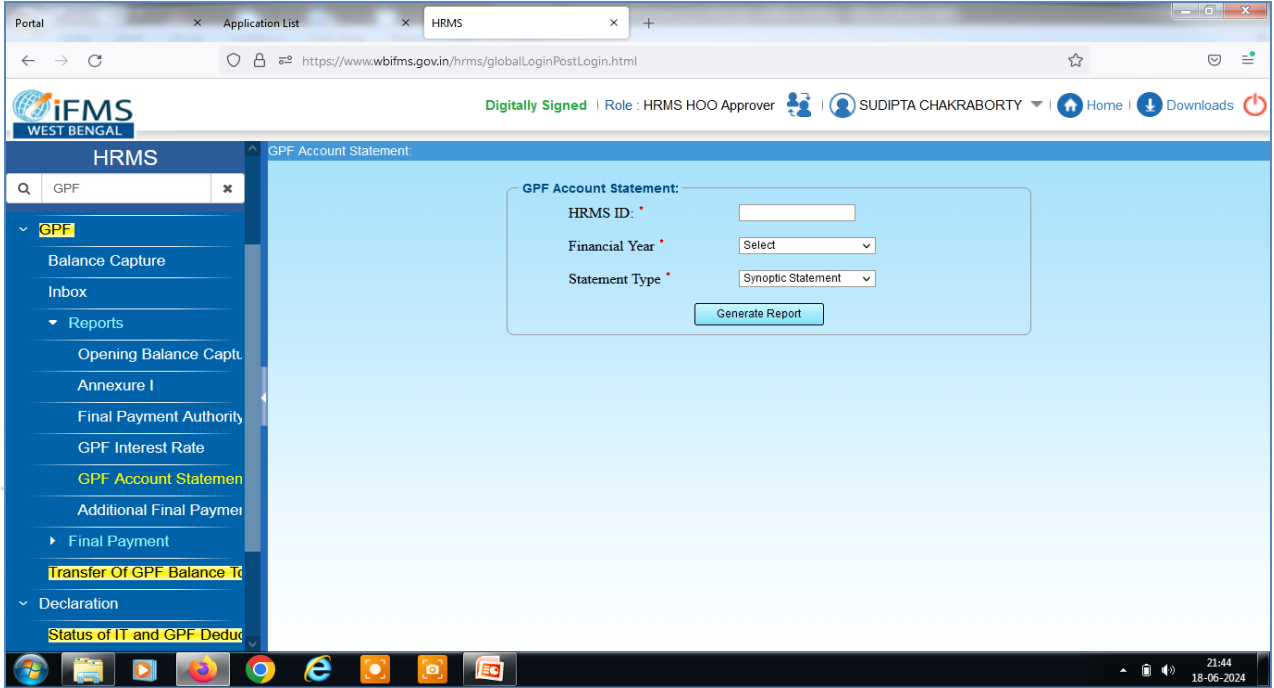


Figure 3: Screenshot of the General Provident Fund (GPF) scheme for the teaching and non-teaching staff in the HRMS portal

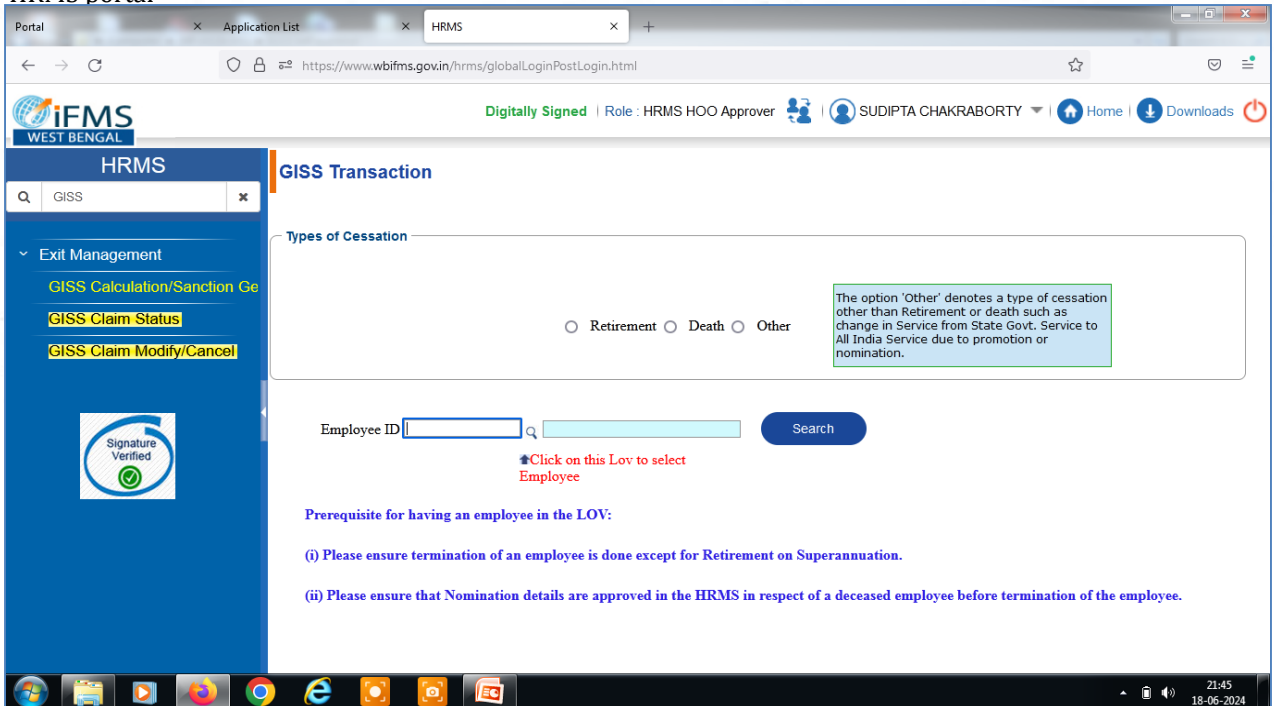


Figure 4: Screenshot of the Group Insurance Scheme (GIS) scheme for the teaching and non-teaching staff in HRMS portal

