## 

No. :-	G(A) DHE/LEAVE ENCASHMENT/1/2012/9 Dated Kahilipara, the 24 <sup>th</sup> May/2013
From:-	Shri P. Jidung, M.A., M. Phil, LL.B, AES, Director of Higher Education, Assam Kahilipara, Guwahati-19.
To,	The Principal,(All)
	P. O, Dist
Sub:-	Leave Encashment benefit to the Retired teaching and non-teaching employees of Provincialised Colleges of Assam.
Ref:-	Govt. Notification Memo No. AHE.57/2012/13-A, dtd. 01-12-2012.
	In inviting a reference to the subject cited above, I would like to furnish herewith a copy. Notification vide Govt. letter Memo No. AHE.57/2012/13-A, dtd. 01-12-2012 and request you it proposals for leave encashment as per check-list enclosed for doing the needful at our end.
	Yours faithfully
	Director of Higher Education, Assam Kahilipara, Guwahati-19.
Memo Copy to	No. :- G(A) DHE/LEAVE ENCASHMENT/1/2012/9-A Dated Kahilipara, the 24 <sup>th</sup> May/2013
	<ol> <li>The Commissioner &amp; Secretary to the Govt. of Assam, Education(Higher) Department, Dispur, Guwahati-6.</li> <li>The President/Secretary, All Assam College Teachers' Association, ACTA HOUSE</li> </ol>

Director of Higher Education, Assam

Kahilipara, Guwahati-19.

SOLAPARA, GUWAHATI-781008.

## LEAVE ENCASHMENT BENEFIT (CHECK-LIST)

1.	Name of incumbent ( vacation for vacation service)	
2.	Designation	
3.	Permanent address	
4.	Postal address for correspondence	
5.	Name of the College	
6.	Address of the College	
7.	Date of Birth of incumbent	
8.	Date of Joining of Service of the incumbent	
9.	Date of retirement/expiry date	
10.	Date of Provincialisation of college/stream where incumbent is serving	
11.	Copy of the Service Book, copy of P.P.O. as updated with the authentication.	
12.	Copy of the Leave Account as updated with due authentication	
13.	Last Pay Certificate	
14.	Earned Leave at credit (at a glance) =	
15.	PAN NO.	
16	Signature of the employee Countersignature of the Principal.	
17.	. Name of Treasury share amount of leave Encashment shall be drawn	
FOR OFFICE USE AT D.H.E, ASSAM.		
18	. Total admissible amount as computed	

Signature of Superintendent

Signature of D.A.

Signature of Auditor

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

Signature of D.D.H.E

Signature of Sr. F & A.O