



GOVT. OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA::: GUWAHATI

No: DHE/OSD/Misc/2023/ 47

Dated: Kahilipara, 15th September, 2023

From : Smti. Pomi Baruah, ACS
Director of Higher Education, Assam
Kahilipara, Guwahati-19

To : 1. The Registrar, All State Universities
2. The Principal (all Govt Colleges/PDUAM/Provincialized Colleges)

Sub : Regarding communication of files to this Directorate in online mode for successful implementation of e-office

Sir/Madam,

In inviting reference to the subject cited above, I have the honour to inform you that the Govt. of Assam is implementing e-office across all departments. Hence, you are requested to kindly communicate all documents/proposals/reports etc in online mode via email. Each file should be mailed as one PDF file not exceeding 18 MB to the official e-mail ID: directorhigherasam123@gmail.com from 16th September, 2023.

Accordingly, all Higher Educational Institutions are requested to kindly comply with the decision of Govt. of Assam towards good governance, transparency and time-bound disposal of files. If any Institution has specific problem to communicate the soft copy, they may kindly mention their issue(s) in the link provided below:

<https://forms.gle/kM4Fn9BEcrYoPQZR7>

However, hard copies of certain types of files, as mentioned below, will be accepted for verification process and other official procedures in addition to their soft copies.

List of files:

1. Files related to Medical Re-imburement bills of incumbents of Universities and Colleges.
2. Files related Court-case related matters
3. Files related to financial sanction related matters
4. Files related to RTI related matters
5. Files related to various bills/vouchers
6. Files related to Literary pension related documents and books

It is to be noted that all files will be processed through e-Office in the Directorate of Higher Education, Assam.

This is in favour of your kind information and necessary action.

Yours sincerely

Director of Higher Education, Assam
Kahilipara, Guwahati

Memo No. DHE/OSD/Misc/2023/ 47-A

Dated: Kahilipara, 15th September, 2023

Copy to:

1. The Secretary to the Govt. of Assam, Higher Education department, Dispur, Guwahati-6 for information.
2. The P.S. to the Hon'ble Minister, Education, Dispur, Guwahati-6 for information.
3. The P.S. to Addl. Chief Secretary to the Govt. of Assam, Higher Education department, Dispur, Guwahati-6 for information.
4. All Officers and Branch Superintendents of the Directorate for implementation and compliance.
5. Guard file

Director of Higher Education, Assam
Kahilipara, Guwahati