



सत्यमेव जयते

# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata – 700023  
Telephone No.: 033-2448-1160, 033-2448-1171  
E-mail: gggdc.coll@gmail.com  
Website: www.govtgirlsekbalpur.com

Ref. No.: .....

Date: .....

## CRITERION 6 – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3.1 The institution has effective welfare measure and performance appraisal system for teaching and non-teaching staff and avenues for career development.

Principal  
Government Girls' General  
Degree College  
Kolkata



## 6.3 Faculty Empowerment Strategies

**6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff and avenues for career development.**

### Content for Documentation

1. Sample photograph of HRMS site for GPF Scheme.
2. Sample photograph of HRMS site for Group Insurance Scheme.
3. Sample photograph of HRMS site for Pension Scheme.
4. Sample photograph of HRMS site for Gratuity Scheme.
5. Sample photograph of HRMS site for West Bengal Health Scheme.
6. Sample photograph of HRMS site for Different Leave Scheme for Employees.
7. Sample Photograph of Festival Advance, Bonus for staffs.
8. Sample Photograph of LTC and HTC.
9. Sample Photograph of online Self-Appraisal Report (SAR) in IFMS portal of Govt. of West Bengal.
10. Sample Photograph of Teacher's on duty leave and Charge Report for participation in various Orientation Programme (OP)/ Faculty Induction Programme (FIP) and Refresher Course (RC)
11. Sample Photograph of Teacher's Orientation Programme (OP)/ Faculty Induction Programme (FIP) and Refresher Course (RC) Grade Certificate
12. In service advance increment order for acquiring Ph.D./ M.Phil
13. Sample Photograph of Government Sanction Order for CAS
14. Sample Photograph of Financial Assistance to the faculty members for attending Seminars.

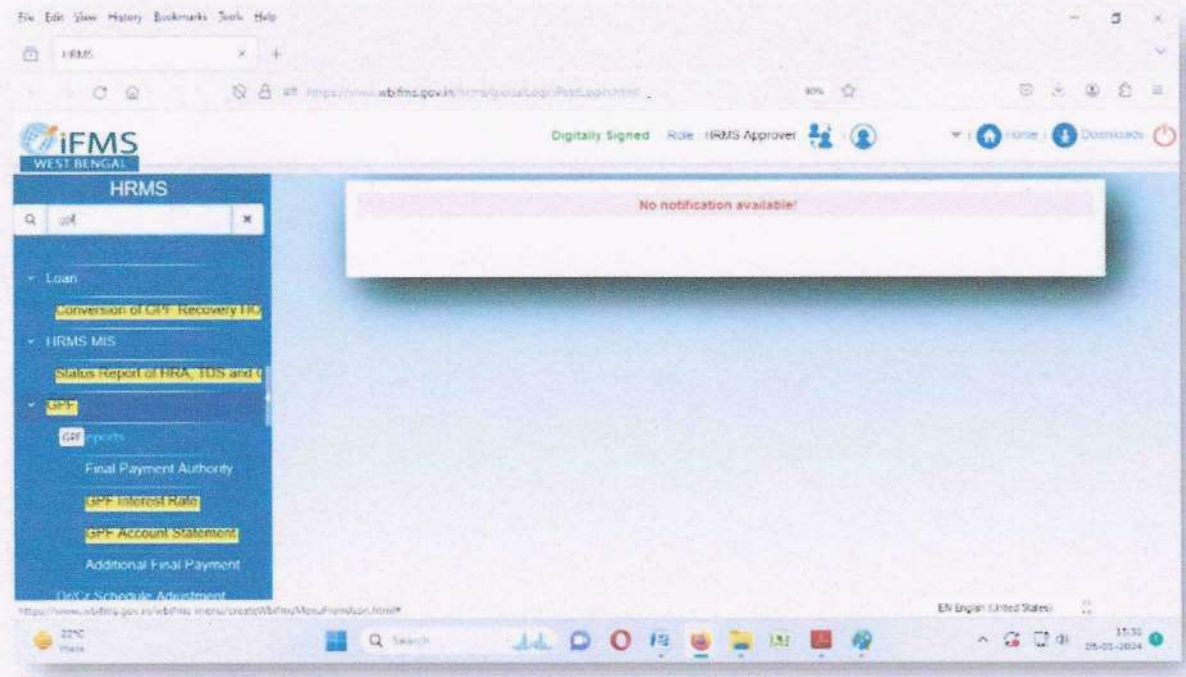
Principal  
Government Girls' General  
Degree College  
Kolkata



