

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

No. DHE/PEN/Misc/407/2021/18

Dated Kahilipara, the 29-03-2022.

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

To,

1. The Registrar, (newly upgraded from Provincialised colleges)
2. The Principal, (All provincialised Colleges/Mahavidyalaya of Assam)


Sub : Clarification regarding sanction of GIS & Leave Encashment benefit etc.

Ref : Givt. Letter No. ASE.431/2021/32 dated-24-03-2022.

Sir,

With reference to the Govt. letter on the subject cited above, I would like to enclose herewith a copy of Govt. letter No. ASE.431/2021/32 dated-24-03-2022 alongwith check-list and to request you to submit the necessary proposal to the undersigned for sanction of GIS & Leave Encashment benefit in respect of retired/ expired employees of your institution after properly filling up the check list with relevant documents for further taking necessary action at this end.

Yours' faithfully,


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

Memo No. DHE/PEN/Misc/407/2021/17

Dated Kahilipara, the 29-03-2022.

Copy to:-

1. The P.S. to the Hon'ble Minister, Education, Assam for appraisal of the Hon'ble Minister, Education, Assam.
2. The P.S. to the Special Commissioner to the Govt. of Assam, Education Department for information.
3. The P.S. to the Principal Secretary to the Govt. of Assam in Higher Education Department, Dispur, Guwahati-6 for information.

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

GOVERNMENT OF ASSAM  
SECONDARY EDUCATION DEPARTMENT  
DISPUR::GUWAHATI::ASSAM

(16)

No.ASE.431/2021/32

Dated, Dispur, the 24 March 2022

From : Preetom Saikia, IAS  
Special Commissioner  
Education Department.

To : i) The Director of Elementary Education, Assam  
Kahilipara, Guwahati-19.

ii) The Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

iii) The Director of Technical Education, Assam  
Kahilipara, Guwahati-19.

iv) The Director,  
Bodo Medium & Other Tribal Languages, Assamese  
Kahilipara, Guwahati-19.

v) The Director of Secondary Education, Assam  
Kahilipara, Guwahati-19.

vi) The Director, Non-Formal & Adult Education  
Kahilipara, Guwahati-19.

vii) The Director, SCERT  
Kahilipara, Guwahati-19.

Subject: Clarification regarding sanction of GIS & leave encashment etc.

Sir/Madam,

With reference to the subject cited above, I am directed to say that the Government in Education Department have already issued instructions to all the Inspector of Schools/ DEEO/ Principals of Colleges, Technical Institutions/ Offices under SCERT etc. to verify, authenticate and validate the pension papers/ service books in respect of retired teaching and non-teaching staff and send the authenticated scanned copy of the pension papers /service books through online Kritagyata portal to the Director of Pension as the case may be, for issue of final pension.

But, it is pertinent to mention here that all elements of pension e.g. GIS, Leave Encashment Benefits etc. have not yet been included in the Kritagyata portal.

Therefore, till inclusion of all elements of pension in the Kritagyata portal, all appointing authorities of all the retired teaching and non-teaching staff of all the Provincialised Schools/Colleges/Institutions/Offices of the State will issue sanction of GIS & Leave Encashment Benefits etc. as admissible to a retired employee after submission of his/her pension papers with effect from the date following the date of retirement.

This shall come into force with immediate effect.

Yours faithfully,

Special Commissioner  
Education Department

Dated, Dispur, the 24 March 2022

Memo No.ASE.431/2021/32-A

Copy for information to:

- 1) Principal Private Secretary to the Hon'ble Chief Minister, Assam, Dispur.
- 2) The Inspector of Schools (All).
- 3) PS to Hon'ble Minister, Education Department for kind appraisal of Hon'ble Minister.
- 4) PS to Principal Secretary to the Govt. of Assam, Education Department, Assam, Dispur, Guwahati-06.
- 5) PS to Principal Secretary to the Govt. of Assam, PPG&ART Department, Assam, Dispur, Guwahati-06.
- 6) PS to Special Commissioner, Education Department, Assam, Dispur, Guwahati-06.

By orders, etc.

Special Commissioner

K. Q. Q. Q.  
28/3/22

**Check list for “Leave Encashment Benefit” to the Retired/Expired employees of University (newly upgraded)/ provincialised Colleges of Assam .**

1	Name of incumbent (Vacation/Non-Vacation Service)
2	Name of the Legal Heir (in case of death of the incumbent).
3	Designation
4	Date of Retirement/Expired
5	Postal address for Correspondence
6	Name of the College & Address
7	Date of Birth of Incumbent (with age proof certificate)
8	Copy of Approval of Appointment
9	Date of Joining of Service of the Incumbent with copy of joining report.
10	Copy of Confirmation letter, if any
11	Copies of fixation order of Senior/Selection/Associate scale of pay (for Teaching staff & Librarian in UGC Scale) (where applicable)
12	Copies of fixation orders and promotion orders of Teacher/Librarian in state scale & non-teaching staff. (where applicable)
13	Copies of ACPS/MACPS orders (where applicable)
14	Copies of Ph.D/M.Phil Notification with order of Advance Increments (where applicable)
15	Copies of all IPS made from time to time after Revision of pay.
16	Qualifying Service rendered.
17	Period of non-qualifying service
18	Date of Provincialisation of College/Stream where incumbent is serving
19	Copy of clear & legible updated Service Book attested in each of the pages by the competent authority and attested copy of PPO, if any.
20	Leave Account Statement with certificate on the body of the Leave Account regarding availing/non-availing of any kind of leave by the competent authority.
21	Last Pay Certificate
22	Non-Liability certificate
23	Earned Leave at credit
24	Order copies of leave granted/copies of G,B's resolution for grant of leave.
25	Date of submission of pension proposal to the A.G., Assam with copy of receipt/online submission receipt copy, if any.
26	G.P.F. No./PRAN No or PPAN No.
27	Name of the Treasury
28	Death certificate and Next of Kin Certificate (for death cases)

Signature of the President/Principal/DDO of the college