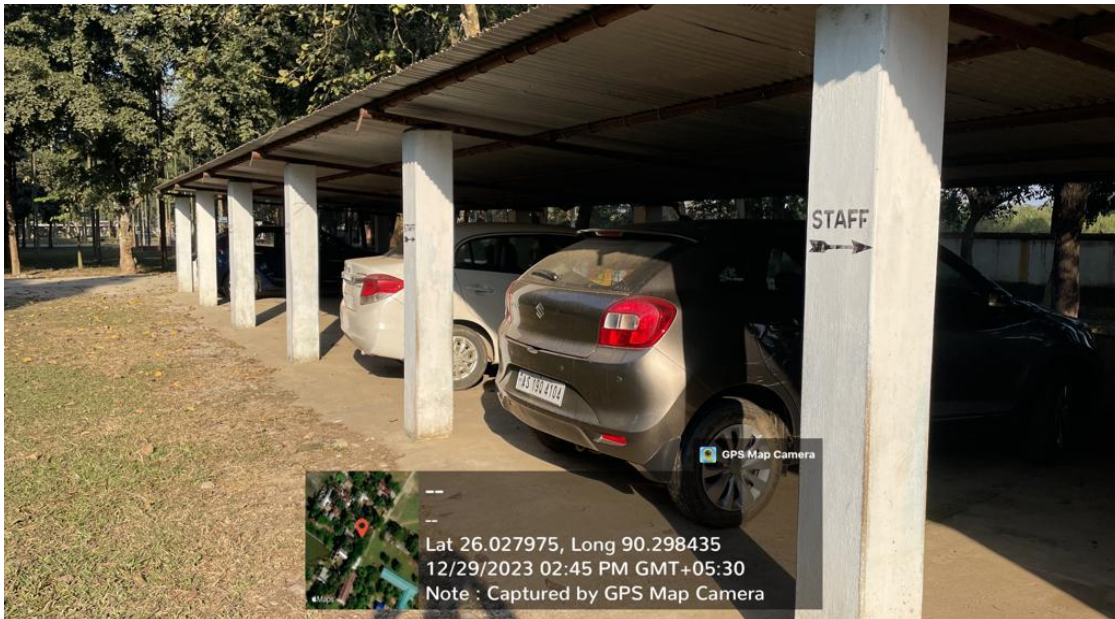


**S.I No.:1- Effective Welfare measures for teaching and non-teaching
staffs**

1. The College has facilities of car and two wheelers parking for the teaching as well as non-teaching faculties.



2. The college has wi-fi facilities for the teaching as well as non-teaching faculties.





Lakhipur, AS, India

Lakhipur, Lakhipur, 783129, AS, India

Lat 26.028670, Long 90.298745

12/29/2023 03:07 PM GMT+05:30

Note : Captured by GPS Map Camera

3. The college has installed computers with internet facilities for each department for the teaching faculties for the smooth functioning of the departmental activities.



4. The college has installed generator for uninterrupted power supply for the smooth functioning of the college administration by the teaching as well as non-teaching faculties.



5. The college has installed CCTVs for the safety and security.



6. The College has installed fans for the departmental as well as administrative offices.



7. Each department has departmental libraries for keeping the departmental books as well as seminar papers of the teachers and students.



8. The college has a teachers' common room for conducting the teacher unit meetings as well as other meetings by the teachers.



9. The college has a facility of Baby care room for the parent-teachers as well as parent-students.



10. The College has washroom facilities for male and female separately.



11. The college has a facility of dressing room especially for the female faculties.




12. The college has installed posters related to Zero tolerance in the campus to promote awareness regarding sexual harassment against women. To deal with these issues the College has Internal Complain Committee.