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata - 700023

## Sample photograph of HRMS site for GPF Scheme

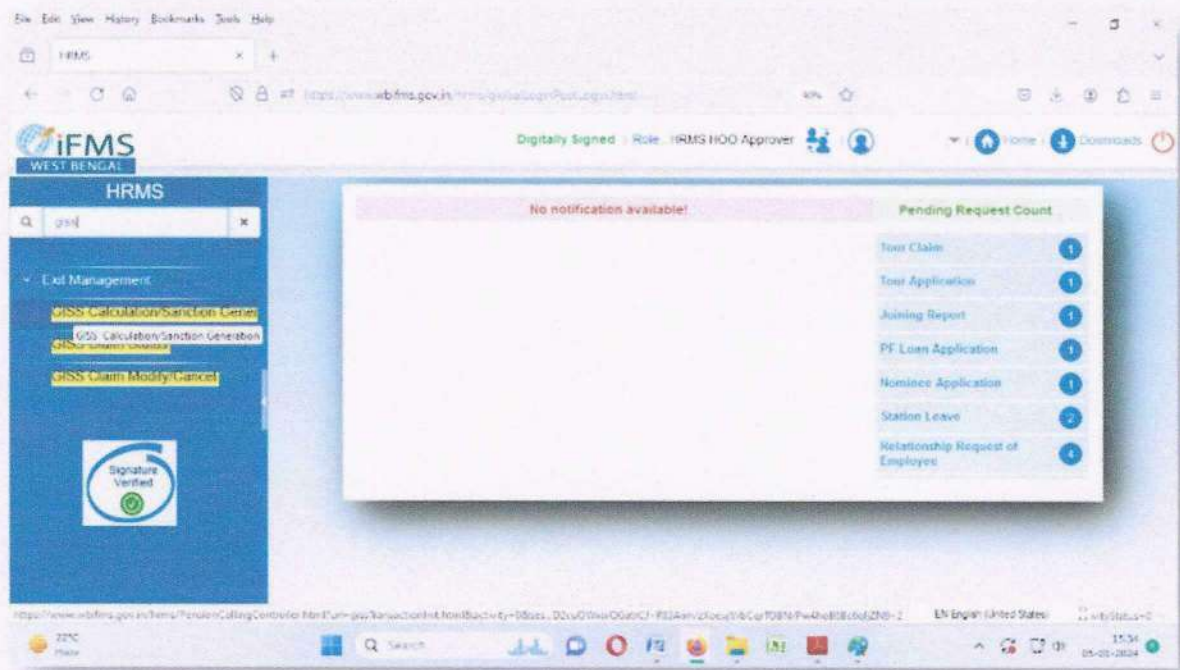


*Signature*

Principal  
Government Girls' General  
Degree College  
Kolkata



## Sample photograph of HRMS site for Group Insurance Scheme

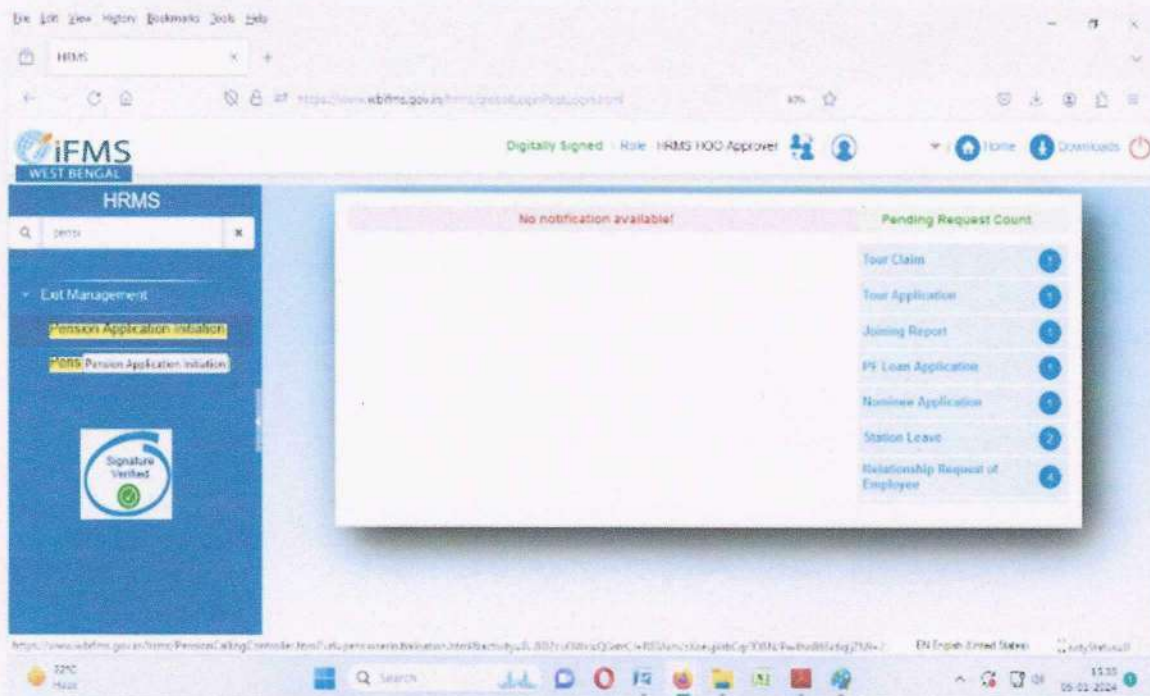


*Slypude*

Principal  
Government Girls' General  
