

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

No.DHE/BE/305/2018/49

Dated Kahilipara, the 14th Sep, 2023

From :- Ms. Pomi Baruah, A.C.S.
Director of Higher Education, Assam,
Kahilipara, Guwahati-19.

To,

1. The Registrar, (All Universities).
2. The Principal, (All Govt. and Provincialised Colleges / PDUAM).
3. All Voluntary Organization under Directorate of Higher Education, Assam.

Sub :- Submission of Budget Estimates for the year 2024-2025.

Sir/Madam ,

In inviting a reference to the subject cited above, I have the honour to request you kindly to submit the Budget Estimates under EE.Estt.Etc. for the financial year 2024-2025.

I would like to request you to kindly submit the **Budget Estimates** of your office/Institution as per 'L' Form enclosed herewith in quadruplicate on or before **28th September,2023**.

The 'L' statement should be submitted separately showing number and name of incumbents for each sub-head under the various Minor, Major Head of Account included in the Estimates.


The 'L' statement must be submitted **IN THE FORM OF SOFT COPY IN MICROSOFT EXCEL** to Budget Branch email i.e. **dheassambudget@gmail.com**

It is also mentioned here that non-submission of Budget Estimates in due course of time will lead to non-inclusion of provision of fund in the Budget Estimates during 2024-2025 for which DDO's concerned will be held personally responsible for the purpose.

This may please be treated as the topmost priority.

Please acknowledge the receipt of the same.

Yours faithfully,



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

Dated Kahilipara, the 14th Sep, 2023

Memo No.DHE/BE/305/2018/49-A

Copy to:-

- 1) The Commissioner and Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-06 for information.
- 2) The Deputy Director of Higher Education, Assam, in-charge of Pension, Apptt./Scholarship, ACA/Nazrat, C.E. Branch of this Directorate for information and necessary action.
- 3) The Deputy Director for Sanskrit Education, Assam alongwith Sanskrit & Pali Tols, Nalbari Sanskrit College and Assam Sanskrit Board for information & necessary action.
- 4) The Supdt. Of Pension, Apptt./Scholarship, A.C.A./Nazrat, C.E. Branch of this Directorate for information and necessary action.


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

FORM - L

STATEMENT SHOWING DETAILS OF SANCTIONED POSTS AND NAME OF INCUMBENTS WITH PAY IN SUPPORT OF THE BUDGET PROPOSAL UNDER SALARY

Department Code: Name of Department

Name of Head of Department

(Please Select Department code from the list given overleaf)

DDO Code Name of Head of Office:

Head of Accounts	Major Head	Sub-Major Head	Minor Head	Sub Head	Sub-Sub Head	Detail Head	Sub-Detail Head
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part-I: SANCTIONED POSTS DETAILS

SL No.	Name of Posts	Class (I/II/III/IV)	No. of posts sanctioned			Scale of Pay	Remarks, if any
			Filled-up	Vacant	Total		
1	2	3	4	5	6	7	8
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part-II Name of incumbents with pay and allowances

SL No.	Name of Incumbents	Designation (Name of the post which hold)	Scale of Pay	Basic Pay as on 1 st March (Rs.)	Special Pay (Rs.)	Incremental Date	Amount of Pay for the year (Column 5 x 12 months)	Amount of increment (Rate x No. of months)	Amount of arrear pay of previous years, if any	Total of pay Col. (6+7+8+9+10)
1	2	3	4	5	6	7	8	9	10	11
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Grand Total									

(Note:- Separate sheet may be used part wise)

Signature of Budget controlling authority

W.E.F. 01-04-2024 to 31-03-2025 (Twelve months)

Total Pay Band	Total Grade Pay	Total Basic Pay (1+2)	Total D.A.	Total H.R.A.	Total M.A.	Other Allowance	Total Pay for 01-04-2024 to 31-03-2025 (3+4+5+6+7)
1	2	3	4	5	6	7	8
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature of Budget controlling authority

Present status of Teaching and Non-teaching staff of University/Govt./Provincialised College/PDUAM

Sl. No.	Govt. Sanctioned letter and Date	Nos. of Post Sanctioned		Filled up post		Vacancy		Total No. of Post sanctioned
		Teaching	Non- teaching	Teaching	Non- teaching	Teaching	Non- teaching	

Present status of Enrolment of University/Govt./Provincialised College/PDUAM for the year 2021-2022, 2022-2023 & 2023-2024

Sl. No.	Total No. of Students	Nos. of Boys Students	Nos. of Girls Students	Nos. of Foreign Students	
				Boys	Girls'