



WEST BENGAL BOARD OF SECONDARY EDUCATION
DEROZIO BHAWAN, DJ-8, SECTOR-II, SALT LAKE CITY, KOLKATA-700 091.
visit: -www.wbbse.org.

CIRCULAR

Circular No: 092/Sec/gen/24

date: 04/04/2024

From: **SECRETARY,**
West Bengal Board of Secondary Education

To the Heads of all recognised Non-Govt.(Aided & Unaided) Secondary Schools in West Bengal.

Sub: Submission of prayers for resignation and voluntary retirement of teaching and non-teaching staff of the schools through the concerned District Inspector of schools (S.E.) to W.B.B.S.E.

The President, Ad-hoc-Committee, W.B.B.S.E. has decided that this circular be issued for General information that the prayer for Resignation and Voluntary Retirement of approved teaching and Non-teaching staff of the schools will be submitted to W.B.B.S.E. through the District Inspector of Schools (S.E.) of the concerned Districts. Prayers as stated above, which have been directly submitted to W.B.B.S.E. shall not be entertained at all and no action will be initiated.

The following documents need to be furnished with such prayer duly attested by concerned Head of the Institutions while it is submitted to the District Inspector of Schools (SE). On due verification of the prayer along with supporting documents, the same has to be forwarded to WBBSE with recommendation for consideration.

1. Prayer of the candidate.
2. Approval of Appointment
3. Joining Report/Joining letter
4. Confirmation of service
5. Photocopy of I.D. proof of the candidate (PAN Card and Aadhar Card)
6. Resolution of Managing Committee
7. No litigation certificate of H.M./T.I.C.
8. Copy of service book.
9. No liability certificate
10. Tenure, validity, status of M.C.
11. Status of Recognition of the school
12. Medical Certificate (In case of Voluntary retirement on Medical Ground only)

S. Ghosh

Secretary 04.04.2024

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