

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

No.PC/HE/Prov/29/2018/50

Dated Kahilipara the 29th December, 2018.

C I R C U L A R

Consequent upon the Notification issued vide No.ASE.262/2017/50, dtd. 6th May, 2017, Govt. letter No.ASE.704/2016/Pt/173, dtd.09/07/2018 and Notification No.ASE.660/2017/42, dtd. 08/11/2018 regarding implementation of the Assam Education Provincialisation of services of Teachers and re-Organisation of Educational Institutions) Act.2017 & Amendment Act.2018 and the Assam Education (Provincialisation of services of Non-Teaching Staff of Venture Educational Institutions) Act.2018, it has been decided to formulate the following time schedule for affective implementation of the relevant provision of the Act.

1. As per the Govt. letter No.AHE.643/2018/21 dtd.10/12/2018, applications from the eligible venture Degree Colleges for consideration of provincialisation of services of eligible teaching & non-teaching staff serving in their institutions are invited as per prescribed format of application as at Annexure-A with Appendix – I, II & III.
2. The application forms prescribed by the Government will be available in the Director of Higher Education website www.directorateofhighereducation.assam.gov.in.
3. The concern Head of Venture Educational Institution shall submit the application duly filled in with all copy of all relevant documents to their respective Inspector of Schools with a copy of Treasury Challan of Rs.100/- (Rupees One hundred) only in head of Account “2202 General Education-103-01-OAS (other administrative services) in favour of Director of Higher Education, Assam, Kahilipara, Guwahati-19 being application fee within **28/02/2019**. No application from any Venture Educational Institution shall be received thereafter. Institutions failing to submit application along with required documents or submitting such applications with incomplete information shall be rejected without assigning any reason whatsoever and such institutions shall be treated as not eligible under the purview of this Act.
4. The District Scrutiny Committee as constituted vide letter No.PC/HE/Prov.-02/2017/37, dtd. 05/06/2017 under Section 13(4) of the Act. will scrutinise the service records and prepare a list of all eligible employees in respect of each of the eligible venture educational institutions, who are eligible to get their services provincialise under these Acts and submit the report to the Director of Higher Education, Assam with detail information viz. educational & professional qualification, date of birth, date of joining etc.
5. On receipt of the recommendation of the District Scrutiny Committee, the State Level Scrutiny Committee as constituted vide order Memo No.PC/HE/Prov/02/2017/70, dtd. 22/01/2018 under Section 13(10) of the Act after physical verification and inspection of the venture institutions as may be required, will forward for recommendations to the Govt. for necessary action.

(Sd/- G. Phukan, ACS)

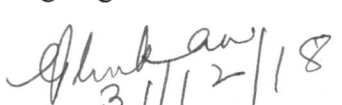
Director of Higher Education, Assam
Kahilipara, Guwahati-19

Dated Kahilipara the 29th December, 2018.

Memo No.PC/HE/Prov/29/2018/50-A

Copy to :-

1. The Deputy Commissioner, all Districts of Assam.
2. The Director of Education, BTAD, Kokrajhar.
3. Smti. N. Laskar, Joint Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
4. The Inspector Schools, all District Circle of Assam.
5. The P.S. to the Hon'ble Minister, Education, Assam, Dispur, Guwahati-6.
6. The P.S. to the Principal Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
7. The P.S. to the Principal Secretary to the Govt. of Assam, Secondary Education Department, Dispur, Guwahati-6.
8. The P.S. to the Principal Secretary, BTC, Kokrajhar/Karbi Anglong Autonomous Council, Diphu/Dima Hasao Autonomous Council, Haflong.
9. The Principal of Venture Degree Colleges of Assam.


