

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

No.DHE/PEN/GIS/349/2021/3

Dated Kahilipara, the 23-11-2021.

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

To,

1. The Registrar of University (Newly upgradation from Provincialised colleges of Assam).

✓ 2. The Principal, (All Provincialised Colleges)

Sub : Regarding release of GIS money in respect of retired/deceased employees of provincialised colleges/ University (Newly upgradation from Provincialised colleges of Assam) employees of Assam.

Ref. : Govt. letter No. AHE.341/2018/22 dated-22-12-2020.

Sir/Madam,

With reference to the subject cited above, I would like to state that during submission of proposal for release of GIS savings benefit and GIS insurance benefit you are requested to take following steps as per check list to be prepared accordingly for taking necessary action.

**Check list:-**

1. Name of the retired Govt. servant & designation:-
2. Date of retirement:-
3. Form No.1:- (order issued by the Registrar/Principal indicating the name, commencement date, rate of subscription of GIS etc.
4. Form No.3:- ( Application received from the retired Govt. servant for payment of GIS benefit.
5. Form No.5:- ( Application of the nominee for payment of amount due to a deceased subscriber.
6. Statement of GIS subscription with Bill No/T.V. No. (year wise and month wise)
7. In case of no nomination is made by a deceased subscriber, an NOC in the Form of affidavit in stamp paper from other members as per NoK certificate may be submitted for payment of the GIS benefit to the payee concerned (through Notary)
8. Form No-6:- copy of nomination exercised by the deceased incumbent when he has no family.
9. Form No-7 :- copy of nomination exercised by the deceased incumbent when he has a family.

Further, you are, also requested to examine as to whether any Govt. employee under your respective jurisdiction has been enrolled as a member GIS scheme when his age has crossed 50 years on the date of appointment/provincialisation. If any such incumbents membership may be stopped and & report compliance.

Yours' faithfully,



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