



SARAT CENTENARY COLLEGE

Dhaniakhali, Hooghly, WB, PIN-712302

Founded: 1976

Re-Accredited by NAAC (CGPA: 2.33) & Recognised Under UGC 2F&12B

WB Govt. Aided & The University of Burdwan Affiliated

e-Mail: saratcentenary@gmail.com ; principal_sccollegednk@rediffmail.com

Website: www.sccollegednk.ac.in; <https://camssccollege.in/>

Date: 16/07/2021

URGENT NOTICE (for Internal Circulation among the Employees only)

All employees as listed in the annexure attached herewith are hereby requested to visit the Office of the undersigned at Sarat Centenary College as per the schedule mentioned in the annexure for the purpose of verification of data as reflected in their respective Form 16 (Part A & B). It is necessary to carry all the relevant documents related to Form 16 Part B.

And all employees are also requested to submit as per the abovementioned schedule the filled in prescribed proforma (attached herewith) for House Rent Allowance Declaration along with supporting documents (if any) as mentioned in the proforma at the office of the undersigned. Properly not filled/uncorrected H.R.A. Declaration Certificate will not be accepted.

Please treat this as urgent for the preparation and issue of the Form 16 (Part A & B) and preparation of Salary related bills for the next pay packets. Please strictly follow the schedule as mentioned and also maintain the COVID-19 Protocol.

S. h. Basak
16.07.2021

DR SANDIP KUMAR BASAK
Principal, Sarat Centenary College

Principal
Sarat Centenary College
Dhaniakhali, Hooghly

Schedule: Annexure to Notice Dated 16/07/2021

Date & Time	Name of the Employee	Designation
20.07.2021 at 12.30 to 13.30	DR. SUSANTA BHATTACHARYA	Asso. Prof. in Pol. Sci.
20.07.2021 at 12.30 to 13.30	DR. JAGANNATH CHATTOPADHYAY	Asso. Prof. in Zoo.
20.07.2021 at 12.30 to 13.30	DR. QUAZI TAHERUZZAMAN	Asso. Prof. in Bot.
20.07.2021 at 12.30 to 13.30	SASIM GANGOPADHYAY	Asso. Prof. in Hist.
20.07.2021 at 12.30 to 13.30	DR. UJJAL KUMAR MUKHERJEE	Asso. Prof. in Math.
20.07.2021 at 14.30 to 15.30	DR. APAN KUMAR PAN	Asso. Prof. in Phil.
20.07.2021 at 14.30 to 15.30	BASUDEV HALDER	Asstt. Prof. in Geo.
20.07.2021 at 14.30 to 15.30	SANJIB NAYEK	Asst. Prof. in Geo.
20.07.2021 at 14.30 to 15.30	DR. RAMANUJ KONAR	Asst. Prof. in Eng.
20.07.2021 at 14.30 to 15.30	ARABINDU SARDAR	Asst. Prof. in Hist.
22.07.2021 at 12.30 to 13.30	DR. KHANDAKAR MAHAMMAD HASIB	Asst. Prof. in Bot.
22.07.2021 at 12.30 to 13.30	SANKAR DEB MONDAL	Asst. Prof. in Beng.
22.07.2021 at 12.30 to 13.30	PANKAJ SEN	Asst. Prof. in Phil.
22.07.2021 at 12.30 to 13.30	DR. BIDYUT SANTRA	Asst. Prof. in Math.
22.07.2021 at 12.30 to 13.30	DR. RINTU NATH	Asst. Prof. in Commerce
22.07.2021 at 14.30 to 15.30	NABANITA PAL	Asst. Prof. in Commerce
22.07.2021 at 14.30 to 15.30	PALLABI DAS	Asst. Prof. in Zoology
22.07.2021 at 14.30 to 15.30	BISWAJIT PAKHIRA	Asst. Prof. in Sankrit
22.07.2021 at 14.30 to 15.30	DR. PRAMIT REJ	Asst. Prof. in Math.
22.07.2021 at 14.30 to 15.30	DR. SATYABRATA BHATTACHARYA	Asst. Prof. in Physics
23.07.2021 at 12.30 to 13.30	MD. ASADULLAH	Asst. Prof. in English
23.07.2021 at 12.30 to 13.30	DR. SUNETRA BANERJEE	Asst. Prof. in Bengali
23.07.2021 at 12.30 to 13.30	DR. SUPARNA SADHU	Asst. Prof. in Chemistry
23.07.2021 at 12.30 to 13.30	MANIKA MANDAL	Asst. Prof. in Pol. Sci.
23.07.2021 at 12.30 to 13.30	SUKUMAR DAS	Asst. Prof. in Physical Education
23.07.2021 at 14.30 to 15.30	DR. RAJKUMAR KUNDU	Asst. Prof. in Economics
23.07.2021 at 14.30 to 15.30	SILKY PAL	Asst. Prof. in Political Science
23.07.2021 at 14.30 to 15.30	DR. VEERA RENUKA LOBO	Asst. Prof. in Political Science
23.07.2021 at 14.30 to 15.30	DR. ANUP PRAMANIK	Asst. Prof. in Sankrit
23.07.2021 at 14.30 to 15.30	SHEULI HAZRA	Former Librarian (Only Form-16)

Date & Time	Name of the Employee	Designation
20.07.2021 at 12.30 to 13.30	MANIK KUMAR DE	Cashier
20.07.2021 at 12.30 to 13.30	SHYAMAL BHATTACHARYA	Accountant
20.07.2021 at 12.30 to 13.30	JAGU KUMAR KHAN	Ex-Sweeper (Only Form-16)
20.07.2021 at 12.30 to 13.30	SMT. SANTI DE	Bearer

S. h. Basu
16.07.2021
Principal
Sarat Centenary College
Dhaniakhali, Hooghly

Date & Time	Name of the Employee	Designation
20.07.2021 at 14.30 to 15.30	NEMAI CHANDRA DE	Ex-Durwan (Only Form-16)
20.07.2021 at 14.30 to 15.30	TARUN KUMAR MAZI	Bearer
20.07.2021 at 14.30 to 15.30	MONGALA MURMU	Lady Attendant
20.07.2021 at 14.30 to 15.30	TAMAL BANDYOPADHYAY	Generator/Pump Operator

Date & Time	Name of the Employee	Designation
20.07.2021 at 12.30 to 13.30	PRATAP KUMAR SAHANA	SACT (BENGALI, SACT II >= 10 Yrs)
20.07.2021 at 12.30 to 13.30	SATYAJIT SINHA	SACT (POLITICAL SCIENCE, SACT II >= 10 Yrs)
20.07.2021 at 12.30 to 13.30	ADITI SINHA	SACT (GEOGRAPHY, SACT II >= 10 Yrs)
20.07.2021 at 12.30 to 13.30	AVIJIT DAS	SACT (BENGALI, SACT II >= 10 Yrs)
20.07.2021 at 12.30 to 13.30	CHAITALI SICKLY	SACT (HISTORY, SACT II >= 10 Yrs)
20.07.2021 at 12.30 to 13.30	DINABANDHU KUNDU	SACT (BENGALI, SACT I >= 10 Yrs)
20.07.2021 at 14.30 to 15.30	DIPANWITA RAY	SACT (BENGALI, SACT II >= 10 Yrs)
20.07.2021 at 14.30 to 15.30	MANAB GHOSH	SACT (HISTORY, SACT II >= 10 Yrs)
20.07.2021 at 14.30 to 15.30	MOUMITA CHAKRABORTY	SACT (HISTORY, SACT II >= 10 Yrs)
20.07.2021 at 14.30 to 15.30	NIRMAL SUR	SACT (COMMERCE, SACT II >= 10 Yrs)
20.07.2021 at 14.30 to 15.30	PAPIA CHAKRABORTY	SACT (HISTORY, SACT II >= 10 Yrs)
20.07.2021 at 14.30 to 15.30	SHYAMANTAKMANI CHATERJEE	SACT (ENGLISH, SACT I >= 10 Yrs)
22.07.2021 at 12.30 to 13.30	SOUMI CHATTOPADHYAY	SACT (GEOGRAPHY, SACT II >= 10 Yrs)
22.07.2021 at 12.30 to 13.30	SUSIL KUMAR PAL	SACT (PHYSICAL EDUCATION, SACT II >= 10 Yrs)
22.07.2021 at 12.30 to 13.30	SAMIA AKTAR BAXI	SACT (PHILOSOPHY, SACT II <= 10 YRS)
22.07.2021 at 12.30 to 13.30	SAMYA SRIMANY	SACT (ENGLISH, SACT I <= 10 YRS)
22.07.2021 at 12.30 to 13.30	SHAMPA DUTTA	SACT (MATHEMATICS, SACT II <= 10 YRS)
22.07.2021 at 12.30 to 13.30	AMBIKA CHAKRABORTY	SACT (EDUCATION, SACT II <= 10 YRS)
22.07.2021 at 14.30 to 15.30	BAISHALI CHATTERJEE SARKAR	SACT (ZOOLOGY, SACT II <= 10 YRS)
22.07.2021 at 14.30 to 15.30	BHOLANATH SARKAR	SACT (POLITICAL SCIENCE, SACT II <= 10 YRS)
22.07.2021 at 14.30 to 15.30	CHHATU TUDU	SACT (SANTALI, SACT I <= 10 YRS)
22.07.2021 at 14.30 to 15.30	MADHAB MAJHI	SACT (COMMERCE, SACT II <= 10 YRS)
22.07.2021 at 14.30 to 15.30	PABITRA SUTRADHAR	SACT (POLITICAL SCIENCE, SACT II <= 10 YRS)
22.07.2021 at 14.30 to 15.30	PALLABI ACHARYYA	SACT (CHEMISTRY, SACT II <= 10 YRS)
23.07.2021 at 12.30 to 13.30	PARTHA CHATTERJEE	SACT (SANSKRIT, SACT II <= 10 YRS)
23.07.2021 at 12.30 to 13.30	PARVIN SULTANA	SACT (PHYSICAL EDUCATION, SACT II <= 10 YRS)
23.07.2021 at 12.30 to 13.30	SUCHANA BANERJEE	SACT (GEOGRAPHY, SACT I <= 10 YRS)
23.07.2021 at 12.30 to 13.30	SUVANKAR CHAKRABORTY	SACT (PHILOSOPHY, SACT II <= 10 YRS)
23.07.2021 at 12.30 to 13.30	AMAR DUTTA	SACT (ENGLISH, SACT I <= 10 YRS)
23.07.2021 at 14.30 to 15.30	AMIT DAS	SACT (SANSKRIT, SACT I <= 10 YRS)
23.07.2021 at 14.30 to 15.30	SANJIB PAL	SACT (PHILOSOPHY, SACT I <= 10 YRS)
23.07.2021 at 14.30 to 15.30	TAPAS DHARA	SACT (SANSKRIT, SACT II <= 10 YRS)
23.07.2021 at 14.30 to 15.30	TARAK NATH MUKHERJEE	SACT (POLITICAL SCIENCE, SACT II <= 10 YRS)
23.07.2021 at 14.30 to 15.30	JAYANTA MANIK	SACT (GEOGRAPHY, SACT I <= 10 YRS)

