

I/527295/2024

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

E. Comp. No.439692/2024/1

From:- Ms Sumitra Dev, AES
Dy Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To, The Principal (all),
Govt./ Provincialised/ PDUAM/ Govt. Model College/
Govt. Model Degree College/ Govt. Model Women College.

Sub: Regarding submission of roster register for Govt. endorsement.

Sir,

In inviting a reference to the subject cited above and keeping in mind the Govt. instruction for uploading data into the HRMIS portal within the month of April, 2024, I am directed to request you to submit proposals along with following documents for approval of Roster register of Teaching and Non-teaching staff of your college whose Govt. endorsement, approval of roster register are not yet received so that endorsement may be issued by the Govt.

- A. Copy of Post Creation letter / Allotment letter/ Provincialisation order.
- B. Copy of Additionally allotted post (if any).
- C. Roster Register is required to be prepared in 100 point Reservation system if total cadre strength is 14 nos. or more.
- D. Roster Register is required to be prepared in 14 point Reservation system if total cadre strength is 13 nos. or less than 13 nos.
- E. Declaration of Principal that Roster Register is prepared as per allotted post/ additionally allotted post of the college and excluding withdrawn post/ personal post/ supernumerary post.
- F. Declaration of Principal, whether any post is withdrawn from the college.
- G. Declaration of Principal, whether any post is additionally allotted to the college.
- H. Declaration of Principal, whether any personal post/ supernumerary post is allotted to the college.

Kindly treat this as Most Urgent. All the Govt./ Provincialised/ PDUAM/ Govt. Model College/ Govt. Model Degree College/ Govt. Model Women Colleges are to mandatorily get their rosters approved and also Govt. endorsements without which they will not be able to uploaded data on HRMIS module.

Further, if any support/ help is required for preparation of Roster Register of your college, you are requested to attend the office of Director of Higher Education, Assam with soft copy as per following scheduled.

Sl. No.	Colleges under the District	Date
1)	Nalbari, Barpeta, South Salmara,	16-04-2024
2)	Sonitpur, Biswanath, Dhemaji, Lakhimpur, Golaghat, Jorhat,	17-04-2024
3)	Sivsagar, Charaideo, Nagaon, Karimganj, Majuli, Bongaigaon, Dhubri, Morigaon, Goalpara, Darrang, Dibrugarh, Hailakandi, Cachar,	22-04-2024
4)	Kamrup(M), Kamrup (R), Tinsukia,	23-04-2024
5)	All other District and PDUAMS, GMC,	24-04-2024

Yours faithfully

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

Memo E. Comp. No.439692/2024/1
Copy to:-

1. P.S. to the Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
2. The President/Secretary, Assam College Principals' Council, for information.
3. The President/Secretary, All Assam College Teachers' Association, Guwahati, for information.

I/527295/2024

(e-Signed)
Dy Director of Higher Education, Assam
Kahilipara, Guwahati-19.