

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

Dated Kahilipara, the 13<sup>th</sup> May, 2024

No.DHE/Budget/Allotment/72/2022/313

From :- Sri Prasanna Borah, A.E.S.  
Dy. Director of Higher Education, Assam,  
Kahilipara, Guwahati-19.

To,  
1) The Principals, (All Provincialised, PDUAM, Govt. Model Degree  
Colleges, Assam  
2) The Deputy Director for Sanskrit Education, Assam alongwith Sanskrit  
& Pali Tols, Nalbari Sanskrit College and Assam Sanskrit Board.

Sub :- Submission of additional requirement of fund for 2<sup>nd</sup> Quarter under the Head  
of Account 01-01-Salary, 02-99 Fixed Salary during the current Financial  
Year 2024-2025.


Sir,

In inviting a reference to the subject cited above, you are requested to  
furnish the information about additional requirement of fund for 2<sup>nd</sup> Quarter under the Head  
of Account 01-01-Salary, 02-99 Fixed Salary during the current Financial Year 2024-2025  
within 23<sup>rd</sup> May, 2024 without fail as per Proforma B-I (copy enclosed herewith)  
alongwith Proforma-2 statement showing Present Status of employees of the College/  
Institution.

Further, it may be mentioned here that if the information as sought for  
from your end is not submitted within 23<sup>rd</sup> May, 2024, it may be difficult to process for  
release of funds. Hence, all concerned are to take necessary action immediately and  
furnish report at the earliest.


Please treat this as MOST URGENT.

Yours faithfully,

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

Memo No.DHE/Budget/Allotment/72/2022/313-A Dated Kahilipara, the 13<sup>th</sup> May, 2024  
Copy to:-

- 1) The Secretary to the Govt. of Assam, Higher Education Department,  
Dispur, Guwahati-6 for kind information.

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

**FORM B-I****PROPOSAL FOR ALLOTMENT OF FUND UNDER BUDGET GRANT.  
(TO BE USED BY THE DRAWING AND DISBURSING OFFICER)**

Budget Proposal No.

Date:

DDO Code at Column 'A'

Name of DDO &amp; Designation :- at column 'b'

Department Code :-

Name of Treasury :- at column 'c'

With effect from 01-04-2024 to 31-03-2025

Name of Department :- Higher Education

Budget Allotment period from : 01-04-2024 to 31-03-2025

**Rs. in Lakh**

Sl. No.	D.D.O .Code	Name of D.D.O.s	Grant No.	Maj or Head	Sub-Major Head	Minor Head	Sub-Head	Sub Sub Head	Detail Head	Sub Detail Head	Plan/ Non-Plan	GA/ SS A	Voted/ Charges	Requirement of Fund	Total requirement t	Budget Allotment Received	Additional Requirement of Fund	Name of the Treasury
	a	b	1	2	3	4	5	6	7	8	9	10	11	12	13	14	c	
1																		

**Total Rupees****Principal / DDO  
College Name  
Address**

**Present Status of employees of College**

Sl. No.	Name of College/Institution	Total No. of Post Sanctioned (Category-wise)	No. of Filled up Post	No. of Vacant Post	No. of OPS	No. of NPS	Monthly requirement of existing employees (Head wise-01-01, 02-99)

**Principal / DDO**  
**College Name**  
**Address**