13. The college has different study place for the teaching faculties in the library.





 GPS Map Camera

Lakhipur, Assam, India
27GX+837, Lakhipur, Assam 783129, India
Lat 26.028487°
Long 90.298211°
03/01/24 11:00 AM GMT +05:30

14. The college has Canteen facility. The canteen has separate sitting place for the teaching staff.



15. The College has purified drinking water facilities for both teaching and non-teaching staff separately.



16. The College has the facility of Printout and Xerox for all the teaching and non- teaching staffs.



S.1 No.:2- Performance appraisal form

Name of the Institution.....
PBAS Proforma for Promotion under CAS

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (In Block Letters) :
2. Father's Name/Mother's Name:
3. Department :
4. Educational Qualification:
5. Current Designation & Grade Pay:
6. Date of last Promotion :
7. Which position and grade pay are you an applicant for under CAS?
8. Date of eligibility for promotion:
9. Date and Place of Birth:
10. Sex:
11. Marital Status:
12. Nationality :
13. Indicate whether belongs to SC/ST/OBC category:
14. Address for correspondence (with pin code)
15. Permanent Address (with pin code)

Telephone No:

Email:

16. Academic Qualifications (HSLC till Post Graduation):

Examination	Name of the Board/ University	Year of Passing	Division/ Class/ Grade	Subject
HSLC				
Intermediate (10+2)				
B.A/ B.Sc./ B.Com/ B.Mus/ Others				
M.A/M.Sc./M.Com/ M.Mus/ Others				
Other Examination If any.				

17. Research Degree (S)

Degrees	Title	Date of Award	University
M.Phil			
Ph.D./D.Phil.			
D.Sc/D.Litt			

18. Appointments held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

19. Posts held after appointment at this Institution

Designation	Department	Date of actual Joining		Grade
		From	To	

20. Period of teaching experience :

P.G. Classes (in years) ;

U.G. Classes (in years)

21. Research Experience excluding years agent in M.Phil/Ph.D. (In years)

22. Field of Specialization under the Subject/Discipline (If Any)

a)

b)

Academic Staff College Orientation/Refresher Course/ Summer School/any other course attended:

Name of the Course	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detail instructions of this PBAS proformas before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(From to)

(i) Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)

Sl.No.	Course	Level	Mode of teaching	Hours per week allotted	% of classes taken as per documented record

Lecture (L), Seminar (S), Tutorial,(T), practical (P), Contact Hours (C)

		API Score
(a)	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score can be given)	
(b)	Teaching Load in excess of UGC norm (max score:10)	

(ii) Reading / Instructional materials consulted and additional knowledge resources provided to students.

Sl.No.	Course/paper	Consulted	Prescribed	Additional resource provided
API score based on Preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to students (max.score:20)				API Score

ii) Use of Participatory and innovative Teaching-Learning Methodologies/ Audio-visual teaching aid, Updating of subject Content, Course Improvement etc.

Sl.No	Short Description	API Score
	Total Score (Max Score:20)	

(iii) Examination Duties Assigned and Performed

Sl.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max:25)			

This is to certify that Dr/Mr/Ms. Assistant/associate Prof of .
 College attended all the allotted classes . He/ She gives regular instructions as per curriculum with the prescribed material, syllabus enrichment by providing additional resources to the student He/She carried out Semester/Annual Examination work as per duties allotted.

Signature of HOD
 Department:

B (i) Articles/ Chapters published in Books

Sl.No.	Title with page nos.	Book editor & publisher	Title, ISSN/ISBN No.	Whether peer reviewed.	No. of co-authors	Whether you are the main author	API Score

ii) Full Papers in Conference Conferences Proceedings

Sl.No.	Title with page nos.	Details of conferences publication	ISSN/ISBN No.	No. of co-authors	Whether you are the main author	API Score

iii) Books published as single or as editor

Sl.No	Title with page nos.	Type of Book & authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

**iii) Ongoing and completed Research Project and Consultancies
(c) (I & II) Ongoing project /Consultancies**

Sl.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score

(c) (iii & iv) Completed project/ Consultancies

Sl.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Whether policy document/patent as outcome	API Score

(D) Research Guidance

Sl.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Phil or equivalent				
Ph. D. or equivalent				

(E) (i) Training Courses, Teaching-Learning-Evaluation technology programmes, Faculty Development Programmes (not less than one week duration)

Sl.No.	Programme	Duration	Organized by	API Score

(E) (ii) papers presented in Conferences, Seminars, Workshops, Symposia

Sl.No.	Title of the paper presented	Title of conference/Seminar	Organized by	Whether international/national/state/regional/college or university	API Score

E. (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

Sl.No.	Title of Lecture/Academic Session	Title of Conference/Seminar etc	Organized by	Whether international / national	API Score

E.(iv). SUMMARY OF API SCORES

Sl.No.	Criteria	Last academic Year	Total-API Score for assessment period	Annual Av. API Score for Assessment Period.
i.	Teaching, Learning and Evaluation related activities			
ii	Co-curricular, Extension, professional development etc			
	Total I +II			
iii	Research and Academic Contribution			

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sl.No.	Details (Mention Year, value etc. where relevant)

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PBAS proforma.

