



Memo: SCU/SECY(SANS.TOLs)/147/2025/0018

Notice

Sub: Cut of date (11.12.2025) for Submission of November 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 8th Dec 2025
- North & South 24 Pargana, Nadia, Alipurduar : Please Submit your monthly return on 9th Dec 2025
- Purba Bardhaman, Bankura, Birbhum : Please Submit your monthly return on 10th Dec 2025
- Purba & Paschim Medinipur: Please Submit your monthly return on 11th Dec 2025

Soft Copy Submission Date

Please submit monthly return via online through email: toloffice.scuwb@gmail.com within 11th Dec 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 11th Dec 2025 (up to 5 PM)

Palash Biswas
08/12/2025

Dr. Palash Biswas

Secretary

Sanskrit TOLs

The Sanskrit College and university

Secretary

Sanskrit Tols

The Sanskrit College and University



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