



West Bengal Board of Madrasah Education

'Maulana Abul Kalam Azad Bhawan'

DD-45, Sector I, Salt Lake City, Kolkata- 700 064

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Memo No. 611/MC/26

Date: 30.06.2026

From: The Secretary
West Bengal Board of Madrasah Education

To:
The District Inspector of Schools (Secondary Education)
All Districts of West Bengal

Subject: Placement of Drawing and Disbursing Officer (DDO) in recognised Non Government Aided Madrasahs where the tenure of the Managing Committee/Ad hoc Committee has expired on and from 30.06.2026 and onwards and no extension has been accorded by the Board.

Madam/Sir,

This is to inform you that the tenure of the Managing Committee/Ad hoc Committee of a number of recognised Non Government Aided Madrasahs in the State has expired on and from 30.06.2026. In many such cases, no order extending the tenure of the Managing Committee/Ad hoc Committee has been issued by the West Bengal Board of Madrasah Education.

In the absence of a valid Managing Committee/Ad hoc Committee, there may be administrative and financial difficulties affecting the day to day functioning of the concerned Madrasahs, including drawal and disbursement of salary and other essential administrative matters.

In order to ensure uninterrupted administration and smooth functioning of the madrasahs you are requested to take immediate necessary action for placement of a Drawing and Disbursing Officer (DDO), wherever required, in accordance with the law, in respect of all such recognised Non Government Aided Madrasahs under your jurisdiction where:

1. the tenure of the Managing Committee/Ad hoc Committee has expired on and from 30.06.2026 and onwards
2. no extension of the tenure has been accorded by the West Bengal Board of Madrasah Education.

You are also requested to transmit Proposal of Administrator to the Director of Madrasah Education, West Bengal, Bikash Bhawan, East Block, 2nd floor, Kolkata-700091 if the Madrasah Authority submits prayer for appointment of Administrator.

It is further clarified that this memorandum shall not be applicable to those recognised Non Government Aided Madrasahs in respect of which any order, direction or status quo order passed by the Hon'ble Court is in force.

Necessary action may kindly be taken on a priority basis so that the normal academic, administrative and financial activities of the concerned Madrasahs continue without interruption.

Yours faithfully,

Rahman

Secretary 30/06/26

R West Bengal Board of Madrasah Education

Date: 30.06.2026

Memo No. 611/1(10)/MC/26

Copy forwarded for information and necessary action to:

1. The P.S. to the Hon'ble Minister in Charge, Minority Affairs & Madrasah Education Department, Government of West Bengal.

2. The P.S. to the Principal Secretary, Minority Affairs & Madrasah Education Department, Nabanna, 3rd Floor, Howrah -711102.
3. The Secretary, Minority Affairs & Madrasah Education Department, Nabanna, 3rd Floor, Howrah -711102.
4. The Director of Madrasah Education, West Bengal, Bikash Bhavan, 2nd floor, Salt Lake City, Kolkata- 700091.
5. The Commissioner of School Education, West Bengal, Bikash Bhavan, Salt Lake City, Kolkata -700091.
6. The Heads of all recognised Non Government Aided Madrasahs with the request to intimate the latest status regarding the validity of their Managing Committee/Ad hoc Committee to the respective District Inspector of Schools (Secondary Education) and to submit a prayer, wherever applicable, for placement of a Drawing and Disbursing Officer (DDO) and if required a prayer for appointment of Administrator, wherever applicable, to ensure smooth functioning of the Madrasah.
7. The District Minority Officer of all districts.
8. The P.A. to the Hon'ble President, West Bengal Board of Madrasah Education.
9. The Computer Section, West Bengal Board of Madrasah Education
10. Guard File.

Rahman
Secretary 20/06/26

R West Bengal Board of Madrasah Education