Signature of the Faculty with Designation
Place :

Date :

All the documents submitted by Dr/Mr/Ms/
Assistant/Associate Prof., College are verified and found
authentic. The API scores mentioned above are correct.

Signature of the Principal
..... College

Convener, IQAC Cell
.....College

N.B : The individual PBAS proformas for CAS promotion duly filled along with all enclosures, will be
duly verified by the DPC and shall be placed before the Screening cum Evaluation Committee or
selection Committee for Promotion.

SI No.:3-Leave Encashment Benefit

Leave Encashment Benefit by the Retired Employeee

Lakhipur College, Lakhipur, Dist. Goalpara

Sl No	Name of Retd Incumbents	Designation	Dept	Order Memo No and date	Amount	Remarks
1	Sabitri Kalita Choudhury	Associate Prof,	Assamese	DHE/PEN/423/2021/88 Dt 18/04/2023	472299	31-07-21
2	Nurol Islam Mondal	Associate Prof,	Assamese	DHE/PEN/181/2021/73 Dt 01/12/2021	932755	31-10-20
3	Bimal Kumar Ray	Associate Prof,	Economics	DHE/PEN/152/2021/47 Dt 16/06/2021	868912	31-03-20
4	Begum Monowara Shakila	Librarian		DHE/PEN/9/2020/188 Dt 08/11/2021	115581	01-02-18
5	Minoti Barman w/o Trilochan Barman	Associate Prof,	Assamese	DHE/PEN/356/2021/115 Dt 12/09/2022	633012	31-01-28
6	Shamsuddin Ahmed	Associate Prof,	Arabic	DHE/PEN/345/2019/216 Dt 11/11/2021	621180	31-12-17
7	Abdur Rashid	Associate Prof,	Arabic	DHE/PEN/412/2021/87 Dt 11/10/2021	976872	30-06-21
8	Abdus Samad Sk	Associate Prof,	Economics		1189205	
9	Zohurul Islam Mollah	Associate Prof,	Arabic		1100459	
10	Santanu Roy	Associate Prof,	Pol Science		945360	
11	Dr Abdullah Salehuddin	Associate Prof,	English		717808	
12	Dr Asrafun Nessa	Associate Prof,	History		598094	
13	Anita Devi w/o Bijan Kr barman	UDA			342469	
14	Gopal Pandey	Principal			965537	

10479543

[Handwritten Signature]
Principal

Lakhipur College

Principal

Lakhipur College

P.O. Lakhipur, Dt. Goalpara

[Handwritten Signature]
02/01/2024

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

O R D E R

In pursuance of the Govt. Notification No. FEG.10/2010/pt/19, dated 09.06.2011 para 3(i),(ii),(iii) & (iv), and Govt. office order No.AHE.57/2012/14 dated 27.09.2013, the undersigned is pleased to accord necessary sanction of Leave Encashment benefit in respect of the following incumbent of **Lakhipur** College, P.O. - Lakhipur, District - Goalpara, PIN - 783 129 Assam in lieu of his unutilized Earned Leave for the days available in his credits up to the date of retirement as per his Leave Account statement the amount computed which is given below:-

Sl NO.	Name of the Incumbent & Designation	Date of retirement / expired.	Days of unutilized leave in credit	Basic Pay + DA as on date of retirement	Amount admissible
1	2	3	4	5	6
1	Sri Abdur Rashid Retired Associate Professor	30-06-2021	155 days	B.P. - 161600/- D.A. - 27472/- Total- 189072/-	$Rs. 189072/- \times 155 \text{ days}$ 30 $= Rs. 9,76,872/-$ (Rupees nine lakh seventy six thousand eight hundred seventy two) only

The expenditure for the purpose is debitable to the Head of Account "2071- Pension and other Retirement Benefits-01-Civil-115-leave encashment Benefit".


