

**Name of Content Manager** : **Sri Jayanta Thakuria**

**Name of Department./Directorate** : **Directorate Higher Education Assam**

<b>Area of Work</b>	<b>Functions</b>	<b>List down all the Content</b>
1. Planning Cell	1. Work related to Plan matter.	a)Preparation of Annual Work Plan Budget
	2. Issue of sanction (As submitted by the DDO concerned)	a) Receipt of proposal from DDO concerned. (newly provincialized college) a) Submission of proposal to Govt.
	3. Priority list	a) Issue of ceiling proposal to Govt. immediately after receiving Govt. sanction.
	4. Issue of ceiling proposal to Govt.	
	5. Provincialisation of Services of Venture Degree Colleges	a. Submission of post creation proposal to Govt. b. Issue of provincialisation order
	5.Matter related to RUSA	a) Proposals are submitted to Govt.
	6.Collaborative work	a) Collaborating with National Universities to established Sankardev chair and to initiate endowment lecture in memory of Dr. Mamoni Roysom Goswami, initiative for South East Asia Ramayani Research Center in Gauhati University.
	7. Issue of NOC	a) Issue of No Objection Certificate to open new Degree College
	8. Fee Waiver schemes	a) Fee waive to BPL students
	9. Developmental work of Universities/ Colleges/ other voluntary/ Literary organisation.	a) Proposal are submitted to Govt. for infrastructural development Universities/colleges/other voluntary organisation.
10. Court cases & RTI	a) Status of RTI Petitions b) RTI Petitions received/disposed immediately	

**Name of Content Manager** : Mrs. Ajanata Katakya , Ms. Chinmoyee Talukdar

**Name of Department.** : Director of Higher Education, Assam

<b>Area of Work</b>	<b>Functions</b>	<b>List down all the Content</b>
Pension branch	1.Submission of Pension Papers of teaching and Non-teaching staff of provincialised colleges to Accountant General (A&E), Assam	i). Submission of Pension Papers of teaching and Non-teaching staff of provincialised colleges to Accountant General (A&E), Assam b. Release of leave encashment of retired college employees c. Drawal/ Final withdrawal of GPF money

**Name of Content Manager** : Ms. Chinmoyee Talukdar

**Name of Department.** : Directorate of Higher Education, Assam

<b>Area of Work</b>	<b>Functions</b>	<b>List down all the Content</b>
<b>Budget Branch</b>	a. Preparation of Non-plan Budget, Released of salary both arrear and current and Medical Reimbursement	a. Preparation of Non-plan Budget, b. Release of budget allotment for salary both arrear and current c. Medical Reimbursement

**Name of Content Manager** : **Sri Jayanta Thakuria, Ms. Chinmoyee Talukdar**

**Name of Department.** : **Directorate of Higher Education, Assam**

<b>Area of Work</b>	<b>Functions</b>	<b>List down all the Content</b>
<b>ACA Branch</b>	1. Office establishment 2. Govt. Bill 3. Issue and receipt of dakt 4. RTI matter 5. Nazarat Branch	1. Appointment, Promotion of Office Staff of this Directorate 2. Release of Salary 3. Issue and receipt of dakt 4. RTI matter 5. Nazarat Branch 6. Record of tuition fees deposited by colleges

**Name of Content Manager** : **Mrs. Ajanta Katakya, Ms. Chinmoyee Talukdar,**

**Sri Jayanta Thakuria**

**Name of Department.** : **Directorate of Higher Education, Assam**

<b>Area of Work</b>	<b>Functions</b>	<b>List down all the Content</b>
College Establishment	1. Appointment of teaching and Non-Teaching Staff of Provincialised colleges and Model Degree	a) Appointment of Principal/ Assistant Professor b) Appointment of Non-Teaching Staff c) Promotion and Advance Increment for M.Phil./Ph.D d. Maintenance of Roster Register e) Construction of Governing Body. f) Issue of NOC for Foreign Visit g) Faculty Development Programme of UGC h) Released of 1 <sup>st</sup> salary i) All other matter relating to college establishment

<b>Name of Content Manager</b>	:	<b>Jayanta Thakuria</b>
<b>Name of Department.</b>	:	<b>Directorate of Higher Education, Assam</b>

<b>Area of Work</b>	<b>Functions</b>	<b>List down all the Content</b>
Court Cell	1. Matter relating to court cases	a) Received all court case, writ petition, PWC etc. b) Maintain all the records of court case.

<b>Name of Content Manager</b>	:	<b>Mrs. Ajanta kataky</b>
<b>Name of Department.</b>	:	<b>Directorate of Higher Education, Assam</b>

<b>Area of Work</b>	<b>Functions</b>	<b>List down all the Content</b>
Appointment branch	1. Matter relating to Govt. Colleges,	a) Miscellaneous matter of Govt. Colleges including Govt. Law College of the State.
	2.Literary Pension	b) Literary Pension to 43 numbers of reputed writers and authors of Assam
	3.Scholarship	c) Combined merit and P.G Research to meritorious students of Assam.
	4. Grant to Literary/Voluntary Organisation	a) Grant to Literary/Voluntary Organisation
	5. Training Matters	i) Deputing officers to training