Degree College  
Kolkata



Sample photograph of HRMS site for Pension Scheme

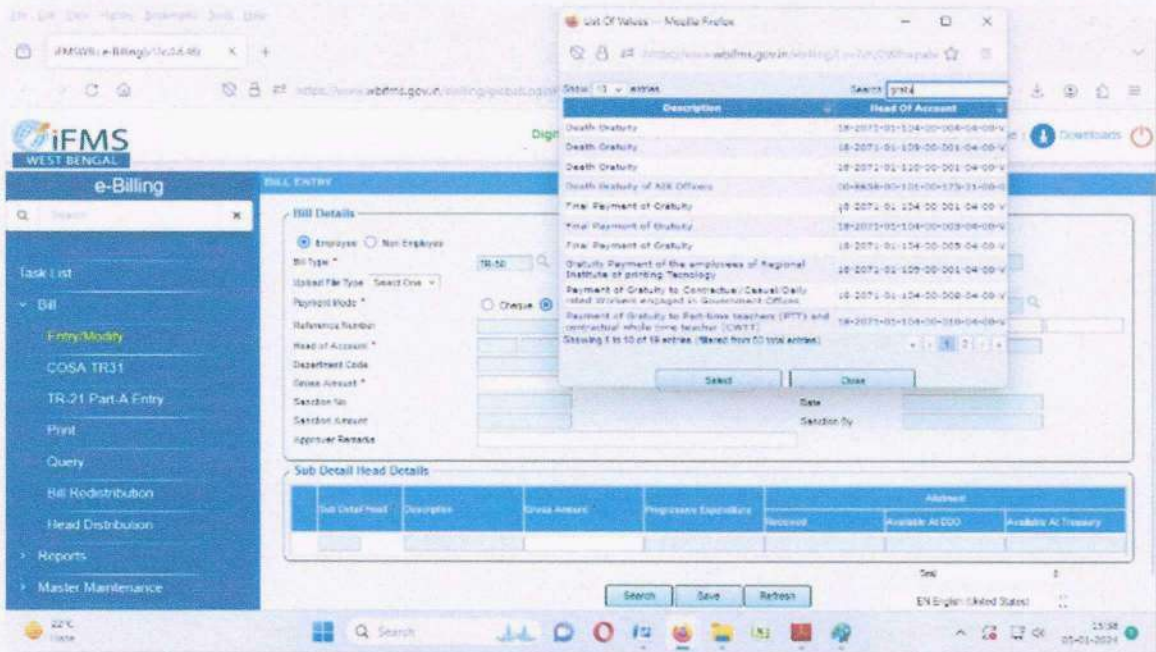


*Signature*

Principal  
Government Girls' General  
Degree College  
Kolkata



### Sample photograph of HRMS site for Gratuity Scheme



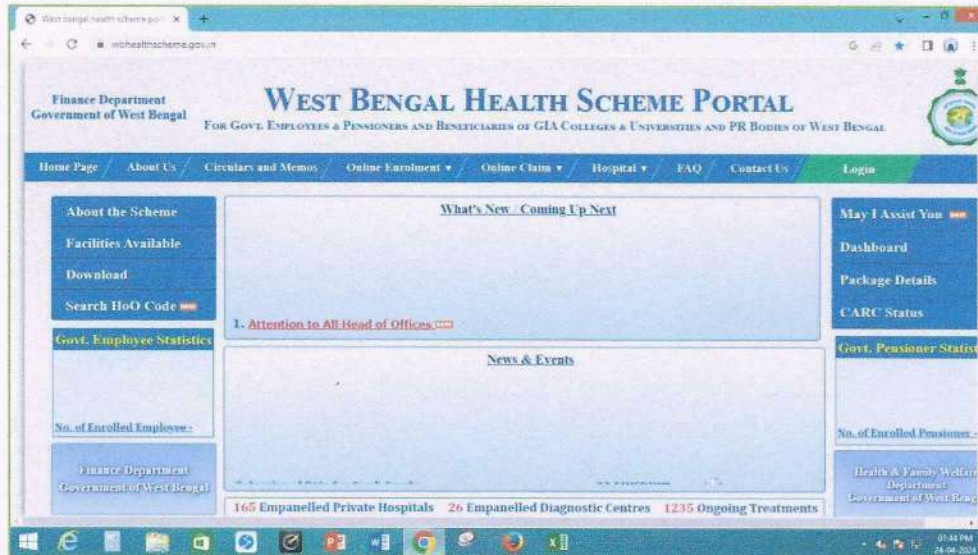
*Signature*  
Principal  
Government Girls' General Degree College  
Kolkata