Sudipta Chakraborty
 Officer-in-Charge
 Govt. Gen. Degree College
 Keshiary



স্বাধীনতা জয়ন্তে

Government of West Bengal
Office of the Principal

GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY

At.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary

Dist- Paschim Medinipur : PIN-721135

www.ggdckeshiary.ac.in

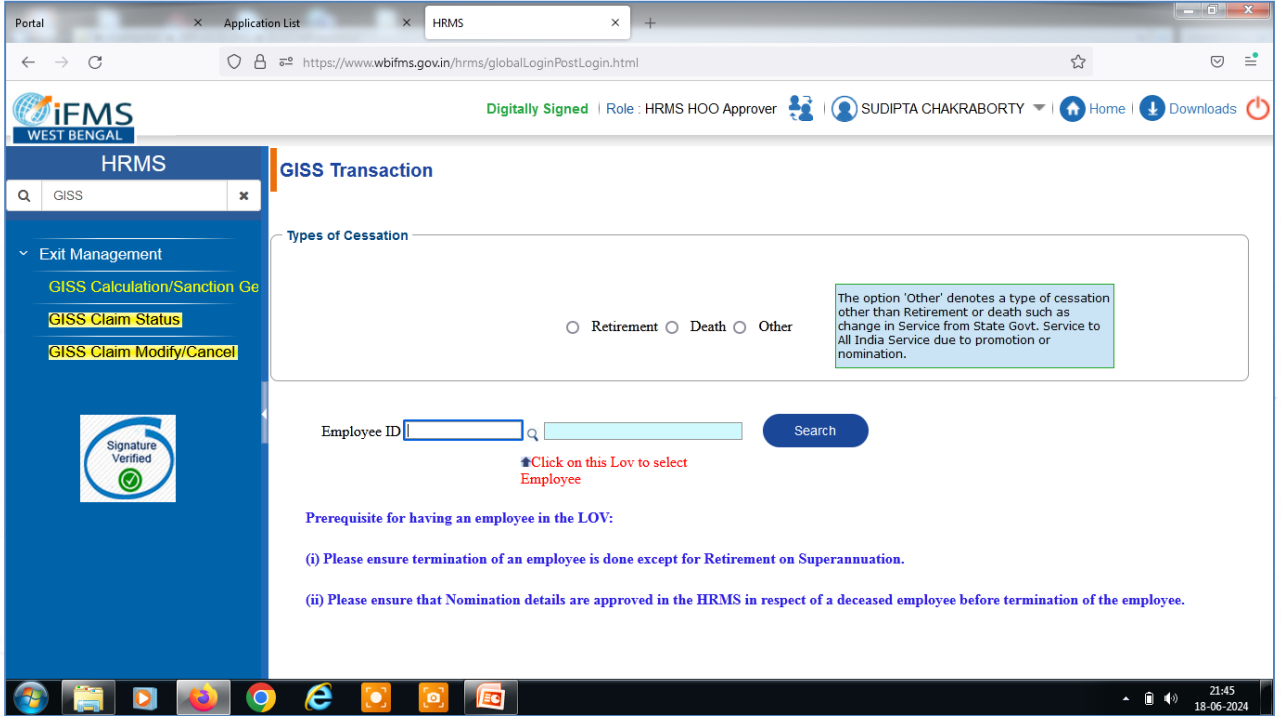


Figure 5: Screenshot of the Pension Scheme for the teaching and non-teaching staff in HRMS portal

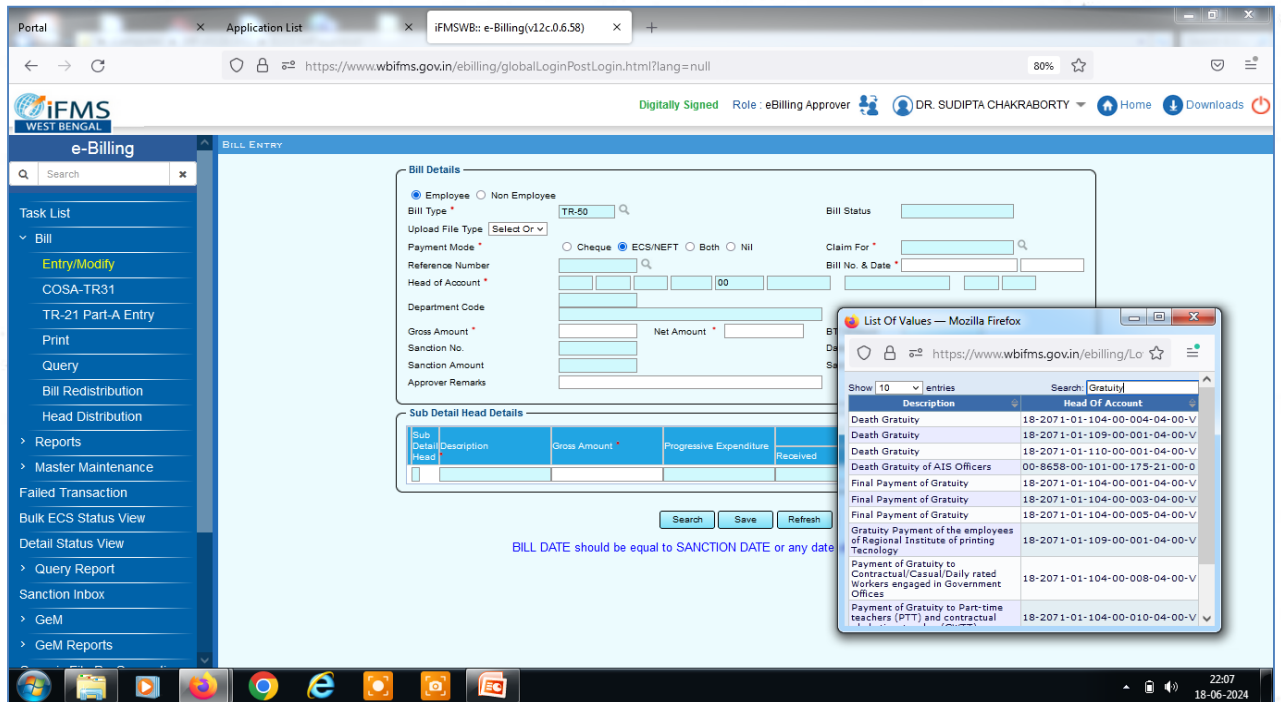


Figure 6: Screenshot of the Gratuity Scheme for the teaching and non-teaching staff in HRMS portal