Sd/- (J. R. Hazarika)
Deputy Director of Higher Education, Assam
Kahilipara, Guwahati-19.

Memo No. DHE/PEN/412/2021/87

Dated Kahilipara the 11-10-2021.

Copy to :-

- 1) The Principal Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati- 6.
- 2) The Principal, **Lakhipur** College, P.O. - Lakhipur, District - Goalpara, PIN - 783 129, Assam for information and necessary action.
- 3) Person Concern.


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

Memo No. DHE/PEN/412/2021/87-A

Dated Kahilipara the 11-10-2021.

Copy to :-

1. The Principal A. G., (A & E) Assam, Maidamgaon, Beltola, Ghy-29.
2. The Treasury Officer, **Goalpara** Treasury for information and necessary action.

O R D E R

In pursuance of the Govt. Notification No. FEG.10/2010/pt/19, dated 09.06.2011 para 3(i),(ii),(iii) & (iv), and Govt. office order No.AHE.57/2012/14 dated 27.09.2013, the undersigned is pleased to accord necessary sanction of Leave Encashment benefit in respect of the following incumbent of **Lakhipur** College, P.O. - Lakhipur, District - Goalpara, PIN - 783 129 Assam in lieu of his unutilized Earned Leave for the days available in his credits up to the date of retirement as per his Leave Account statement the amount computed which is given below:-

Sl NO.	Name of the incumbent & Designation	Date of retirement / expired.	Days of unutilized leave in credit	Basic Pay + DA as on date of retirement	Amount admissible
1	2	3	4	5	6
1	Sri Shamsuddin Ahmed Retired Associate Professor	31-12-2017	120 days	B.P. - 147900/- D.A.- 7395/- Total- 155295/-	Rs.155295/- x 120 days 30 = Rs. 6,21,180/- (Rupees six lakh twenty one thousand one hundred eighty) only

The expenditure for the purpose is debitable to the Head of Account "2071- Pension and other Retirement Benefits-01-Civil-115-leave encashment Benefit".

Sd/- (J. R. Hazarika)
Deputy Director of Higher Education, Assam
Kahilipara, Guwahati-19.

Dated Kahilipara the 11-11-2021.

Memo No. DHE/PEN/345/2019/216

Copy to :-

- 1) The Principal Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati- 6.
- 2) The Principal, **Lakhipur** College, P.O. - Lakhipur, District - Goalpara, PIN - 783 129, Assam for information and necessary action.
- 3) Person Concern.

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

Dated Kahilipara the 11-11-2021.

Memo No. DHE/PEN/345/2019/216-A

Copy to :-

1. The Principal A. G., (A & E) Assam, Maidamgaon, Beltola, Ghy-29.
2. The Treasury Officer, **Goalpara** Treasury for information and necessary action.

Sr. Finance & Accounts Officer

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

O R D E R

In pursuance of the Govt. Notification No. FEG.10/2010/pt/19, dated 09.06.2011 para 3(i),(ii),(iii) & (iv), and Govt. office order No.AHE.57/2012/14 dated 27.09.2013, the undersigned is pleased to accord necessary sanction of Leave Encashment benefit in respect of the following incumbent of **Lakhipur** College, P.O. - Lakhipur, District - Goalpara, PIN - 783 129 Assam in lieu of his unutilized Earned Leave for the days available in his credits up to the date of retirement as per his Leave Account statement the amount computed which is given below:-

Sl NO.	Name of the incumbent & Designation	Date of retirement / expired.	Days of unutilized leave in credit	Basic Pay + DA as on date of retirement	Amount admissible
1	2	3	4	5	6
1	Minati Bala Barman, W/O Late Trilochan Barman Retired Associate Professor	31-01-2018	120 days	B.P. - 147900/- D.A.- 10353/- Total- 158253/-	Rs. 158253/- x 120 days 30 = Rs. 6,33,012/- (Rupees six lakh thirty three thousand and twelve) only

The expenditure for the purpose is debit to the Head of Account "2071- Pension and other Retirement Benefits-01-Civil-115-leave encashment Benefit".

