



Memo: SCU/SECY(SANS.TOLs)/147/2025/0017

Notice

Sub: Cut of date (14.11.2025) for Submission of September-October 2025 Monthly Status Report

All the Secretaries/Pradhan Adhyapakas of the concerned TOLs to Submit the monthly status report in the prescribed format to the undersigned within following dates for further processing.

- If you submit online, please do not come to submit offline. If the submission is made in both online and offline modes, it will be cancelled.

Hard Copy Submission Date

- Howrah, Hooghly, Kolkata, Coochbehar : Please Submit your monthly return on 10th Nov 2025
- North & South 24 Pargana, Nadia, Alipurduar : Please Submit your monthly return on 11th Nov 2025
- Purba Bardhaman, Bankura, Birbhum : Please Submit your monthly return on 12th Nov 2025
- Purba & Paschim Medinipur: Please Submit your monthly return on 13th Nov 2025

Soft Copy Submission Date

Please submit monthly return via online through email: toloffice.scuwb@gamil.com within 14th Nov 2025. (*If you submitted after the due date, it will not be accepted)

- **Disclaimer:** The submission dates for hard copies have been divided according to districts. Please come and submit on the specified date.
- For online submission, any district can submit at any time within 14th Nov 2025 (up to 5 PM)

Signature
16/11/25



The Sanskrit College and University

Office of the Sanskrit TOLs

Monthly Status Report

Monthly return for claim of D.A. for the Pandits / Servants for D.A. getting TOLs for the month of 2025

1. Name of the Chatuspathi:
2. Address of the Chatuspathi:
3. Contact Number:
4. Email id:
5. Date of establishment of the Chatuspathi:
6. Whether Chatuspathi building rented or own house:
7. No. of students of the Chatuspathi:
8. No. of average attendance of the students:
9. Working hours:
10. Particulars of the Adhayapakas / Servant's:

Sl. No.	Name	Designation	Qualification	Date of Birth	Date of Retirement	Signature	Remarks

I do hereby declare that the information stated above are true to the best of my knowledge and belief.

- Please enclose the attendance sheet of Adhayapakas, Servants and Students.
- Please enclose the previous approval copy.

Signature of the Secretary

Sanskrit TOLs

The Sanskrit College and University

Verified by any teacher member
of the managing committee.

Signature of the Secretary/Pradhan Adhayapaka
With seal and date