Chakraborty
Officer-in-Charge
Govt. Gen. Degree College
Keshiary



सत्यमेव जयते

Government of West Bengal Office of the Principal

GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY

At.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary

Dist- Paschim Medinipur : PIN-721135

www.ggdckeshiary.ac.in

The screenshot shows the 'WEST BENGAL HEALTH SCHEME PORTAL' for Government Employees & Pensioners & Beneficiaries of GIA Colleges & Universities of West Bengal. The user is logged in as 'AS - MIFED1010' with an idle session timer of 5370 seconds. A sidebar on the left contains navigation links such as 'Home', 'Change Password', 'Update Ddo Information', and 'Pending Applications (Emp)'. The main content area displays 'Important Notices' with a 'WELCOME: MIFED1010' message. Below this, user details are listed: DDO DESIGNATION (OFFICER IN CHARGE, GOVT GENERAL DEGREE COLLEGE AT KESHIARY, PASCHIM MEDINIPUR), DDO ADDRESS (OFFICER IN CHARGE, GOVT GENERAL DEGREE COLLEGE AT KESHIARY, PASCHIM MEDINIPUR/MEDINIPUR), CONCERNED TREASURY (Kharagpur Treasury), DEPARTMENT OF DDO (DEPT OF HIGHER EDUCATION, SCIENCE AND TECHNOLOGY AND BIOTECHNOLOGY), TAN NO. (NA), PHONE NO. (0000000000), EMAIL ID (principalkeshiarygovtcollege@gmail.com), and MOBILE NO. (9433602565). The footer includes a copyright notice for the Department of Finance, Government of West Bengal, and a note about the site being designed and hosted by the National Informatics Centre.

Figure 7: Screenshot of the West Bengal Health Scheme for the teaching and non-teaching staff in WBHS portal

The screenshot shows the 'Leave Application' form in the HRMS portal. The user is logged in as 'SUDIPTA CHAKRABORTY' with the role of 'HRMS HOO Approver'. The form is divided into 'Employee Details' and 'Leave Details' sections. In the 'Employee Details' section, there are fields for HRMS ID, Employee Name, Leave Department (with a dropdown menu), Post Held, Pay, Present Department, Parent Department, Employment Type, Service Type, House Rent allowances, Conveyance allowance, and Other compensatory allowances. A note instructs the user to select the appropriate Leave Department. The 'Leave Details' section includes tabs for 'Leave Details', 'Leave Rule Details', 'Additional Details', 'Declaration Details', and 'Order/Recommendation'. It features a 'Leave Type' dropdown, 'Leave From Date', 'Leave To Date', 'Joining after leave', 'Leave Application No.', 'Leave Debited From', 'Prefix From Date', 'Suffix From Date', 'Are you leaving station', and 'Balance Leave Available'. A 'View Station Detail' link is also present. The left sidebar shows a navigation menu with options like 'Leave Balance Report', 'Apply Leave', 'Joining Report', 'Leave List', and 'Leave Scheduler'.

Figure 8: Screenshot of the Leave Scheme for the teaching and non-teaching staff in HRMS portal