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata - 700023

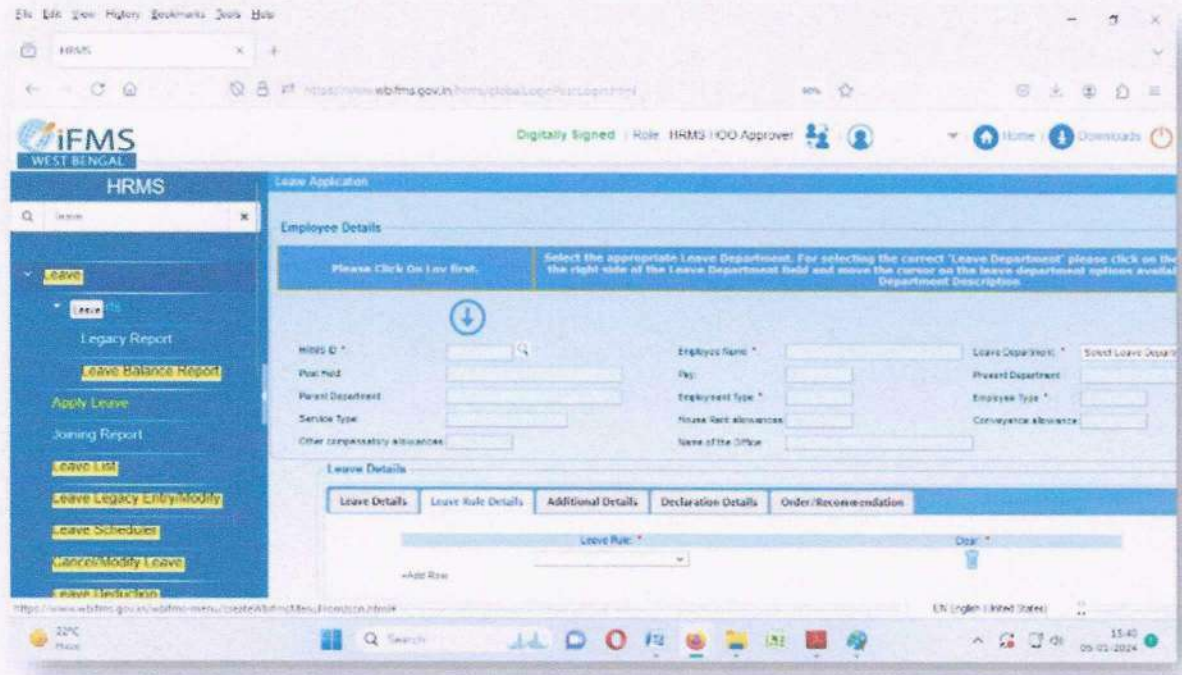
## Sample photograph of HRMS site for West Bengal Health Scheme and the relevant government order



*Stylized signature*  
Principal  
Government Girls' General  
Degree College  
Kolkata