Sd/- (J. R. Hazarika)
Deputy Director of Higher Education, Assam
Kahilipara, Guwahati-19.

Dated Kahilipara the 12-09-2022.

Memo No. DHE/PEN/356/2021/115

Copy to :-

- 1) The Principal Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati- 6.
- 2) The Principal, **Lakhipur** College, P.O. - Lakhipur, District - Goalpara, PIN - 783 129, Assam for information and necessary action.
- 3) Person Concern.

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

Dated Kahilipara the 12-09-2022.

Memo No. DHE/PEN/356/2021/115-A

Copy to :-

1. The Principal A. G., (A & E) Assam, Maidamgaon, Beltola, Ghy-29.
2. The Treasury Officer, **Goalpara** Treasury for information and necessary action.

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

TKW
Prepare
the bill
immediately -
29.11.2021

O R D E R

In pursuance of the Govt. Notification No. FEG.10/2010/pt/19, dated 09.06.2011 para 3(i),(ii),(iii) & (iv), and Govt. office order No.AHE.57/2012/14 dated 27.09.2013, the undersigned is pleased to accord necessary sanction of Leave Encashment benefit in respect of the following incumbent of **Lakhipur** College, P.O. - Lakhipur, District - Goalpara, PIN - 783 129 Assam in lieu of her unutilized Earned Leave for the days available in her credits up to the date of retirement as per her Leave Account statement the amount computed which is given below:-

Sl NO.	Name of the incumbent & Designation	Date of retirement / expired.	Days of unutilized leave in credit	Basic Pay + DA as on date of retirement	Amount admissible
1	2	3	4	5	6
1	Begum Monowara Shakila Retired (VRS) Librarian	01-02-2018	33 days	B.P. - 98200/- D.A.- 6874/- Total- 105074/-	Rs.105074/- x 33 days 30 = Rs. 1,15,581/- (Rupees one lakh fifteen thousand five hundred eighty one) only

The expenditure for the purpose is debitable to the Head of Account "2071- Pension and other Retirement Benefits-01-Civil-115-leave encashment Benefit".

Sd/- (D.K. Mili)
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

Memo No. DHE/PEN/9/2020/188
Copy to :-

Dated Kahilipara the 08-11-2021.

- 1) The Principal Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati- 6.
- 2) The Principal, **Lakhipur** College, P.O. - Lakhipur, District - Goalpara, PIN - 783 129, Assam for information and necessary action.
- 3) Person Concern.

Director of Higher Education, Assam,
Kahilipara, Guwahati-19,
Dated Kahilipara the 08-11-2021.

Memo No. DHE/PEN/9/2020/188-A
Copy to :-

1. The Principal A. G., (A & E) Assam, Maidamgaon, Beltola, Ghy-29.
2. The Treasury Officer, **Goalpara** Treasury for information and necessary action.

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

O R D E R

In pursuance of the Govt. Notification No. FEG.10/2010/pt/19, dated 09.06.2011 para 3(i),(ii),(iii) & (iv), and Govt. office order No.AHE.57/2012/14 dated 27.09.2013, the undersigned is pleased to accord necessary sanction of Leave Encashment benefit in respect of the following incumbent of **Lakhipur** College, P.O. - Lakhipur, District - Goalpara, PIN - 783 129 Assam in lieu of his unutilized Earned Leave for the days available in his credits up to the date of retirement as per his Leave Account statement the amount computed which is given below:-

Sl NO.	Name of the incumbent & Designation	Date of retirement / expired.	Days of unutilized leave in credit	Basic Pay + DA as on date of retirement	Amount admissible
1	2	3	4	5	6
1	Sri Bimal Kumar Ray Retired Associate Professor	31-03-2020	142 days	B.P. - 156900/- D.A. - 26673/- Total- 183573/-	Rs. 183573/- x 142 days 30 = Rs. 8,68,912/- (Rupees eight lakh sixty eight thousand nine hundred twelve) only


The expenditure for the purpose is debitable to the Head of Account "2071- Pension and other Retirement Benefits-01-Civil-115-leave encashment Benefit".

Sd/- (J. R. Hazarika)
Deputy Director of Higher Education, Assam
Kahilipara, Guwahati-19.
Dated Kahilipara the 16-06-2021.

Memo No. DHE/PEN/152/2021/47

Copy to :-

- 1) The Principal Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati- 6.
- 2) The Principal, **Lakhipur** College, P.O. - Lakhipur, District - Goalpara, PIN - 783 129, Assam for information and necessary action.
- 3) Person Concern.


Deputy Director of Higher Education, Assam,
Kahilipara, Guwahati-19.
Dated Kahilipara the 16-06-2021.

Memo No. DHE/PEN/152/2021/47-A

Copy to :-

1. The Principal A. G., (A & E) Assam, Maidamgaon, Beltola, Ghy-29.
2. The Treasury Officer, **Goalpara** Treasury for information and necessary action.

Prepared by -
TKB
Mondal
9/6/2021

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

O R D E R

In pursuance of the Govt. Notification No. FEG.10/2010/pt/19, dated 09.06.2011 para 3(i),(ii),(iii) & (iv), and Govt. office order No.AHE.57/2012/14 dated 27.09.2013, the undersigned is pleased to accord necessary sanction of Leave Encashment benefit in respect of the following incumbent of **Lakhipur** College, P.O. – Lakhipur, District - Goalpara, PIN – 783 129 Assam in lieu of his unutilized Earned Leave for the days available in his credits up to the date of retirement as per his Leave Account statement the amount computed which is given below:-

Sl NO.	Name of the incumbent & Designation	Date of retirement / expired.	Days of unutilized leave in credit	Basic Pay + DA as on date of retirement	Amount admissible
1	2	3	4	5	6
1	Shri Nurul Islam Mondal Retired Associate Professor	31-10-2020	148 days	B.P. - 161600/- D.A.- 27472/- Total- 189072/-	Rs. 189072/- x 148 days 30 = Rs. 9,32,755/- (Rupees nine lakh thirty two thousand seven hundred fifty five) only

The expenditure for the purpose is debit to the Head of Account "2071- Pension and other Retirement Benefits-01-Civil-115-leave encashment Benefit".


Sd/- (J.R. Hazarika)
Deputy Director of Higher Education, Assam
Kahilipara, Guwahati-19.

Memo No. DHE/PEN/181/2021/73

Dated Kahilipara the 01-12-2021.

Copy to :-

- 1) The Principal Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati- 6.
- 2) The Principal, **Lakhipur** College, P.O. – Lakhipur, District - Goalpara, PIN – 783 129, Assam for information and necessary action.
- 3) Person Concern.


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

Memo No. DHE/PEN/181/2021/73-A

Dated Kahilipara the 01-12-2021.

Copy to :-

1. The Principal A. G., (A & E) Assam, Maidamgaon, Beltola, Ghy-29.
2. The Treasury Officer, **Goalpara** Treasury for information and necessary action.

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

O R D E R

In pursuance of the Govt. Notification No. FEG.10/2010/pt/19, dated 09.06.2011 para 3(i),(ii),(iii) & (iv), and Govt. office order No.AHE.57/2012/14 dated 27.09.2013, the undersigned is pleased to accord necessary sanction of Leave Encashment benefit in respect of the following incumbent of Lakhipur College, P.O. - Lakhipur, District - Goalpara, PIN - 783 129 Assam in lieu of her unutilized Earned Leave for the days available in her credits up to the date of retirement as per her Leave Account statement the amount computed which is given below:-

Sl NO	Name of the incumbent & Designation	Date of retirement / expired.	Days of unutilized leave in credit	Basic Pay + DA as on date of retirement	Amount admissible
1	2	3	4	5	6
1	Sabitri Kalita Choudhury Retired Associate Professor	31-07-2021	65 days	B.P. - 166400/- D.A. - 51584/- Total- 217984/-	Rs. 217984/- x 65 days 30 = Rs. 4,72,299/- (Rupees four lakh seventy two thousand two hundred and ninety nine) only

The expenditure for the purpose is debitable to the Head of Account "2071- Pension and other Retirement Benefit, 01-Civil, 115-Leave Encashment Benefit".

Sd/- (J. R. Hazarika)
Deputy Director of Higher Education, Assam
Kahilipara, Guwahati-19.