Sudipta Chakraborty
 Officer-in-Charge
 Govt. Gen. Degree College
 Keshiary



স্বপ্নমেষ জয়ন্তে

Government of West Bengal
Office of the Principal

GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY

At.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary

Dist- Paschim Medinipur : PIN-721135

www.ggdckeshiary.ac.in

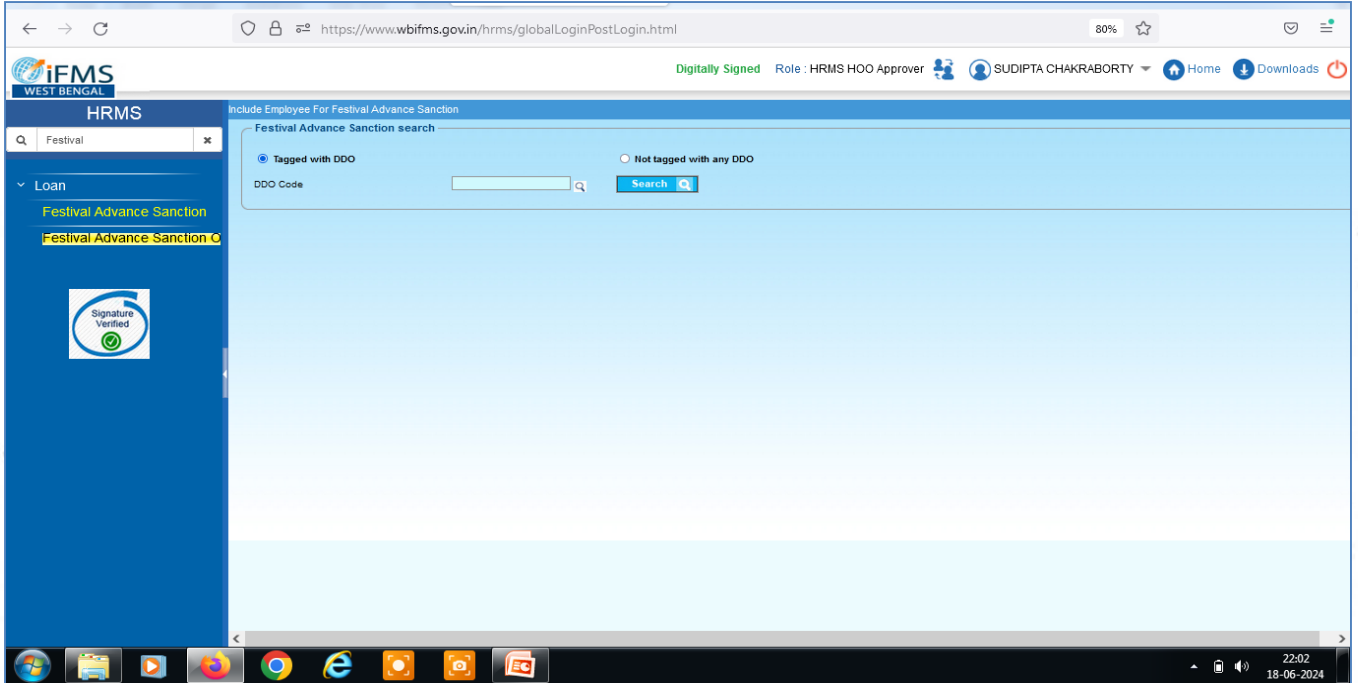


Figure 9: Screenshot of the Festival Advance for the non-teaching staff in HRMS portal

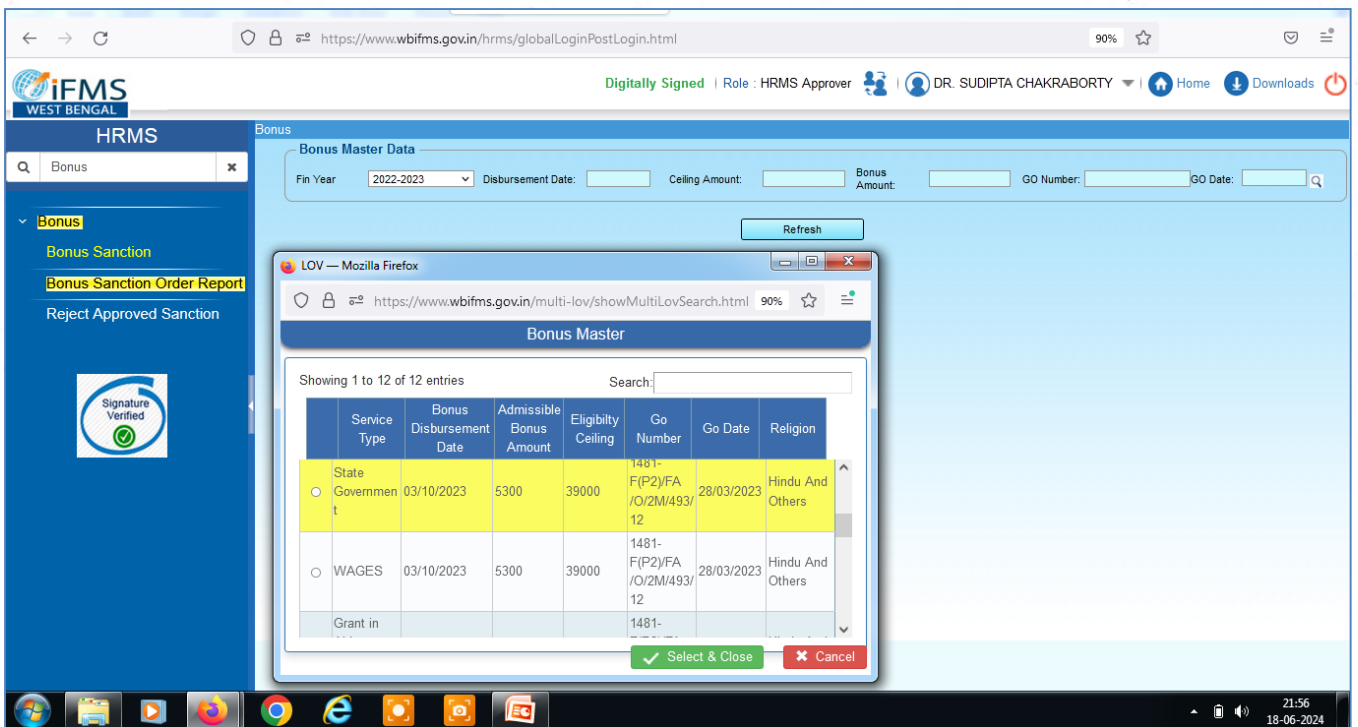


Figure 10: Screenshot of the Bonus for the non-teaching staff in HRMS portal

Sudipta Chakraborty
 Officer-in-Charge
 Govt. Gen. Degree College
 Keshiary



স্বপ্নমেষ জয়ন্তে

Government of West Bengal
Office of the Principal

GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY

At.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary

Dist- Paschim Medinipur : PIN-721135

www.ggdckeshiary.ac.in

The screenshot shows the 'e-Billing' interface with a 'List of Values' popup window. The popup window contains a table with the following data:

Show	entries	Description	Purpose
TR-21		Travelling Allowance Bill For Transfer/Leave Travel Concession/Tour	
TR-24		Medical charges Reimbursement Bill	
TR-26		Bill for drawing charges relating to (a) Wages, (b) Office Expenses, (c) Payment for professional and special services, (d) Rates & Taxes/Royalty, (e) Publications, (f) Advertising, Sales and Publicity Expenses, (g) Hospitality Expenses/Sumptuary allowances etc., (h) Machinery and Equipment/Tools and Plants, (i) Motor Vehicles, (j)	

The background interface shows 'BILL ENTRY' details for an Employee, including fields for Bill Type, Upload File Type, Payment Mode, Reference Number, Head of Account, Department Code, Gross Amount, Sanction No., Sanction Amount, and Approver Remarks. A 'Sub Detail Head Details' table is also visible at the bottom of the main form.