## Sample photograph of HRMS site for Different Leave Scheme for Employees



*Olyjude*  
Principal  
Government Girls' General  
Degree College  
Kolkata

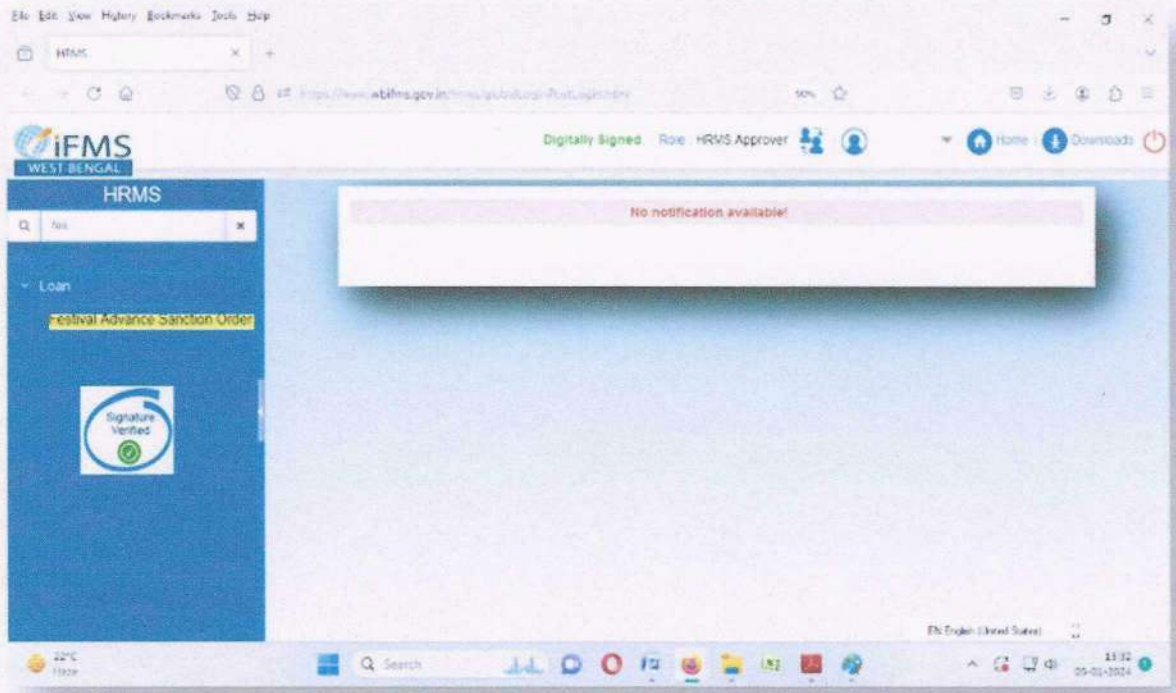





# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata - 700023

## Sample Photograph of Festival Advance, Bonus for staffs



  
Govt. of West Bengal  
E-Pradan Bill Details

GDO Code: CABED215

Reference No:	20020912027704	Bill No & Bill Date:	46/BONUS	16/09/2022
Bill Gross:	38400	Net Amount:	38400	
Payee Department:	HE	Bill Type:	TR-18	
Head of Account:	70-2202-03-103-009-01-V		Employee Bill	

Bill Details for ECS/NEFT/RTGS

Sl. No.	Beneficiary Id	Name	A/C No	IFSC Code	MICR No	Amount
1	E42179647	ANITA BERA	09200100017141	BARB0BEHALA		4800
2	E00040965	PUTUL CHATTOPADHYAY	20081739264	SBIN007766		4800
3	E00033016	BINDY DAS	1490010120548	PUNB0149020		4800
4	E40223866	POUSALI ROY	20060516264	SBIN0000191		4800
5	E00040531	KAMALESH MONDAL	20081738657	SBIN0007766		4800
6	E40796040	ASHA KUMARI SHAW	38744310255	SBIN0012348		4800
7	E40441645	ARUP KUMAR GHOSH	38596844013	SBIN0000093		4800
8	E40638396	TUHN CHOWDHURY	0143010277100	PUNB0014320		4800
Total Amount:						38400

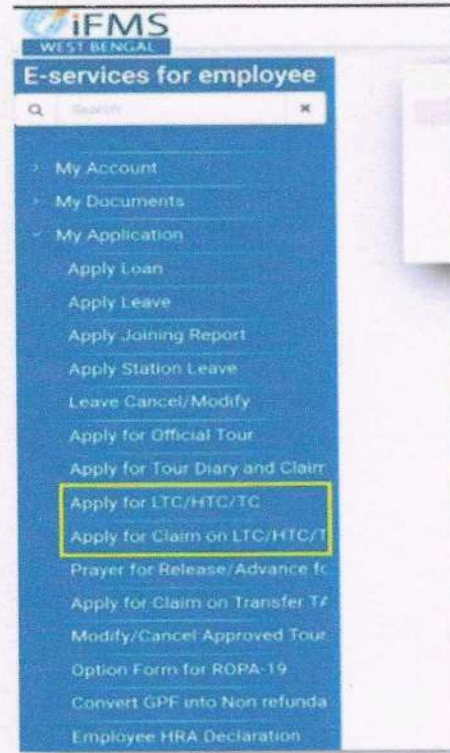
*Signature*

Government Girls' General Degree College, Kolkata

Principal  
Government Girls' General  
Degree College  
Kolkata



### Sample Photograph of LTC and HTC



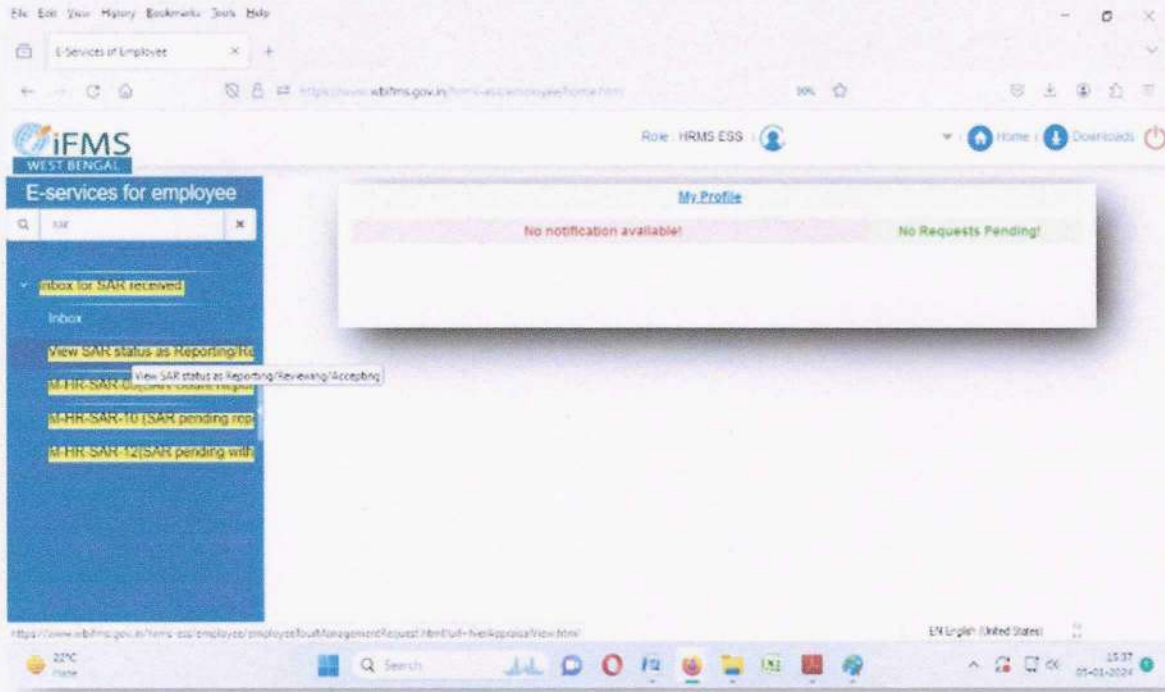
*B. Ghosh*  
Principal  
Government Girls' General  
Degree College  
Kolkata