31/12/18
Director of Higher Education, Assam
Kahilipara, Guwahati-19

ANNEXURE-A

**APPLICATION FOR PROVINCIALISATION OF SERVICES OF TEACHER/ TUTOR /
NON -TEACHING STAFF IN DEGREE COLLEGE**

[Under the Assam Education (Provincialisation of Services of Teachers and Re-Organisation of Educational Institutions) Act, 2017 & Amendment Act, 2018 and the Assam Education (Provincialisation of Services of Non- Teaching Staff of Venture Educational Institutions) Act, 2018]

1.	Name and address of the Degree College		
2.	a) Name of Stream (Arts/Science/Com) already provincialised b) Name of Stream(Arts/Science/Com) yet to be provincialised		
3.	Date of establishment of the Degree College [Section 3(1)(i)]		
4.	(a) Date of receiving permission for classes XI & XII from the State Government. [Section 3(1)(i)]. Furnish copies. (b) Date of receiving recognition for classes XI & XII from the Assam Higher Secondary Education Council [Section 3(1)(i)]. Furnish copies.		
5.	a) Date of receiving Permission/N.O.C. for TDC from the State Government. [Section 3(1) (i)]. Furnish copies. b) Date of receiving subject affiliation for TDC from the concern University. [Section 3(1) (i)]. Furnish copies. c) Part I (pass course / Date of receiving subject concurrence of TDC Part I from the State Govt. [Section 3(1)(i) & 4(2) (i)]. Furnish copies		
6.	Whether the College charges any fees from the student. If yes, the particulars of such fees must be furnished.		
7.	Audit report of the concerned Degree College for last three years duly approved by the Governing Body.		
8.	Name and address with phone no. of the President & Members of the Governing Body. (Separate sheet to be attached)		
9.	Land details Whether it is Sarkari/ Government land [Section 3(1)(iii)]	(a) Area of land (B-K-L) and location of land (Dag No. & Patta No.)	
		(b) Date of allotment of land	
		(c) Date of taking over possession of land. [Possession certificate from competent authority be attached]	
10.	Land details in case of Forest Land/Tea garden land	(a) Area of land (B-K-L)	
		(b) Location of Land (Dag No. & Patta No.)	
		(c) Date of taking over possession of land. [Possession certificate from the competent authority be attached]	
11.	Land details if the land is Patta land [Section 3(1)(iii)]	(a) Area of land (B-K-L) and location of land (Dag No. & Patta No.)	
		(b) Date of Registration of Deed for purchase/Gift in favour of the institution.	
		(c) Date of mutation of land in the name of the institution.	
		(d) Date of taking over possession of land	
12.	Whether the Degree College is located on its own land:-		
13.	GPS data (Latitude and longitude of the Degree College)		
14.	Name of the nearest Govt. College/Provincialized College		
15.	Building details of the Degree College [Section 3(1)(ii), 3(3), 3(4)]		
	(a) Whether the Building is RCC/ Assam Type/Temporary		
	(b) Area of Building (In square feet)		
	(c) No. of Class-room for each Class with area in square feet		

	(d) In case of Science Stream whether Laboratory is available or not						
	(e) Play ground area						
	(f) Whether separate common-room is available for teachers						
	(g) Whether Separate toilet for girls/ boys is available						
	(h) Whether Library is permanent/ Temporary structure						
	(i) Whether Boundary wall is Permanent/Temporary structure.						
16.	Particulars of teaching and non-teaching staff of the Degree College	As per the list at Appendix-I, II & III					
17.	Particulars of enrolment of students in the Institution during last three years. Certificate of AHSEC shall be required in case of enrolment for Class XI & XII and for other classes as per affiliated University. [Section 3(v)]	Class	2016	2017	2018		
		(i) Class XI					
		(ii) Class XII					
		(iii) Class-TDC 1 st Year					
		(iv) Class-TDC 2 nd Year					
		(v) Class-TDC 3 rd Year					
18.	Particulars showing result of HSSLC/ TDC Final Examination for last three years. Certificate from AHSEC/University to be produced. [Section 3(vi)]	2016		2017		2018	
		Total students appeared	Total students passed	Total students appeared	Total students passed	Total students appeared	Total students passed
19.	Numbers of students appearing in HSSLC/TDC Final Examination subject-wise of each subject including Vocational Subject during last three years [Section 3(vii), 3(ix)]	Name of subjects	No of students appeared in TDC Exam				
			2016	2017	2018		

I,s/o resident of, now working as Principal, do hereby solemnly affirm and declare that the information furnished above is true and correct to the best of my knowledge and belief and that I have not provided any misleading i.e. false information, nor have I suppressed any information. I am aware that in case the information furnished above is found to be incorrect or false, I am liable to be prosecuted under the appropriate penal law, and I also fully understand that furnishing of misleading, incorrect or false information and suppression of material information is an offence punishable with imprisonment extending up to three years under this Act.