BILL DATE should be equal to SANCTION DATE or any date after the SANCTION DATE

The screenshot shows the 'E-services for employee' portal. The 'Claim Request' section is active, displaying 'Claim Details' for HRMS ID/Name: 2009007552 and SUDIPTA CHAKRABORTY. The application ID field is empty. The left sidebar menu includes options like 'Apply Loan', 'Apply Leave', 'Apply for Official Tour', and 'Apply for Claim on LTC/HTC', with the latter highlighted in yellow.

Figure 11: Screenshot of the LTC and HTC for the for the teaching and non-teaching staff in HRMS portal

Sudipta Chakraborty
 Officer-in-Charge
 Govt. Gen. Degree College
 Keshiary



सत्यमेव जयते

Government of West Bengal
Office of the Principal

GOVERNMENT GENERAL DEGREE COLLEGE, KESHARIY

At.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary

Dist- Paschim Medinipur : PIN-721135
www.ggdckeshiary.ac.in

West Bengal Form No. 2403
Memo No. 113/GGDCK/2022
Date: 29.03.2022

GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
GOVERNMENT GENERAL DEGREE COLLEGE AT KESHARIY
Telipukur, Tahsil Mahisamura, Paschim Medinipur, Pin-721135

To
Director of Public Instruction
Government of West Bengal
Directorate of Higher Education
Bhaskar Bhawan, Salt Lake City
Kolkata-700091

Sub: *29/3/22*
10 Chakrabarty
Request for permission for attending online UGC sponsored Faculty Induction Programme between 08th February - 12th March, 2022 in favour of, Aritra Samajdar, Assistant Professor in Anthropology, Government General Degree College, Keshariy.

In forwarding herewith the application from Aritra Samajdar, Assistant Professor in Anthropology, Government General Degree College, Keshariy and the following particulars are being furnished:

1. Aritra Samajdar actually participated in UGC sponsored Faculty Induction Programme organized by the UGC Human Resource Development Centre, Aligarh Muslim University between 08th February - 12th March, 2022 in (photocopy of the participation certificate enclosed herewith).
2. The career advancement of Aritra Samajdar (CAS, Stage 1-2) is due from 08.06.2020.
3. Certified that the normal classes of the Department of History were not affected for the period of 08th February - 12th March, 2022.

In this scenario, I request you to issue the necessary *post-facto* permission for attending UGC sponsored Faculty Induction Programme and sanction the duty-leave 08.02.2022 to 12.03.2022 in respect of Aritra Samajdar.

Thanking you,
Yours faithfully,
Aritra Samajdar
Officer-in-Charge
Govt. Gen. Degree College Keshariy
Paschim Medinipur, West Bengal

Date: 29/03/22

Enclosed: As stated.

West Bengal Form No. 2403
Memo No. 93/GGDCK/2022
Date: 14/03/2022

To
THE ACCOUNTANT GENERAL, WEST BENGAL

With reference to rule 61 of the West Bengal Finance Rule Vol. I, We, the undersigned have to report that we have this 14th day of March, 2022 at 10.15 A.M. O'clock in the forenoon respectively delivered over received charged of the office of the Government General Degree College, Keshariy in the Paschim Medinipur District.

Signature of the relieved officer: *Aritra Samajdar*
(Name in block letters) DR. SUDIPTA CHAKRABORTY
Service-Designation: *Officer-in-Charge*
Govt. Gen. Degree College
Keshariy

Signature of the relieving officer: *Aritra Samajdar*
(Name in block letters) ARITRA SAMAJDAR
Service-Designation: ASSISTANT PROFESSOR IN ANTHROPOLOGY

Note-1. The occasion of the transfer of charge should be stated briefly in the margin quoting the Government order or notification if already issued.
Note-2. When signature of one of the officer is for delivering or receiving an Additional charge, the word 'Additional' or 'Formal', when the transfer of charge is technical, should be noted against the signature of that officer.
Note-3. If the relieving officer is joining a new station on return from leave on average pay of not more than four months or earned leave of not more than 90 days, the place at which the order of the appointment was received should be stated as otherwise the place of posting will be taken as the place of receiving order.

The place at which the order of appointment was received: The Office of the Principal, GOVERNMENT GENERAL DEGREE COLLEGE, KESHARIY, Dist. Paschim Medinipur

Aritra Samajdar
Signature of the Relieving Officer: 14.3.2022

And with reference to rule 61(7) of the West Bengal Financial Rules, Volume 1.1 (the Relieving officer) acknowledge to have received...
And with reference to rule 61(2) of West Bengal Financial Rules, Volume 1.1 (the Relieving officer) certify that I have examined the accounts, counted the cash, inspected the stores, counted, weighed and measured certain selected articles in order to test the accuracy of the returns and that no discrepancy or defect has been found except...

Memo No. 915/GGDCK/2022
Date: 14/03/2022

Copy forwarded to:
1) The Principal Accountant General (A&E), West Bengal, Treasury Building, Kolkata-700011
2) The Director of Public Instruction, W.B.
3) The Treasury Officer, Khuragarh
4) The Principal, Government General Degree College, Keshariy
5) ARITRA SAMAJDAR, Assistant Professor in Anthropology, Government General Degree College, Keshariy

Aritra Samajdar
Officer-in-Charge
Govt. Gen. Degree College
Keshariy

West Bengal Form No. 2403
Memo No. 29/GGDCK/2022
Date: 07/02/2022

To
THE ACCOUNTANT GENERAL, WEST BENGAL

With reference to rule 61 of the West Bengal Finance Rule Vol. I, We, the undersigned have to report that we have this 7th day of February, 2022 at 05.00 P.M. O'clock in the afternoon respectively delivered over received charged of the office of the Government General Degree College, Keshariy in the Paschim Medinipur District.

