

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

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No.DHE/Estt/35/2016/46

Dated Kahilipara, the 09-10-2018

From:- Smti. Gitimoni Phukan, A.C.S.  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

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

Sub: Regarding verification of IPS.

Sir/Madam,

With reference to the subject cited above, I would like to request you to submit following documents in respect of each case relating to fixation of pay of Principal/Assistant Professor/Associate Professor/Librarian of your college (along with soft copy) <sup>in PDF format.</sup> for verification of the IPS immediately.

**Check list**

- 1) Copy of Birth Certificate or HSLC Admit/HSLC Certificate indicating age or date of birth.
- 2) Copy of Master Degree Certificate and Marksheet
- 3) Copy of formal Appointment letter.
- 4) Copy of Joining Report
- 5) Copy of NET/SLET/M.Phil./Ph.D.
- 6) Copy of Regularization order/ withdrawal of condition (if any)
- 7) Copy of Ph.D./M.Phil. increment order (if any)
- 8) Copy of fixation order of Senior Scale of pay
- 9) Copy of fixation order of Selection Grade scale of pay
- 10) Copy of fixation order of Associate Scale of pay
- 11) IPS in 2006
- 12) Attested legible copy of Service Book
- 13) Other supporting documents (*Bunching increment order, Equalization of pay, Pay protection etc.*)

It may be mentioned that those who have already submitted the above mentioned documents need not submit them again.

This matter may be treated as **most urgent**.

Yours faithfully

  
9/10/18

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