S. L. Das
16.07.2021
Principal
Sarat Centenary College
Dhaniakhali, Hooghly

Name of the College : **Sarat Centenary College**
Address : Vill & P.O. – Dhaniakhali, Dist – Hooghly

H.R.A. Declaration vide Higher Edn. Dept. Order No. 597 – Edn(CS)
Dt. 09.06.1999

I do hereby declare that –

1. I am incurring / Paying / Contributing some expenditure on rent / towards house on property tax or maintenance of the house owned by Myself / Parents / Son(s) / Unmarried daughter (s) / Spouse.
2. I am Married / Unmarried / Widow / Widower.
3. I and my spouse are not enjoying any accommodation provided or owned by the college authorities, Universities, Govt. authorities or any Govt. undertaking any statutory or local body.
- 3(a) I am paying Rs. as rent for accommodation provided by Govt./ any Govt. undertaking, any statutory or local body.
4. My wife / husband is not in service under the Govt. of India or any state Govt. or any undertaking of the Central or any State Govt. or any statutory or local body, Educational Institution etc.

OR,

My wife / husband is employed and following are the particulars of her / his employment and pay etc. drawn by her / him :

- a) Name and Address of her / his Office / Institution / Organisation

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- b) Present pay per mensem, scale of pay

.....
.....

- c) House rent Allowance drawn by her / his per mensem & dt. of next increment.

.....
.....

OR

My husband / wife does not draw any HRA because

.....

Date :

Signature :

Name :

Designation :

I do hereby declare that the particulars given above are true.

Signature :

Name :

Designation :

Note :

- (1) Please strike out which is not applicable
- (2) if the employee or spouse enjoys free / rented accommodation / Quarter, then the employee will not be entitled to get HRA.
- (3) Attested Xerox Copy of the Certificate of HRA issued by employer of the spouse should be furnished

Signature of the appointing authority
of the spouse with seal

Signature of the Head / Employer of
the College with seal