

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

No. DHE/PEN/288/2017/91

Dated Kahilipara, the 16-11-2017.

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

To,

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

Sub : Regarding Date of Birth and Date of Retirement.

Sir,

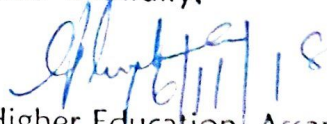
In inviting a reference to the subject cited above, I have the honour to inform you that due to non-submission of proper documents relating to the Date of Birth by some employees of Provincialised colleges of Assam in their respective colleges at the time of their appointment/joinings, the employee concern as well as this Directorate has to facing a lot of problem at the time of retirement of the concerned person.

Hence, you are requested to thoroughly verify the Date of Birth of all the employees of your College according to the authentic School Certificate for Grade-IV and Admit Card/Matriculation certificate issued by the competent authority in other cases and make it sure that the date of birth of the concerned employee is correct and the documents submitted in this regard are genuine.

You are also requested to rectify the Date of Birth in their Service Book where necessary according to the above mentioned documents. In case of retirement, inform the concerned person at least 12 months in advance about his/her retirement.

Please note that, if any employee of your college overstay in service, you will be personally held responsible for such illegal overstay which may also invite panel action as per Discipline and Appeal Rules.

Yours' faithfully,


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