Signature of the relieved officer: *Aritra Samajdar*
(Name in block letters) ARITRA SAMAJDAR
Service-Designation: *Assistant Professor in Anthropology*

Signature of the relieving officer: *Aritra Samajdar*
(Name in block letters) DR. SUDIPTA CHAKRABORTY
Service-Designation: *Officer-in-Charge*
Govt. Gen. Degree College
Keshariy

Note-1. The occasion of the transfer of charge should be stated briefly in the margin quoting the Government order or notification if already issued.
Note-2. When signature of one of the officer is for delivering or receiving an Additional charge, the word 'Additional' or 'Formal', when the transfer of charge is technical, should be noted against the signature of that officer.
Note-3. If the relieving officer is joining a new station on return from leave on average pay of not more than four months or earned leave of not more than 90 days, the place at which the order of the appointment was received should be stated as otherwise the place of posting will be taken as the place of receiving order.

The place at which the order of appointment was received: The Office of the Principal, GOVERNMENT GENERAL DEGREE COLLEGE, KESHARIY, Dist. Paschim Medinipur

Aritra Samajdar
Signature of the Relieving Officer
Officer-in-Charge
Govt. Gen. Degree College
Keshariy

And with reference to rule 61(7) of the West Bengal Financial Rules, Volume 1.1 (the Relieving officer) acknowledge to have received...
And with reference to rule 61(2) of West Bengal Financial Rules, Volume 1.1 (the Relieving officer) certify that I have examined the accounts, counted the cash, inspected the stores, counted, weighed and measured certain selected articles in order to test the accuracy of the returns and that no discrepancy or defect has been found except...

Memo No. 93/GGDCK/2022
Date: 07/02/2022

Copy forwarded to:
1) The Principal Accountant General (A&E), West Bengal, Treasury Building, Kolkata-700011
2) The Director of Public Instruction, W.B.
3) The Treasury Officer, Khuragarh
4) The Principal, Government General Degree College, Keshariy
5) ARITRA SAMAJDAR, Assistant Professor in Anthropology, Government General Degree College, Keshariy

Aritra Samajdar
Officer-in-Charge
Govt. Gen. Degree College
Keshariy

GOVT. OF WEST BENGAL
EDUCATION DIRECTORATE
BIKASH BHAWAN, SALT LAKE, KOLKATA-700071

Memo No. 04-79A/2022 Pt-1
Date of Kolkata dt. 2022

The following Assistant Professor, Department of Anthropology, Govt. General Degree College at Keshariy, Paschim Medinipur is hereby permitted to attend/participate in the Faculty Induction Programme as sponsored by the UGC for the following period as noted below against each institution.

Sl. No.	Name with Designation	Where attached	Period	
			From	To
	Shri/mt. Aritra Samajdar, Assistant Professor, Department of Anthropology, Govt. General Degree College at Keshariy, Paschim Medinipur	UGC-HRDC, Aligarh Muslim University, Aligarh	08.02.2022	12.03.2022

As such, the period of his/her absence from his/her normal duties in the College for the above noted period from attending the said course from 08.02.2022 to 12.03.2022 may be treated as on duty.

Memo No. 29/1(14)-A
Date of Kolkata dt. 14/03/2022

Copy forwarded for information and necessary action to:
1) The Principal Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata-700011
2) The Pay & Accounts Officer, Kolkata Pay & Accounts Office, B1022, Phears Lane, Kolkata-700 012
3) The Treasury Officer, Khuragarh, Dist.-Paschim Medinipur
4) The Principal, Officer-in-Charge, Govt. General Degree College at Keshariy, Telipukur, P.O.-Tilaboni Mahisamura, Dist.-Paschim Medinipur, Pin-721135
5) Shri/mt. Aritra Samajdar, Assistant Professor, Department of Anthropology, Govt. General Degree College at Keshariy, Telipukur, P.O.-Tilaboni Mahisamura, Dist.-Paschim Medinipur, Pin-721135

Aritra Samajdar
For Director of Public Instruction, West Bengal

UGC Human Resource Development Centre
Aligarh Muslim University, Aligarh

Online Application Form for Admission to

Reg. Date	Course Applied For	Date of Beginning	Date of Finishing
08/02/2022	Faculty Induction Programme	08 February 2022	12 March 2022

1. PERSONAL DETAILS
1. Name of the Participant -> Ms. ARITRA SAMAJDAR
2. Date of Birth -> 1997-02-24
3. Gender -> Male
4. Highest Educational Qualification -> M.Phil in Anthropology
5. General/SC/ST/OBC/Minority -> General
6. Address No. -> 29/A/109/1997

2. RESIDENTIAL ADDRESS
1. Residential Address -> 29/A, N.C. BANERJEE ROAD, RAJIVGANDHI BHOOGLEE, HOORREE, Pincode-721022, State - West Bengal.

3. DETAILS OF EMPLOYMENT
8. Designation -> Assistant Professor in Anthropology, W.B.E.S.
9. Name of the Subject -> Anthropology
10. Name of the Department -> Department of Anthropology, Government General Degree College, Keshariy
11. Address of the College / University (with District and State) -> Government General Degree College, Keshariy, Tahsil Mahisamura, Paschim Medinipur, Pin-721135, West Bengal
12. Middle No. of the Principal (MCO) -> 09107104
13. Email Id of the Principal (MCO) -> pms@keshariycollege.ac.in
14. Name of the following University (with State and State) -> Mahisara University, Paschim Medinipur, West Bengal

4. DETAILS OF TEACHING EXPERIENCE
1. Date of the Original Appointment as Asst. Prof. -> 08/06/2015

E-Certificate No.
S. No. 21-22-FIP-IV-14

University Grants Commission
Human Resource Development Centre (HRDC)
Aligarh Muslim University, Aligarh

UGC Sponsored Online Faculty Induction Programme

THIS IS TO CERTIFY THAT

Mr./Ms./Mrs./Dr. ARITRA SAMAJDAR, Assistant Professor in Anthropology, Department of Anthropology, GGDCK, Keshariy, Keshariy, (WB) (Vidyasagar University, Paschim Medinipur) participated in the On-Line Faculty Induction Programme from 08 February 2022 to 12 March 2022 organized by UGC Human Resource Development Centre, Aligarh Muslim University, Aligarh and obtained Grade- 'A'.