Memo No. DHE/PEN/423/2021/89

Dated Kahilipara the 18-04-2023.

Copy to:-

- 1) The Principal Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6.
- 2) The Principal, Lakhipur College, P.O. - Lakhipur, District - Goalpara, PIN - 783 129, Assam for information and necessary action.
- 3) Person Concerned.

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

Memo No. DHE/PEN/423/2021/89 A

Dated Kahilipara the 18-04-2023

Copy to:-

1. The Principal A. G., (A & E) Assam, Maidamgaon, Beltola. Ghy-29.
2. The Treasury Officer, Goalpara Treasury for information and necessary action.

Sr. Finance & Accounts Officer

FORM OF BILL FOR LEAVE ENCASHMENT BILL

Office of LAKHIPUR COLLEGE Month of June, 2022

Head of Account : 2071-01-115-0000-000-21-04-EE-V-GA

DDO CODE : GLP/HE/006

Bill No BILL/202223/GLPHE006/00017 dated 08-06-2022

#	Beneficiary Details	GPF / NPS	Remarks/ Sanction No:	Basic Pay			DA	Number of Days	Amount
				Pay	Grade Pay	Total Pay			
1	ABDUS SAMAD SK Associate Professor	CED5273	Leave Encashment Benefit of shri Abdus Samad Sk, Retired Associate Professor in Economics, Lakhipur College, date of Retirement 31-01-2022	166,400.00	0.00	166,400.00	56,576.00	160	1,189,205.00
TOTAL									1189205

Rupees Eleven Lakh Eighty Nine Thousand Two Hundred and Five Only

Pay Rupees 1,189,205.00 (Eleven Lakh Eighty Nine Thousand Two Hundred and Five) only to ABDUS SAMAD SK

Signature of DDO

FORM OF BILL FOR LEAVE ENCASHMENT BILL

Office of LAKHIPUR COLLEGE Month of November, 2021

Head of Account : 2071-01-115-0000-000-21-04-EE-V-GA

DDO CODE : GLP/HE/006

Bill No BILL/202122/GLPHE006/00052 dated 30-11-2021

#	Beneficiary Details	GPF / NPS	Remarks/ Sanction No:	Basic Pay			DA	Number of Days	Amount
				Pay	Grads Pay	Total Pay			
1	ZOHURUL ISLAM MOLLAH Associate Professor	CED5261	Leave Encashment Benefit of Sri Zohurul Islam Mollah, Retired Associate Professor in Arabic, retired on 31/08/2021	166,400.00	0.00	166,400.00	46,592.00	155	1,100,459.00
TOTAL									1100459

Rupees Eleven Lakh Four Hundred and Fifty Nine Only

Pay Rupees 1,100,459.00 (Eleven Lakh Four Hundred and Fifty Nine) only to ZOHURUL ISLAM MOLLAH

Signature of DDO

FORM OF BILL FOR LEAVE ENCASHMENT BILL

Office of **LAKHIPUR COLLEGE** Month of **September, 2021**

Head of Account : **2071-01-115-0000-000-21-04-EE-V-GA**

DDO CODE : **GLP/HE/006**

Bill No **BILL/202122/GLPHE006/00024** dated **04-09-2021**

#	Beneficiary Details	GPF / NPS	Remarks/ Sanction No:	Basic Pay			DA	Number of Days	Amount
				Pay	Grade Pay	Total Pay			
1	SANTANU ROY Associate Professor	CED5270	Leave Encashment Benefit of Santanu Roy, Retd Asso. Prof. in Political Science, Lakhipur College	161,600.00	0.00	161,600.00	27,472.00	150	945,360.00
TOTAL									945360

Rupees Nine Lakh Forty Five Thousand Three Hundred and Sixty Only

Pay Rupees 945,360.00 (Nine Lakh Forty Five Thousand Three Hundred and Sixty) only to SANTANU ROY

