

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION:.....ASSAM
KAHILIPARA:.....GUWAHATI-19.

No. :- G(A) DHE/LEAVE ENCASHMENT/1/2012/9

Dated Kahilipara, the 24th May/2013

From:- Shri P. Jidung, M.A., M. Phil, LL.B, AES,
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To,
The Principal,.....(All)
P. O....., Dist.....

Sub:- Leave Encashment benefit to the Retired teaching and non-teaching employees of
Provincialised Colleges of Assam.

Ref:- Govt. Notification Memo No. AHE.57/2012/13-A, dtd. 01-12-2012.

Sir,

In inviting a reference to the subject cited above, I would like to furnish herewith a copy of Govt. Notification vide Govt. letter Memo No. AHE.57/2012/13-A, dtd. 01-12-2012 and request you to submit proposals for leave encashment as per check-list enclosed for doing the needful at our end.

Yours faithfully

sd/-
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

Memo No. :- G(A) DHE/LEAVE ENCASHMENT/1/2012/9-A

Dated Kahilipara, the 24th May/2013

Copy to :-

1. The Commissioner & Secretary to the Govt. of Assam, Education(Higher) Department, Dispur, Guwahati-6. ✓
2. The President/Secretary, All Assam College Teachers' Association , ACTA HOUSE SOLAPARA, GUWAHATI-781008.

sd/-
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

LEAVE ENCASHMENT BENEFIT (CHECK-LIST)

1. Name of incumbent (vacation/non vacation service)
2. Designation
3. Permanent address
4. Postal address for correspondence
5. Name of the College
6. Address of the College
7. Date of Birth of incumbent
8. Date of Joining of Service of the incumbent
9. Date of retirement/expiry date
10. Date of Provincialisation of college/stream where incumbent is serving
11. Copy of the Service Book, copy of P.P.O. as updated with the authentication.
12. Copy of the Leave Account as updated with due authentication
13. Last Pay Certificate
14. Earned Leave at credit (at a glance) =
15. PAN NO.
16. Signature of the employee Countersignature of the Principal.
17. Name of Treasury share amount of leave Encashment shall be drawn
- FOR OFFICE USE AT D.H.E, ASSAM.**
18. Total admissible amount as computed

Signature of
D.A.

Signature of
Auditor

Signature of
Superintendent

Signature of
D.D.H.E

Signature of
Sr. F & A.O

Director of Higher Education, Assam
Kahilipara, Guwahati-19.