Faija A. Abbas
Course Coordinator / Director

Aritra Samajdar
Registrar

GOVERNMENT GENERAL DEGREE COLLEGE AT KESHARIY
Telipukur, Tahsil Mahisamura, Paschim Medinipur, Pin-721135

Officer-in-Charge
Govt. Gen. Degree College
Keshariy

Figure 12 : Sample photographs of on duty leave application, charge report and sanction report of on duty leave for attending Orientation programme/Refresher course/FIP



सत्यमेव जयते

Government of West Bengal
Office of the Principal

GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY

At.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary

Dist- Paschim Medinipur : PIN-721135

www.ggdckeshiary.ac.in



Government of West Bengal
Office of the Principal
GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY

At.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary
Dist- Paschim Medinipur : PIN-721135

Memo No.....

Date: 07/01/2022

From : The Principal
Government General Degree College,Keshiary

To :

TO WHOM IT MAY CONCERN

This is to certify that Sri Inder Mukherjee, P.O. + Vill. Dhamua, P.S. Magrahat, Dist. 24 Parganas (South), PIN 743610, holds a substantive post in West Bengal Education Service (W.B.E.S.) and presently posted as Assistant Professor in History at the Government General Degree College at Keshiary, Dist. Paschim Medinipur, West Bengal, PIN 721135. The college has no objection with regard to Sri Inder Mukherjee's re-registration process for pursuing the Ph.D. programme in *Islamic History and Culture* under the University of Calcutta unless and until it affects his assigned duties.



Ahmedrebaity
07/01/2022

Officer in Charge
Government General Degree College at Keshiary,
Paschim Medinipur, West Bengal
Officer-in-Charge
Govt Gen Degree College
Keshiary



Government of West Bengal
Office of the Principal
GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY

At.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary
Dist- Paschim Medinipur : PIN-721135

www.ggdckeshiary.ac.in

Memo No.....

Date: 07/01/2022

From : The Principal
Government General Degree College,Keshiary

To :

TO WHOM IT MAY CONCERN

It is to certify that Sri Ashok Das, resident of Vill. + P.O. Ghoshpur, P.S. Baduria, Dist. 24 Parganas (North), PIN 743289, holds a substantive post in West Bengal Education Service (W.B.E.S.) and presently posted as Assistant Professor in Bengali at the Government General Degree College at Keshiary, P.S. Keshiary, Dist. Paschim Medinipur, West Bengal, PIN 721135. The college has no objection with regard to Sri Ashok Das's endeavour for pursuing the Ph.D. Course Work leading to registration for Ph.D. programme in Bengali under the University of North Bengal unless and until it affects his regular assigned duties.

Ahmedrebaity
07/01/2022

Officer in Charge,
Government General Degree College, Keshiary,
Officer-in-Charge
Govt. Gen Degree College
Keshiary



Figure 13: Sample photo of No Objection Certificates for carrying out in service Ph.D.

Ahmedrebaity
Officer-in-Charge
Govt. Gen. Degree College
Keshiary



सत्यमेव जयते

Government of West Bengal
Office of the Principal

GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY

At.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary

Dist- Paschim Medinipur : PIN-721135

www.ggdckeshiary.ac.in

Government of West Bengal
Higher Education Department

6th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091

MEMORANDUM

No. 892-Edn(U)/IU-79/13

Dated, the 4th Day of November, 2016

Whereas the issue of grant of incentives for Ph.D /M.Phil and other higher qualifications like LL.M., M.Tech etc. Degree, recognized by the relevant statutory body/council, was under active consideration of the State Government;

And whereas the State Government has, after due deliberation, come to a view that in order to attract and retain the best talent in the teaching profession, incentives such as advance increments for acquiring Ph.D/ M. Phil and other higher qualifications, shall be awarded to the University and College teachers, College librarians and librarians as specified below:

Whereas the University Grants Commission, New Delhi, hereinafter called UGC, had notified on 30.06.2010, its Regulations on Minimum Qualifications for Appointment of Teachers and Others Academic Staff in Universities and Colleges and Measures for the Maintenance of Standard in Higher Education, 2010, hereinafter called UGC Regulations 2010;

And whereas the Higher Education Department, Govt. of West Bengal vide its Order no. 1196 Edn(A) dated 31.01.2012, No. 920-Edn(CS) dated 31.12.2012 and No. 1197(28)-Edn(U) dated 31.12.2012 adopted the guidelines prescribed by the UGC for the Appointment, Promotion including Career Advancement Scheme (CAS) of the Teachers, Librarians, Physical Instructors of the State Aided Universities, Government Colleges and Non-Government Aided Colleges in the state and extended all the benefits of UGC Regulations 2010 except the incentives for Ph.D/ M.Phil and other higher qualifications;

And whereas the incentives for Ph.D/ M.Phil and other qualifications as per Regulation 9.0 of the UGC Regulations, 2010 was so far not granted to the teachers, librarians, physical instructors of the State aided Universities, Government Colleges and Government aided Colleges in the State;

Now, the Governor is pleased to pass the following orders for the grant of incentives to the teachers, librarians, and physical instructors of the State aided Universities, Government Colleges and Government aided Colleges:

1. Teachers who have entered into service with Ph.D / M.Phil and other higher qualification in their relevant subject between 01.01.2006 and 31.08.2008 and the teachers who have acquired Ph.D., M.Phil and other higher qualifications while in service during 01.01.2006 to 31.08.2008

shall be awarded advance increments in their initial scale of pay at the entry or lower scale of pay on the day of award of Ph.D/ M.Phil and other higher qualifications as follows:

- a) Four and two non-compounded advance increments shall be admissible to those who hold Ph.D and M.Phil Degree, respectively, at the time of recruitment as Assistant Professor (Stage-I) (erstwhile Lecturer). Candidates with D. Litt./ D. Sc. shall be given benefit on par with Ph.D and M. Litt on par with M.Phil.
 - b) Two non-compounded advance increment shall be admissible to those teachers College Librarians / Assistant Librarians who have acquired Ph.D Degree while in service.
 - c) Teachers, who had joined with M. Phil Degree and subsequently acquired Ph.D Degree within two years of his/her joining, shall be entitled to one advance increment.
2. Teachers who have entered into service on and after 01.09.2008 with Ph.D/ M. Phil and other higher qualifications in his/her relevant subject shall be awarded advance increments in their initial Scale of Pay at the entry or Lower Scale of Pay on the day of award of Ph.D/ M.Phil and other higher qualifications in the following manner:
 - a) Five non-compounded advance increments at the entry level of recruitment as Assistant Professor (Stage-I) /College Librarian /Assistant Librarian possessing Ph. D Degree;
 - b) Three non-compounded advance increments from the day of award of Ph.D Degree to those who have acquired Ph.D Degree while in service;
 - c) Two non-compounded advance increments at the entry level of recruitment for possessing post-graduate Degree in a professional course such as LL.M/ M.Tech etc. recognized by the relevant statutory body / council;
 - d) Those who acquire M. Phil / LL.M / M. Tech etc. degree, recognized by the relevant statutory bodies/ councils while in service shall be entitled to one advance increment.
 3. For the present, the above Order shall not apply to individuals in the pay band of 37400-67000 +9000 AGP for acquiring Ph.D/M.Phil etc. while in service, since a clarification from UGC is essential. Upon receipt of UGC's clarification necessary instruction for this category shall be issued from this end.
 4. This Memorandum is being issued with the concurrence of the Finance Department, Govt. of West Bengal vide its UO No: Group P1/2016-2017/0238 dated 29.09.2016.

By Order of the Governor,

Sd/- M. Ray
Secretary to the Government of West Bengal
Higher Education Department

Figure 14: Screenshot of the summary of SAR submission for the FY 2021-2022

Officer-in-Charge
Govt. Gen. Degree College
Keshiary



सत्यमेव जयते

Government of West Bengal
Office of the Principal

GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY

At.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary

Dist- Paschim Medinipur : PIN-721135

www.ggdckeshiary.ac.in

Government of West Bengal
Office of the Principal
GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY
At.-Telipukur : P.O.-Tilaboni Mahisamura : P.S.- Keshiary
Dist.- Paschim Medinipur : PIN-721135

Memo No. 1917/2020 Date 02/05/2019

From : The Principal
To : Government General Degree College, Keshiary
The Director of Public Instruction
Department of Higher Education, Sci. and Tech. and Biotech.
Government of West Bengal,
Bikash Bhawan, Salt Lake City, Kolkata – 700091

Subject: Request to appoint the Government nominee for the purpose of screening of Career Advancement of Dr. Nilay Kumar Maitra, Assistant Professor in Botany, Government General Degree College, Keshiary

Madam,

The undersigned has the honour of requesting you to send your representative (Government Nominee) to attend the screening committee meeting for the purpose of career advancement of Dr. Nilay Kumar Maitra, Assistant Professor in Botany, Government General Degree College, Keshiary in compliance with the G.O. No. 1196-Edn(A) dated 31.12.2012 and G.O. No. 198-EH/ (CG)/ (A) 5P-90/12 (Pt) Date: 07.12.2017

Dr. Nilay Kumar Maitra has fulfilled the necessary criteria as laid down according to the abovementioned Government Orders.

Thanking you.

Yours sincerely,
[Signature]
Officer-in-Charge
Govt. Gen. Degree College
Keshiary

Government of West Bengal
Higher Education Department
Appointment Branch
Bikash Bhawan, Salt Lake, Kolkata-700091

No. 731-Edn(A) /4A-5/07 Pt-3 Dated, Kolkata, 14.10.2020.

NOTIFICATION

The Governor is pleased to appoint **Dr. Nilay Kumar Maitra**, Assistant Professor (Stage- 2) in Botany, in the unrevised Pay Band of ₹ 15600-39100/- with A.G.P. of ₹ 7000/- to the post of Assistant Professor (Stage- 3) in the unrevised Pay Band of ₹ 15600-39100/- with A.G.P. of ₹ 8000/- in the West Bengal Education Service, with effect from **28.02.2018**, in terms of Career Advancement Scheme as contained in this Department's G.O. No. 1196-Edn(A) dated 31.12.2012.

The Governor is further pleased to direct that the appointment is made by up-grading the post held by the incumbent and that the post will automatically revert to the post of Assistant Professor (Stage-1) as soon as the post is vacated by way of superannuation / resignation or in any other way.

By order of the Governor
Sd/- B.Nandy
Deputy Secretary to the Government of West Bengal

No. 731/1(7) -Edn(A) /4A-5/07 Pt-3 Dated, Kolkata, 14.10.2020.

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), Treasury Building, Kolkata - 700001.
2. The Director of Public Instruction, West Bengal.
3. The Treasury Officer, Treasury Office, Kharagpur , District - Paschim Medinipur.
4. The Principal / Officer-in-Charge, Government General Degree College at Keshiary, District - Paschim Medinipur. Copy of the Treasury Office, Kharagpur, is sent herewith.
5. Dr. Nilay Kumar Maitra, (nilaymaitra@gmail.com), Assistant Professor in Botany, Government General Degree College at Keshiary, District - Paschim Medinipur.
6. The PS to the MIC of this Department, Bikash Bhawan, Salt Lake.
7. Guard file.

[Signature]
Deputy Secretary to the Government of West Bengal

17 copy

Figure 15: Submission of Career Advancement Scheme proposal and award of the same through issuing of Government Order (Sample)

[Signature]
Officer-in-Charge
Govt. Gen. Degree College
Keshiary