Signature of DDO

FORM OF BILL FOR LEAVE ENCASHMENT BILL

Office of LAKHIPUR COLLEGE Month of September, 2021

Head of Account : 2071-01-115-0000-000-21-04-EE-V-GA

DDO CODE : GLP/HE/006

Bill No BILL/202122/GLPHE006/00029 dated 27-09-2021

#	Beneficiary Details	GPF / NPS	Remarks/ Sanction No:	Basic Pay			DA	Number of Days	Amount
				Pay	Grade Pay	Total Pay			
1	DR. ABDULLAH SALEHUDDIN Associate Professor	ASA/CED/5265	Leave Encashment Benefit of Dr. Abdullah Salehuddin, Retired Associate Professor in English & Principal i/c, Lakhipur College w.e.f. 1/8/2013 to 31/01/2019	147,900.00	0.00	147,900.00	17,748.00	130	717,808.00
TOTAL									717808

Rupees Seven Lakh Seventeen Thousand Eight Hundred and Eight Only

Pay Rupees 717,808.00 (Seven Lakh Seventeen Thousand Eight Hundred and Eight) only to DR. ABDULLAH SALEHUDDIN

Signature of DDO

FORM OF BILL FOR LEAVE ENCASHMENT BILL

Office of LAKHIPUR COLLEGE Month of September, 2021

Head of Account : 2071-01-115-0000-000-21-04-EE-V-GA

DDO CODE : GLP/HE/006

Bill No BILL/202122/GLPHE006/00030 dated 27-09-2021

#	Beneficiary Details	GPF / NPS	Remarks/ Sanction No:	Basic Pay			DA	Number of Days	Amount
				Pay	Grade Pay	Total Pay			
1	DR. ASRAFUN NESSA Associate Professor	ASA/CED/5266	Leave Encashment Benefit of Dr. Asrafun Nessa, Retired Associate Professor in the Dept of History, Lakhipur College, retired on 31-11-2017	143,600.00	0.00	143,600.00	7,180.00	119	598,094.00
TOTAL									598094

Rupees Five Lakh Ninety Eight Thousand Ninety Four Only

Pay Rupees 598,094.00 (Five Lakh Ninety Eight Thousand Ninety Four) only to DR. ASRAFUN NESSA

Signature of DDO

FORM OF BILL FOR LEAVE ENCASHMENT BILL

Office of LAKHIPUR COLLEGE Month of April, 2022

Head of Account : 2071-01-115-0000-000-21-04-EE-V-GA

DDO CODE : GLP/HE/006

Bill No BILL/202223/GLPHE006/00012 dated 27-04-2022

#	Beneficiary Details	GPF / NPS	Remarks/ Sanction No:	Basic Pay			DA	Number of Days	Amount
				Pay	Grade Pay	Total Pay			
1	ANITA DEVI Spouse of BIJAN KUMAR BARMAN	ASACED5278	Leave Encashment Benefit of Late Bijan Kumar Barman . Expired Senior Assistant, H/O Anita Devi	44,300.00	1,772.00	46,072.00	0.00	223	342,469.00
TOTAL									342469

Rupees Three Lakh Forty Two Thousand Four Hundred and Sixty Nine Only

Pay Rupees 342,469.00 (Three Lakh Forty Two Thousand Four Hundred and Sixty Nine) only to ANITA DEVI, Spouse of Late BIJAN KUMAR BARMAN

Signature of DDO

FORM OF BILL FOR LEAVE ENCASHMENT BILL

Office of LAKHIPUR COLLEGE Month of November, 2019

Head of Account : 2071-01-115-0000-000-21-04-EE-V-GA

DDO CODE : GLP/HE/006

Bill No 15 dated 25-11-2019

#	Beneficiary Details	GPF / NPS	Remarks/ Sanction No:	Basic Pay			Already Drawn	To be Drawn	Net Amount
				Pay	Grade Pay	Total Pay			
1	GOPAL PANDEY Principal	CED/5254	Leave encashment 127604x227 days/30 Memo No. DHE/PEN/6/2016/91-A dt. 21/11/2019	67,160.00	0.00	67,160.00	0.00	965,537.00	965,537.00
TOTAL									965,537.00

Rupees Nine Lakh Sixty Five Thousand Five Hundred and Thirty Seven Only

Pay Rupees 965,537.00 (Nine Lakh Sixty Five Thousand Five Hundred and Thirty Seven) only to GOPAL PANDEY

Signature of DDO