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata - 700023

## Sample Photograph of online Self-Appraisal Report (SAR) in IFMS portal of Govt. of West Bengal and the relevant government order



Government of West Bengal  
Finance Department  
(Audit Branch)  
Nabanna, Howrah- 711 102

No. 2748-F(Ps)

Dated 27<sup>th</sup> April, 2018

**Subject: Introduction of online system of Self Appraisal Report in respect of Group-A employees of Government of West Bengal**

### MEMORANDUM

The introduction of an online system for management of Self Appraisal Reports (SAR) in respect of all Group-A employees of the State Government has been under active consideration since some time past.

2. Now the Governor in supersession of all previous orders of the State Government is pleased to decide that there shall be a uniform format of SAR for all Group-A employees of the State Government starting from the Appraisal Year 2017-18.

3. The online SAR for the Appraisal Year 2017-18 for all Group-A employees of the State Government shall be available for submission in HRMS from 1<sup>st</sup> June, 2018 onwards. The period of online submission of the SAR to respective Reporting Officers shall be up to 31<sup>st</sup> July, 2018.

4. All Departments are hereby informed to accept only online SARs of Group-A employees through Self Appraisal Sub-Module of HRMS from Appraisal Year 2017-18 onwards. However, the Annual Confidential Reports/Self Appraisal Reports pertaining to the period up to Appraisal Year 2016-17 may continue to be accepted in the existing manner. Also, in case the ACR/SAR for a part of the Appraisal Year 2017-18 has already been submitted by the Officer Reported Upon then that ACR/SAR may be accepted by the Accepting Authority and a copy of the ACR/SAR may thereafter be scanned & uploaded online in the Self Appraisal Sub-Module of HRMS by the Custodian in due course of time.

5. The Guidelines detailing the modalities for submission of online SAR will be issued shortly.

*(Signature)*  
(Malay Kumar De)  
Chief Secretary

*(Signature)*  
Principal  
Government Girls' General  
Degree College  
Kolkata



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata - 700023

## Sample Photograph of Teacher's on duty leave and Charge Report for participation in various Orientation Programme (OP)/ Faculty induction Programme (FIP) or Refresher Course (RC)

Memo No.  
To the Director of Public Instruction,  
Higher Education Department  
Government of West Bengal,  
Bikash Bhavan,  
Kolkata-700091

*Handwritten signature*  
Officer-in-Charge  
Government Girls' General  
Degree College,  
Kolkata

Through Officer-in-Charge  
Sub: Post-facto permission for attending Refresher Course

Respected Madam,  
This is to inform you that I participated in Interdisciplinary Refresher Course (IDRC) from 03/02/2020 to 15/02/2020 conducted by UGC Human Resource Development Centre (HRDC), University of Calcutta for my upcoming career advancement. In view of this, I will be obliged if you grant me post facto permission for attending the said course and grant necessary leave on duty for the said period.

Thanking You

Yours faithfully  
*Handwritten signature*  
Dr. Kaushiki Mukherjee  
Assistant Professor  
Department of Mathematics  
Government Girls' General Degree College, Ekbalpur

Enclosures:  
1. Attested copy of permission letter by the Officer-in-Charge  
2. Attested copy of Certificates of Transfer of Charges  
3. Attested copy of Application for Leave  
4. Attested copy of Application letter for participating in Refresher Course (UGC-HRDC, CU)  
5. Attested copy of invitation letter sent by UGC-HRDC, CU  
6. Attested copy of Participation Certificate of Refresher Course (UGC-HRDC, CU)

GOVERNMENT OF WEST BENGAL  
GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE  
7, MAYURBHANJ ROAD, KOLKATA-73

Name of the Applicant: DR. KAUSHIKI MUKHERJEE

Leave rules applicable: DR. KAUSHIKI MUKHERJEE

Post held: ASSISTANT PROFESSOR, DEPARTMENT OF MATHEMATICS

Pay: Level 10 (G.P. 30000-36750-40000) Basic Pay - 85000/-

House allowance, conveyance or other  
Compensatory allowance drawn in the present post

Nature and period of leave applied for: DUTY LEAVE (FOR PARTICIPATING UGC HUMAN RESOURCE DEVELOPMENT CENTRE)  
and date from which required: 03/02/2020 TO 15/02/2020

Grounds for which leave is applied for: Participating in Interdisciplinary Refresher Course at University of Calcutta, 03/02/2020

Date of return from last leave and nature and period of that leave  
17/02/2020

I undertake to refund the difference between average pay and half average pay for the period of leave on average pay which would not have been admissible had proviso to rule 184(b)(ii) of W.B.S.R. not been applied in the event of my retirement from service at the end or during the currency of the leave.