Signature of the Principal

.....Degree College

EDUCATIONAL AND PROFESSIONAL QUALIFICATION OF TEACHER/TUTOR

[As per the Assam Education (Provincialisation of Services of Teachers and Re-Organisation of Educational Institutions) Act. 2017 & Amendment Act, 2018 under Section 4 & 6]

Sl. No	Name of Teacher/ Tutor	Designation	Date of Birth	Caste	Date of appointment	Date of joining	Name of Subject taught	No. of students appeared as per Section 3(I) (vi & ix)	Educational and Professional qualification				Remarks	
									Percentage of marks obtained in Post Graduation with name of University	Whether NET/SET/ SLET qualified	Date of Notification of NET/SET/ SLET	Name of University from where Ph. D. Degree obtained		Date of Notification of Ph. D. Degree
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

Signature of the Principal (with seal & date)

..... Degree College.

[Note : Date of joining shall be supported with resolution of GB, appointment letter, joining report, attendance register etc. prior to 31. 12. 2010]

EDUCATIONAL AND PROFESSIONAL QUALIFICATION OF NON-TEACHING STAFF

[as per The Assam Education (Provincialisation of Services of Non- Teaching Staff of Venture Educational Institutions) Act, 2018, under section 2 (D) (e), 4 (1) and 6 (2)]

Sl. No	Name of the Employee	Designation (Maximum number of posts as per the Schedule)	Date of Birth	Caste	Date of appointment	No. & date of G.B. resolution	Date of joining	Educational and Professional qualification			Remarks
								Last Academic qualification with percentage of marks & name of University	Professional qualification (NET/SET/SLET /Ph.D.	Name of University with date of Notification	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1		Librarian =1									
2		Assistant Librarian =1									
3		Senior Assistant =2									
4		Junior Assistant =2									
5		Laboratory Asstt.. for Science stream =1									
6		Library Assistant =1									
7		Laboratory Bearer for Science Stream in each practical subject =1									
8		Grade IV = 6									

Signature of the Principal (with seal & date)
 Degree College

[Note : Date of joining shall be supported with resolution of GB, appointment letter, Joining report, attendance register etc. prior to 31.12.2010]

INDIVIDUAL INFORMATION TO BE FURNISHED BY EACH EMPLOYEE [Photograph]

1	Name of the Employee				
2	Present Post held with total monthly emolument				
3	Date of birth (Supported by the Matriculation Certificate)				
4	Whether SC, ST(P), ST(H),OBC/ MOBC (Certificate to be attached)				
5	Whether differently able person. If yes, attach certificate				
6	Name of the Degree College where working.				
7	Date of joining in the Degree College (Copy of the appointment order to be attached)				
8	Period of continuous service in the present Degree College as on 01/01/2017 [Section 4(2) (iii)].				
9	Whether continuously serving in the College and since when.				
10	Educational and Professional Qualification as on 01/01/2011 [Section 4(2) (ii)].				
	Name of Examination	Year of passing/Date of Notification	Name of Board/ Council/ University	Division/Class	Percentage of marks obtained
	HSLC				
	HSSLC				
	Graduation				
	Post Graduation				
	NET/SET/SLET				
	Ph. D.				

I do hereby solemnly affirm and declare that the information furnished above is true and correct to the best of my knowledge and belief and that I have not provided any misleading or false information, nor have I suppressed any information. I am aware that in case the information furnished above is found to be incorrect or false, I am liable to be prosecuted under the appropriate penal law, and I also fully understand that furnishing of misleading, incorrect or false information and suppression of material information is an offence punishable with imprisonment extending up to three years under this Act.

I further undertake that I will abide by the conduct rules as would be made applicable in my case from time to time by the Government and that I shall faithfully and sincerely discharge my duties as may be assigned to me from time to time under the authority of Government.

Counter signature of the Head of the Institution

with Seal & Date.

Signature of the Teacher/Tutor/Employee
Date_: