

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

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No. DHE/CE/Misc/84/2022/2

Dated Kahilipara, the 09-12-2022

From:- Sri Dharma Kanta Mili, A.C.S.  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.



✓ To  
The Principal (All),  
.....College,

Sub: Checklist for pay protection.

Sir,

In inviting a reference to the subject cited above, I would like to enclose herewith checklist regarding pay protection/fixation on appointment from one post to another post and to request you to submit pay protection proposal as per the checklist alongwith all relevant documents for taking further course of action.

Yours faithfully

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

File No. HLB.350/2010

Subject: Pay protection/fixation on appointment from one post to another post.

1. Name of incumbent :
2. Designation :
3. Department/Office :
4. Nature of establishment :
5. Previous appointment :
  - (i) Name of the post :
  - (ii) Department/Office :
  - (iii) Nature of the establishment :
  - (iv) Pay structure of the post :
  - (v) Nature of the post :
  - (vi) Nature of appointment :
  - (vii) Date of release from the previous post :
  - (viii) Last pay drawn (supported by LPC) :
6. Present appointment: :
  - (i) Name of the post :
  - (ii) Pay structure of the post :
  - (iii) Date of appointment :
  - (iv) Nature of appointment :
  - (v) Date of joining :
  - (vi) Gap period, if any :
  - (vii) How the gap period, if any, is regularized? :
7. Whether the incumbent applied for the present post through proper channel. If so, furnished relevant document. :
8. APSC's views in respect of appointments made as per recommendation of APSC. )As per O.M. No. FEG.25/87/131, dated 30-04-1997) :
9. A precis of the case with seal and signature of the Departmental Authority :
10. Remarks :

Documents:

1. Copy of the advertisement of the present post published in News Paper.
2. Appointment order to the entry post in the previous establishment and joining report.
3. Promotion order to the post held in the previous establishment and joining report, if any.
4. Service Book/Service records of previous services (in original or photo copy every page of which is attested by the concerned authority).
5. Copy of the letter resigning/releasing from the previous post.
6. Last Pay Certificate of the previous post.
7. Other relevant particulars/information, if any.

Seal &amp; signature of Departmental Authority