Date: 17/02/2020 *Handwritten signature*  
Signature of applicant

Remarks and recommendation  
Of the Controller Officer  
Date: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Report of the Audit Officer  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Designation: \_\_\_\_\_

*Handwritten signature*  
Officer-in-Charge  
Government Girls' General Degree College,  
Kolkata

P.R. FORM NO. 3  
CERTIFICATE OF TRANSFER OF CHARGE  
(See Rule 61 of W.B.P.R., Volume-1)

To: 1) The Secretary, Education Department, Government of West Bengal.  
2) The Director of Public Instruction, West Bengal  
3) The Pay & Accounts Officer, Kolkata Pay & Accounts office.

With reference to Rule 61 of West Bengal Financial Rules-1,  
I, We, the undersigned have to report that we have this FIRST (1<sup>ST</sup>)  
day of FEBRUARY 2020 at 4:00 pm O'clock in the AFTERNOON  
noon respectively delivered over and received charge of the Assistant Professor  
in the Kolkata (South 24 Parganas) District.

Signature of the Relieving Officer: *Handwritten signature*  
(Name in the block letters) KAUSHIKI MUKHERJEE  
Service / Designation: Assistant Professor (W.B.S.)

Signature of Relieving Officer: *Handwritten signature*  
(Name in the block letters) OFFICER-IN-CHARGE  
Service / Designation: OFFICER-IN-CHARGE

Note: 1. The occasion of the transfer of the charge should be stated briefly in the margin quoting the Government order or notification if already issued.  
2. When signature of one of the Officers 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 the Officer.  
3. If the relieving officer is joining a new station on terms from leave on average pay or not more than four months or earned leave or not more than 90 days, received should be stated as otherwise the place of posting will be taken as the place of receiving order.

The place of which the Order of appointment was received.  
*Handwritten signature*  
Signature of the Relieving Officer  
Officer-in-Charge  
Government Girls' General Degree College,  
Kolkata

P.R. FORM NO. 3  
CERTIFICATE OF TRANSFER OF CHARGE  
(See Rule 61 of W.B.P.R., Volume-1)

To: 1) The Secretary, Education Department, Government of West Bengal.  
2) The Director of Public Instruction, West Bengal  
3) The Pay & Accounts Officer, Kolkata Pay & Accounts office.

With reference to Rule 61 of West Bengal Financial Rules-1,  
I, We, the undersigned have to report that we have this SEVENTEENTH (17<sup>TH</sup>)  
day of FEBRUARY 2020 at 10:00 am O'clock in the MORNING  
noon respectively delivered over and received charge of the Assistant Professor  
in the Kolkata (South 24 Parganas) District.

Signature of the Relieving Officer: *Handwritten signature*  
(Name in the block letters) DR. SHREYAS MOHA ALVARAZ  
Service / Designation: OFFICER-IN-CHARGE

Signature of Relieving Officer: *Handwritten signature*  
(Name in the block letters) KAUSHIKI MUKHERJEE  
Service / Designation: Assistant Professor (W.B.S.)

Note: 1. The occasion of the transfer of the charge should be stated briefly in the margin quoting the Government order or notification if already issued.  
2. When signature of one of the Officers 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 the Officer.  
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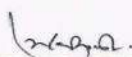


The place of which the Order of appointment was received.  
*Handwritten signature*  
Signature of the Relieving Officer



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata - 700023

## Sample Photograph of Teacher's Orientation Programme (OP) and Refresher Course (RC) Grade Certificate

<b>UNIVERSITY GRANTS COMMISSION</b> <b>HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)</b> <b>UNIVERSITY OF CALCUTTA</b>		
 ज्ञान-विकास विमुक्तये		
<b>UGC- SPONSORED INTERDISCIPLINARY REFRESHER COURSE</b>		
<i>This is to certify that</i>		
DR. KAUSHIKI MUKHERJEE <small>( Name )</small>	ASSISTANT PROFESSOR <small>( Designation )</small>	
GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE, EKBALPUR <small>( College / University )</small>	KOLKATA <small>(Place)</small>	
UNIVERSITY OF CALCUTTA <small>( Affiliated to University )</small>		
PARTICIPATED IN THE INTERDISCIPLINARY REFRESHER COURSE (IDC) IN E-CONTENT, OER AND MOOCS FROM FEBRUARY 3-15, 2020 AND OBTAINED GRADE <u> A </u>		
 Director	 Course Coordinator(S)	 Registrar/Vice Chancellor

  
Principal  
Government Girls' General  
Degree College  
Kolkata



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata - 700023

## In service advance increment order for acquiring Ph.D./ M.Phil

Government of West Bengal  
Higher Education Department

6<sup>th</sup> Floor, Bkash Bhavan, Salt Lake, Kolkata-700091

### MEMORANDUM

No. 892-Ed(1)/11-917

Dated, the 08<sup>th</sup> Day of November, 2016

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

And whereas the State Government has, after due deliberation, come to a view that it is in the interest and state the best interests 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 10.06.2010, its Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Ministry 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-Ed(1) dated 31.07.2012, No. 925-Ed(1) dated 31.12.2012 and No. 119724-Ed(1) 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 College, in the state and extended all the benefits of UGC Regulations 2010 except the incentives to Ph.D. M.Phil and other higher qualifications;

And whereas the incentives for Ph.D./M.Phil and other qualifications as per Regulation 93 of the UGC Regulations, 2010 was not 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 qualifications 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 appointment as Assistant Professor (Stage-I) (regular) (senior). Candidates with D.Litt./D.Sc. shall be given benefit as per with Ph.D. and M.Litt. or as per with M.Phil.
  - b) Two non-compounded advance increments 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 or after 01.09.2008 with Ph.D./M. Phil and other higher qualifications in teacher 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 in 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 / institute.
  - d) Those who acquire M. Phil / LL.M./ M. Tech. etc. degree, recognized by the relevant statutory bodies, course 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 33600-67100 +900 AGP for acquiring Ph.D./M.Phil etc. while in service, since a certificate from U.G.C. is essential. Upon receipt of UGC's clarification necessary instructions 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 GO No. Gross P/2016-2017/224 dated 28.09.2016.

By Order of the Governor,

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

Principal  
Government Girls' General  
Degree College  
Kolkata



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata - 700023

## Sample Photograph of Government Sanction Order for CAS

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

No. 257-Edn(A)/4A-8/09 (23) Dated, Kolkata, 11.02.2021.

**NOTIFICATION**

The Governor is pleased to appoint **Dr. Soma Mandal**, Assistant Professor (Stage- 2) in Physics, 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 **30.05.2018**, 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/- S. Banerjee  
Assistant Secretary to the Government of West Bengal

No. 257/I(10) -Edn(A) /4A-8/09 (23) Dated, Kolkata, 11.02.2021.

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 Additional Director of Public Instruction (Administration), West Bengal
4. The Pay & Accounts Officer, Pay & Accounts Office-I, 81/2/2 Phears Lane, Kolkata-700012.
5. The Principal / Officer-in-Charge, Government Girls' General Degree College at Ekbalpur, Kolkata. Copy of the Pay & Accounts Officer, Pay & Accounts Office-I, is sent herewith.
6. Dr. Soma Mandal, ([soma2778@gmail.com](mailto:soma2778@gmail.com)), Assistant Professor in Physics, Government Girls' General Degree College at Ekbalpur, Kolkata.
7. The PS to the MIC of this Department, Bikash Bhavan, Salt Lake.
8. The Sr. PA to the Principal Secretary of this Department, Bikash Bhavan, Salt Lake.
9. IT Cell.
10. Guard file.

  
Assistant Secretary to the Government of West Bengal

  
Principal  
Government Girls' General  
Degree College  
Kolkata



# GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata - 700023

## Sample Photograph of Financial Assistance to the faculty members for attending Seminars

Government Girls' General Degree College

Page-3

### STATEMENT OF FDP EXPENSES AND COLLECTION/CONTRIBUTION 19.09.2022 to 26.09.2022

#### 4 SHARE OF FDP EXPENSES

Name of Collaborating Colleges	Share of FDP Expenses Less Spot Registration Fees	Deposit of Initial Amount	Expenses Incurred	Balance Payable(+)/Excess (-)	Amount Reimbursed	Net amount Refundable
a) Govt. Girls' General Degree College	24139	15000	37715	-28576	-40514	11938
b) Muladhar Girls College	24139	15000		9139	11129	-1990
c) Sree Chaitanya Mahavidyalaya	24139	15000		9139	11129	-1990
d) P.N.Das College	24139	15000	6152	2987	4977	-1990
e) Hiralal Mazumdar Memorial College for Women	24139	15000	13129	-1990		-1990
f) Raleigh College	24139	20000		4139	6129	-1990
g) Sarojini Naidu College for Women	24139	15000	3980	5159	7150	-1991
<b>TOTAL</b>	<b>168976</b>	<b>110000</b>	<b>58976</b>	<b>0</b>	<b>0</b>	<b>0</b>

Date :- 12.05.2023  
Kolkata

*Signature*  
12/5/23  
Principal  
Government Girls' General  
Degree College  
Kolkata

For S.N.Guha & Co  
Chartered Accountants  
FRN. 0301104E  
*Signature*  
(S.CHANDRA)  
Partner  
Membership No. 053613



*Signature*  
Principal  
Government Girls' General  
Degree College  
Kolkata