

FAKIRAGRAM COLLEGE

FAKIRAGRAM, KOKRAJHAR, B.T.R. (ASSAM) 783345

Phone – 03661-295600

E-mail: fakiragramcollege@rediffmail.com

Website: www.fakiragramcollege.ac.in



FIRST CYCLE NAAC ACCREDITATION 2022

CRITERION 6

Faculty Empowerment Strategies

6.3.1: The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA.....GUWAHATI-781 019

No.G(B) UGC.132/2010/Pt./44

Dated Kahilipara, the 14-11-2013

From:- Sri P. Jidung, BA, BPHIL, M.A.
Director, Higher Education, Assam
Kahilipara, Guwahati-19.

To:- The Principal,
..... College/ Mahavidyalaya
P.O. District

Sub:- Govt. Office Memorandum.


Ref:- 1) Govt. letter No.AHE.162/2012/Pt/46, dated 13-11-2013
2) Govt. letter No.AHE.162/2012/Pt/47, dated 13-11-2013.

Sir,

In inviting a reference to the subject cited above, I like to forward herewith the Govt. Office Memorandum bearing No.AHE.162/2012/Pt/46, dated 13-11-2013 and No.AHE.162/2012/Pt/47, dated 13-11-2013 in connection with the guidelines for Career Advancement Benefits to the Teachers/ Librarians of Provincialised Colleges of Assam.

The guidelines notified above should be read with notifications, amendments and guidelines issued by the UGC from time to time in this regards.

Yours faithfully


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

Memo No.G(B) UGC.132/2010/Pt./44-A

Dated Kahilipara, the 14-11-2013

Copy to:

- 1) The Commissioner and Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6.
- 2) Guard file.


Principal i/c
Fakiragram College

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

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR, GUWAHATI-06

No.AHE.162/2012/Pt/46

Dated Dispur the 13th November,2013

OFFICE MEMORANDUM

The Govt. of India vide their letter No.1-32/200-U II/1(i), dated 31-12-2008 and letter number 1-32/2006-U.11(U.1(ii), dated 31-12-2008 allowed the University Grant Commission (UGC) pay scale to the teachers in the Universities and Colleges and the All India Council for Technical Education (AICTE) pay scale to teachers of the Engineering Colleges and other Technical Institutions w.e.f.01-01-2006. As per new U.G.C. guideline No. F.3-1/2009 dated 30th June, 2010, the Career Advancement Scheme (CAS) promotion to the teachers and Librarians would be subject to the Academic Performance Indicator (API) criteria Performance Based Appraisal System (PBAS) norms laid out in these U.G.C. regulations, i.e. 30th June, 2010.

There are some teachers and librarians who have participated in Orientation Course(O.C.) and Refresher Course (R.C.) within the stipulated time, but could not avail benefit for placement in the senior scale and selection grade due to some administrative constrains in time. As a result some teachers are deprived from the benefit of the career advancement schemes.

The Govt. of Assam, Higher Education Department has considered the entire matter of career advancement schemes and the conditions and accountability imposed in the guidelines issued by the UGC from time to time. The following procedures will be adopted for placement of lecturers/ librarians in senior / selection grade scale of pay working against valid sanctioned post/ appointed/ approved by the competent authorities who have fulfilled the required criteria before 30-06-2010.

The implementation of the Career Advancement Schemes (CAS) for Lecturers/ Librarians in colleges, who have acquired eligibility on or before 31-12-2008, but have not fulfilled the requirement of completion of Orientation Course (O.C.) and Refresher Course (R.C) will be considered in terms of UGC guidelines, if the requirement of completion of Orientation Course (O.C) and Refresher Course (R.C) is fulfilled within 31-12-2013. Financial benefit for the Career Advancement Schemes (CAS) will be admissible from the date of eligibility on or before 31-12-2008.

It should be strictly followed that the qualifying criteria as specified below shall not be relaxed/ waived/ compromised under any circumstances.

1) (a) Lecturer will be considered for placement in the senior scale of pay if he/she has fulfilled the following conditions:

- i) Completed minimum 6 years of service after regular appointment with relaxation of one year and 2 years, respectively, for those with M.Phil and Ph.D;
- ii) Participated in one Orientation Course (O.C.) and one Refresher Course (R.C.) of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission (those with Ph.D. degree would be exempted from one Refresher Course within the stipulated time);
- iii) Consistently satisfactory performance in the works appraisal reports as specified in the Rules.
- iv) The Departmental Promotion Committee (D.P.C.) constituted in every college will scrutinize the relevant documents of the lecturers and recommend the names for placement in the senior scale of pay as per Govt. Notification No.AHE.44/2011/11, dated 21-02-2011;
- v) The Governing Body (G.B) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) and send to the Director of Higher Education, Assam for placement in the Senior Scale of pay as per Govt. letter No.AHE.44/2011/11, dated 21-02-2011;
- vi) The Lecturer who becomes eligible for consideration for placement in the senior scale, the Director of Higher Education, Assam shall issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department,(Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.

1) (b) Librarian will be considered for placement in the senior scale of pay if he/she has fulfilled the following conditions:

- i) Completed minimum 6 years of service after regular appointment with relaxation of one year and

Principal i/c
Fakiragram College

- ii) Participated in one Orientation Course (O.C.) and one Refresher Course (R.C.) of approved duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission (those with Ph.D. degree would be exempted from one Refresher Course within the stipulated time);
 - iii) Consistently satisfactory performance in the works appraisal reports as specified in the Rules.
 - iv) The Departmental Promotion Committee (D.P.C.) constituted in every college will scrutinize the relevant documents of the librarian and recommend the names for placement in the senior scale of pay as per Govt. Notification No.AHE.44/2011/11, dated 21-02-2011;
 - v) The Governing Body (G.B) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) and send to the Director of Higher Education, Assam for placement in the Senior Scale of pay as per Govt. letter No.AHE.44/2011/11 dated 21-02-2011;
 - vi) The Lecturer who becomes eligible for consideration for placement in the senior scale, the Director of Higher Education, Assam shall issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department,(Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.
- 2) (a) Lecturer in senior scale will be eligible for placement in the selection grade scale of pay if he/she has**
- i) Completed minimum 5 years of continuous service in the senior scale;
 - ii) Two R.C. after placement in the senior scale, but, must have participated on or before 30-06-2010 as per Govt. O.M. vide No.B(2)H.222/2003/158, dated 12-03-2012.
 - iii) Consistently satisfactory performance in the works appraisal reports.
 - iv) Recommendation of the D.P.C. constituted by the College;
 - v) The Governing Body (G.B) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) report;
 - vi) The Director of Higher Education, Assam will issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department,(Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.
- 2) (b) Librarian in senior scale will be eligible for placement in the selection grade scale of pay if he/she has**
- i) Completed minimum 5 years of continuous service in the senior scale;
 - ii) Two R.C. after placement in the senior scale, but, must have participated on or before 30-06-2010 as per Govt. O.M. vide No.B(2)H.222/2003/158, dated 12-03-2012.
 - iii) Consistently satisfactory performance in the works appraisal reports.
 - iv) Recommendation of the D.P.C. constituted by the College;
 - v) The Governing Body (G.B) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) report;
 - vi) The Director of Higher Education, Assam will issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department,(Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.
- 3) (a) Lecturers (now Assistant Professor, Selection Grade) who have not completed three years in the pay scale of Rs.12,000-18,300 on or after 1st January,2006 shall be placed at the appropriate stage in the Pay Band of Rs.15,600-Rs.39,100/- with AGP of Rs.8,000 till they complete three years of service in the grade of Lecturers (now Assistant Professor) (Selection Grade) and thereafter shall be placed in the higher Pay Band IV of Rs.37,400-67,000 and accordingly re-designated as Associate Professor with AGP 9000 provided if he/she has completed 3 (three) years of service in the Selection Grade Scale of pay within 31-12-2008.**
- 3) (b) Librarian (Selection Grade) who have not completed three years in the pay scale of Rs.12,000-18,300 on or after 1st January,2006 shall be placed at the appropriate stage in the Pay Band of Rs.15,600-Rs.39,100/- with AGP of Rs.8,000 till they complete three years of service in the grade of Librarian (Selection Grade) and thereafter shall be placed in the higher Pay Band IV of Rs.37,400-67,000 with AGP 9000 provided if he/she completed 3(three) years of service in the Selection Grade Scale of pay within 31-12-2008.**

The guidelines notified above should be read with notifications, amendments and guidelines issue by UGC from time to time in this regard.

Sd/-

Principal IIC
Akiragram College

The guidelines notified above should be read with notifications, amendments and guidelines issue by UGC from time to time in this regard.

Sd/-

(H.K.Sharma, IAS)

Commissioner & Secretary to the Govt. of Assam
Higher Education Department

(Contd.-3)


Principal IIC
Fakiragram College


Memo No.AHE.162/2012/PI/46-A

Dated Dispur the 13th November,2013

Copy forwarded for information to:

1. The Principal Accountant General, (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
2. P.S. to Chief Minister, Assam, Dispur, Guwahati-6.
3. OSD to Minister Education, Assam, Dispur, Guwahati-6.
4. P.S. to Additional Chief Secretary to the Govt. of Assam, Education Department, Dispur, Guwahati-6.
5. P.S. to Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
6. The Deputy Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur, Guwahati-6.
7. The Under Secretary to the Govt. of Assam, Finance (PRU) Department, Dispur, Guwahati-6.
8. The Director of Higher Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
9. The Director of Technical Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
10. The Director of Education, BTC, Kokrajhar, Assam.
- ✓ 11. The President/General Secretary, Assam College Teachers' Association, Solapara, Guwahati-8.

By order etc.;


Deputy Secretary to the Govt. of Assam
Higher Education Department


Principal i/c
Fakiragram College

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR : GUWAHATI-6

No.AHE.162/2012/Pt/47

Dated Dispur the 13th November,2013

OFFICE MEMORANDUM

The Govt. of India vide their letter No.1-32/200-U II/UK(i), dated 31-12-2008 and letter number 1-32/2006-U.11(U.1(ii) dated 31-12-2008 allowed the University Grant Commission (UGC) pay scale to the teachers in the Universities and Colleges and the All India Council for Technical Education (AICTE) pay scale to teachers of the Engineering Colleges and other Technical Institutions w.e.f. 01-01-2006. As per new U.G.C. guidelines, the Career Advancement Schemes (CAS) promotion to the teachers and Librarians would be subject to the Academic Performance Indicator (API) criteria Performance Based Appraisal System (PBAS) norms laid out in these U.G.C. regulations, i.e., 30th June, 2010. In pursuance of the above, the Govt. of Assam has decided to issue a guideline regarding career advancement of college teacher in Assam.

Guidelines for Career Advancement Schemes (CAS) promotion of College Teachers (Assistant Professor as re-designated/ librarians /Non-Technical faculties of Engineering College/other Technical Institutions as per revised UGC guidelines dated 30-06-2010 to be effective from 01-01-2009.

1. In order to facilitate to implement of the Regulations 2010, in the Universities and Colleges in the Career Advancement Schemes (CAS) Promotion, the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) will be progressively and prospectively rolled out. Accordingly, the Performance Based Appraisal System (PBAS) based on the Academic Performance Indicator (API) scores of categories I and II as mentioned in these tables is to be implemented for one year only with the minimum annual scores as described in Table II(b) for college teachers. This annualized Academic Performance Indicator (API) scores can then be compounded progressively as and when the teacher becomes eligible for Career Advancement Schemes (CAS) promotion to the next cadre. Thus, if a teacher is considered for Career Advancement Schemes (CAS) promotion in 2009, one year Academic Performance Indicator (API) scores for the year 2008 alone will be required for assessment. In case of a teacher being considered for Career Advancement Schemes (CAS) promotion in 2010, two years average of Academic Performance Indicator (API) scores for these categories will be required for assessment and so on leading progressively for the complete assessment period. For Category III (research and academic contributions), Academic Performance Indicator (API) score for this category will be applied for the entire assessment period.
2. A teacher who wishes to be considered for promotion under Career Advancement Schemes (CAS) may submit in writing to the college, with three months in advance of the due date that he/she fulfils all qualifications under Career Advancement Schemes (CAS) and submits to the college the Performance Based Appraisal System (PBAS) proforma duly supported by all credentials as per the Academic Performance Indicator (API) guidelines set out in these Regulations. In order to avoid delays in holding Selection Committee meetings in various positions under Career Advancement Schemes (CAS), the college should immediately initiate the process of screening/selection and shall complete the process within six months from the date of application.
3. Candidates who do not fulfill the minimum score requirement under the Academic Performance Indicator (API) Scoring System proposed in the Regulations as per Tables II(A and B) of Appendix III or those who obtain less than 50% in the expert assessment of the selection process will be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.
4. Career Advancement Schemes (CAS) promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by the same "Screening-cum-Evaluation Committee" adhering to the criteria laid out as Academic Performance Indicator (API) score in Performance Based Appraisal System (PBAS).


Principal,
Fakiragram College

6. Assessment of Academic Performance Indicator (API) scoring shall be processed and made by the IQAC cell of the respective colleges as per Appendix and Table prescribed by UGC.

7. The "Screening cum Evaluation Committee" for Career Advancement Schemes (CAS) promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education from one AGP to the other higher AGP shall consist of:

(A) COMPOSITION:

- i) The Principal of the college;
- ii) Head of the concerned department from the college not below the rank of Associate Professor.
- iii) Two subject experts in the concerned subject nominated by the Vice Chancellor from the University panel of experts.

(B) DUTIES & FUNCTIONS:

- i) To verify API Score
- ii) To verify other relevant documents
- iii) To report their findings for consideration of the Selection Committee.

8. The quorum for these committees mentioned above shall be three including the one subject expert/ university nominee need to be present.
9. All the selection procedures outlined above, shall be completed on the day of the selection committee meeting. Wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.
10. Career Advancement Schemes (CAS) promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
11. The incumbent teacher must be on the role and active service of the Universities/Colleges on the date of consideration by the Selection Committee for Selection/ Career Advancement Schemes (CAS) Promotion.
12. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum Academic Performance Indicator (API) scores indicated in the appropriate Academic Performance Indicator (API) system tables by submitting an application and the required Performance Based Appraisal System (PBAS) proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date.
13. In the final assessment, if the candidates do not either fulfill the minimum Academic Performance Indicator (API) scores in the criteria as per Performance Based Appraisal System (PBAS) proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed.
14. The Director of Higher Education, Assam shall issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department, (Chairman), Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.

Assistant Professor/ Librarian and equivalent cadre will be eligible for stage promotion through a procedure if he/she has fulfilled the following conditions:

CAREER ADVANCEMENT SCHEME (CAS): TIME SPAN

1. (a) Assistant Professor with AGP of Rs.6000 to (stage 1 to 2) Rs.7000

DURATION

- i) 4 years with Ph.D. (off campus Degree not admissible)
- ii) 5 years with M.Phil (off campus Degree not admissible)
- iii) 6 years regular service without M.Phil.Ph.D.

- (b) Minimum Requirement for Career Advancement Scheme (CAS) from stage I to stage II

- i) Minimum API scores using PBAS scoring proforma enclosed as per the norms provided in Table II(A)/II(B) Appendix III.
- ii) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration.
- iii) Screening cum Verification process for recommending promotion.

(Appendix-III - Table - III)

Principal i/s
Fakiragram College

2. Assistant Professor with AGP of Rs.7000 to (stage 2 to 3) Rs.8000.

DURATION: 5 years

- i) Minimum API scores using PBAS scoring proforma enclosed as per the norms provided in Table II(A)/II(B) of Appendix III.
- ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration.
- iii) Screening cum Verification process for recommending promotion.
(Appendix-III – Table: II(B)).

3. Assistant Professor with AGP of Rs.8000 to (stage 3 to 4) Rs.9000

Duration : 3 years

- i) Minimum API scores using PBAS scoring proforma enclosed as per the norms provided in Table II(A)/II(B) of Appendix III.
- ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M. Phil. holders and an exemption of two publications will be given to Ph. D. holders.
- iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.
- iv) A selection committee process as stipulated in the UGC regulation and in Table II(B) of Appendix III. (Appendix-III – Table: II(B))

APPENDIX III-TABLE - II(B)				
		Assistant Professor/equivalent cadres Stage 1 to Stage 2 (AGP Rs.6000/- to Rs.7000/-)	Assistant Professor equivalent cadres Stage 2 to Stage 3 (AGP Rs.7000/- to Rs.8000/-)	Assistant Professor equivalent cadres Stage 3 to Stage 4 (AGP Rs.8000/- to Rs.9000/-)
I	Teaching-learning, Evaluation Related Activities (Category-I)	75/Per year Out of 125	75/Per year Out of 125	75/Per year
II	Co-curricular, Extension and Profession related activities (Category-II)	15/Per year Out of 50	15/Per year Out of 50	15/Per year
III	Minimum total average annual Score under Categories I and II	100 (I+II) Per year	100 (I+II) Per year	100 (I+II) Per year
IV	Research and Academic contribution (Category III)	5/Per year 20/25/30 Assessment period:- From the date of achieving Stage 1 to the due date for Stage 2 (4 years period for the teachers possessing Ph.D. in the relevant subject at entry level in addition to NET/SLET/SLE; 5 years for the teachers possessing M.Phil in the relevant subject at entry level in addition to NET/SLET/SLT; and 6 years for the teachers who does not have Ph.D./ M.Phil Degree in the relevant subject at entry level)	10/Per year 50/Assessment period:- From the date of achieving Stage 2 to the due date for Stage 3 (5 years period)	15/Per year 45/Assessment period:- From the date of achieving Stage 3 to the due date for Stage 4 (3years period)
	Expert Assessment System	Screening cum Evaluation Committee & Departmental Promotion Committee	Screening cum Evaluation Committee & Departmental Promotion Committee	Selection Committee & Departmental Promotion Committee
V	Total Marks in the Expert Assessment Minimum required marks for promotion is 50	No separate Marks. Screening Committee to verify API Scores. Thereafter, the Departmental Promotion Committee will recommend the name of the selected teacher to the Governing Body for promotion.	No separate Marks. Screening Committee to verify API Scores. Thereafter, the Departmental Promotion Committee will recommend the name of the selected teacher to the Governing Body for promotion	Contribution to Research-20 marks Assessment of domain knowledge and teaching practices-60 marks Interview performance-20 marks

This is issued in partial modification/ additions to clause (G) of the Govt. Notification issued vide No.FPC.16/99/11, dated 18th September, 1999.

Principal
Fakiragram College

The guidelines notified above should be read with notifications, amendments and guidelines issue by UGC from time to time in this regard.

- Sd/-
(H.K.Sharma, IAS)

Commissioner & Secretary to the Govt. of Assam

Memo No. AHE.162/2012/Pv/47-A

Dated Dispur the 13th November, 2013

Copy forwarded for information to:

1. The Principal Accountant General, (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
2. P.S. to Chief Minister, Assam, Dispur, Guwahati-6.
3. OSD to Minister Education, Assam, Dispur, Guwahati-6.
4. P.S. to Additional Chief Secretary to the Govt. of Assam, Education Department, Dispur, Guwahati-6.
5. P.S. to Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
6. The Deputy Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur, Guwahati-6.
7. The Under Secretary to the Govt. of Assam, Finance (PRU) Department, Dispur, Guwahati-6.
8. The Director of Higher Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
9. The Director of Technical Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
10. The Director of Education, BTC, Kokrajhar, Assam.
11. The President/General Secretary, Assam College Teachers' Association, Solapara, Guwahati-8.

By order etc.;

Deputy Secretary to the Govt. of Assam
Higher Education Department


Principal i/c
Fakiragram College

সাধাৰণ ব্যৱহাৰ কৰা হোৱা সাধাৰণ / GENERALLY USED ABBREVIATIONS

a/c = Account/কোচ	Cash = Cash/কাছ	Pos = Point of Sale/বিন্দু বিক্ৰ
adj = Adjustment/সংশোধন	dep = Deposit/বান্ধ	Pr = Principal/মূল
Amnt = Amount/মাতি	Dft = Draft/ড্ৰাফট	proc = Processing Charge/প্ৰক্ৰিয়ণ চাৰ্জ
Ar = Arrear/পৰিষ্কাৰ	disb/abst = Disbursement/বন্টন	rd = Recurring Deposit/সঞ্চয় বান্ধ
bal = Balance/বালেন্স	Dk = Debit/দেবিট	ret/rtn = Return/বৰ্ত
Capn = Capitalisation/প্ৰতিভা	DOB = Date of Birth/জন্ম তাৰিখ	Rnd = Round off/গুৰুত্ব
Chg/ch = Charge/চাৰ্জ	eft = Electronic Fund Transfer/ইলেক্ট্ৰনিক ফাণ্ড ট্ৰান্সফাৰ	sb = Savings Bank/সঞ্চয় ব্যাংক
Chq = Cheque/চেক	inop = Inoperative/নিষ্ক্ৰিয়	SC = Short Credit/ক্ষতি
CIF = Customer Information File/গ্ৰাহক তথ্য ফাইল	ins = Insurance/বীমা	SI/Sa/SORD = Standing Instruction/স্থায়ী বান্ধ
Clos = Closure/বন্ধ	int / in = Interest/ভাৰ	S/D/W/H/o = Son/Daughter/Wife/Husband of গ্ৰাহক/পুত্ৰ/পুত্ৰী/স্ত্ৰী
Coll = Collection/সংগ্ৰহ	lon/loan/লন	tr/trf/trfr = Transfer/ট্ৰান্সফাৰ
Comm. = Commission/কমিছন	min = Minimum/নিম্ন	txn = Transaction/ট্ৰানজেক্সন
COR/CORR = Correction/সংশোধন	os = Outstanding/পৰিষ্কাৰ	Wd = Withdrawal/বাহিৰ
CR = Credit/ক্ৰেডিট	P&T = Postal Charges/পোষ্টাৰ চাৰ্জ	*HOD bal = Total balance (SB-বান্ধ HOD অৰ্ডাৰৰ বাবে কেৱল ব্যৱহাৰ কৰিবলৈ)



ভাৰতীয় ষ্টেট ব্যাংক
STATE BANK OF INDIA

Branch: KOKRAJHAR BAZAR
BAZAR ROAD

Cod

Email: sbi.07421@sbi.co.in
Phone No.: 03661276781
IFSC: SBIN0007421

Buss. Hrs: 10:00:00-1
MICR: 783002304

Name: FAKIRAGRAM COLLEGE EMPLOYEES' CREDIT SOCIETY
S/D/H/o :
CIF Number : 89216683887
Account No.: 36029656248
A/c Type : REGULAR SAVINGS BANK ACCOUNT
Address : FAKIRAGRAM COLLEGE, FAKIRAGRAM
PO FAKIRAGRAM
DIST KOKRAJHAR BTAD ASSAM

MOP: ALL A/C HOLD OI
A/c Opening Dt: 23/1
Nom Reg No:
Customer's PAN:
Date of Issue: 18/1.
CONTINUATION

Phone No. :
Email :
D.O.B. (If Minor):
PPO Number :



ব্ৰাঞ্চ ম্যানেজাৰ
BRANCH MANAGER

সাধাৰণ ব্যৱহাৰৰ বাবে ব্যৱহৃত সাধাৰণ / GENERALLY USED ABBREVIATIONS

a/c = Account/কোচ	Cash = Cash/কোচ	Pos = Point of Sale/বিন্দু বিক্ৰম
adj = Adjustment/সংশোধন	dep = Deposit/কোচ	Pr = Principal/মূল
Amt = Amount/কোচ	Dft = Draft/কোচ	proc = Processing Charge/কোচ
Ar = Arrear/কোচ	dish/dish = Dishonor/কোচ	rd = Recurring Deposit/কোচ
bal = Balance/কোচ	DB = Debit/কোচ	ret/rtn = Return/কোচ
Capn = Capitalisation/কোচ	DOB = Date of Birth/কোচ	Rnd = Round off/কোচ
Chg/ch = Charge/কোচ	eft = Electronic Fund Transfer/কোচ	sb = Savings Bank/কোচ
Chq = Cheque/কোচ	inop = Inoperative/কোচ	SC = Short Credit/কোচ
CIF = Customer Information File/কোচ	Ins = Insurance/কোচ	SI/So/SORD = Standing Instruction/কোচ
Clos = Closure/কোচ	Int / in = Interest/কোচ	S/D/W/H/o = Son/Daughter/Wife/Husband of/কোচ
Coll = Collection/কোচ	ltn/loan/কোচ	tr/trf/xftr = Transfer/কোচ
Comm. = Commission/কোচ	min = Minimum/কোচ	txn = Transaction/কোচ
COR/CORR = Correction/কোচ	os = Outstanding/কোচ	Wd = Withdrawal/কোচ
CR = Credit/কোচ	P&T = Postal Charges/কোচ	*MOD bal = Total balance (SB-linked MOD অকল ব্যৱহাৰৰ ক্ষেত্ৰত ব্যৱহৃত)



পাৰাৰ্শ্ব স্টেট বেংক
STATE BANK OF INDIA

Branch: KOKRAJHAR BAZAR
BAZAR ROAD

Cod

Email: sbi.07421@sbi.co.in
Phone No.: 03661276781
IFSC: SBIN0007421

Buss. Hrs: 10:00:00-16:00:00
MICR: 783002304

Name: FAKIRAGRAM COLLEGE EMPLOYEES' CREDIT SOCIETY

S/D/H/o :

CIF Number : 89216683887

Account No.: 36029656248

A/c Type : REGULAR SAVINGS BANK ACCOUNT

Address : FAKIRAGRAM COLLEGE, FAKIRAGRAM
PO FAKIRAGRAM
DIST KOKRAJHAR BTAD ASSAM

Phone No. :

Email :

D.O.B. (If Minor):

PPO Number :



MOP: ALL A/C HOLD OR
A/c Opening Dt: 23/08/2018
Nom Reg No:
Customer's PAN:
Date of Issue: 18/12/2018
CONTINUATION

ব্ৰাঞ্চ ম্যেণেজাৰ
BRANCH MANAGER

FINANCE (FS TT-A) DEPARTMENT
DISPUR, GUWAHATI-6.

ORDERS BY THE GOVERNOR

Notification

No.FEG.11/2013/Pt-II/28

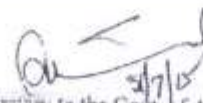
Dated Dispur the 31st July, 2015.

Sub: Grant of 2 years (730 days) Child Care Leave to Women employees of Government of Assam.

Consequent upon the decision taken by the Government of Assam, relating to Child Care Leave in respect of Women employees of State Government, the Governor of Assam is pleased to order that in the Fundamental Rules and Subsidiary Rules after S.R.121 (1), the following new provision as SR-121 (2) shall be inserted, namely :-

- "SR-121 (2) :** Women employees having minor children (Children upto 18 years of age) may be granted Child Care Leave (CCL) by an authority competent to grant leave, for a maximum period of two years (i.e.730 days) during their entire service for taking care of upto two minor children whether for rearing or to look after any of their needs like examination, sickness etc. subject to the following conditions :-
- (i) The Child Care Leave (CCL) shall not be admissible, if the child is more than eighteen years of age.
 - (ii) During the period of such Child Care Leave (CCL), the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
 - (iii) The Child Care Leave (CCL) may be availed in more than one spell.
 - (iv) The Child Care leave (CCL) shall not be debited against the leave account.
 - (v) The Child Care Leave (CCL) may also be allowed for the third year as leave not due (without production of Medical Certificate).
 - (vi) The Child Care Leave (CCL) may be combined with leave of any other kind, if due and admissible.
 - (vii) No Child Care Leave (CCL) shall be admissible during probation period.
 - (viii) The nature of Child Care Leave (CCL) shall be like the Earned Leave and therefore, Saturdays, Sundays, Gazetted holidays etc. falling during the period of Leave would also be counted for Child Care Leave (CCL), as in case of Earned Leave.
 - (ix) The Child Care Leave (CCL) shall not be demanded as a matter of right and under no circumstances can any employee proceed on Child Care Leave (CCL) without prior sanction of leave by the competent authority.
 - (x) The period of willful absence or unauthorized absence shall not be converted into Child Care Leave (CCL).
 - (xi) The period of Earned Leave or any other kind of leave already sanctioned or availed shall not be converted into Child Care Leave (CCL) with retrospective effect.
 - (xii) An application for grant of Child Care Leave (CCL) by a woman employee already on Leave (other than CCL) within India or out of India, who submits her application for grant of CCL, may be considered provided she submits application one month before the expiry of Leave. If Child Care Leave (CCL) is not sanctioned by the competent authority before the expiry of Leave, she shall have to join her duty.
 - (xiii) The Child Care Leave (CCL) is meant for the care of children, therefore, LTC shall not be admissible while on Child Care Leave (CCL)".
 - (xiv) This provision shall take immediate effect from the date of issue of this Notification.


Principal i/c
Fskiragram College


31/7/15

(2)

Memo No.FEG.11/2013/Pr-II/28 -A

Dated Dispur, the 31st July, 2015.

Copy forwarded to:

1. The A.G. (A & E) Assam, Guwahati-29.
2. Staff Officers to Chief Secretary, Assam.
3. All Principal Secretaries/Commissioner & Secy /Secretaries to the Govt. of Assam
4. All Administrative Department
5. All Heads of Departments/
6. All Commissioners of Division, Assam
7. All Deputy Commissioners/Sub-Division.
8. All Sr. F.As./F.As, all Department's Dispur.
9. All Treasury Officers/Sub-Treasury Officers.
10. The Trade Adviser to the Govt. of Assam, Assam House, 8 Russel Street, Kolkata.
11. The Resident Commissioner, Assam House, New Delhi/Liaison officer, Assam House, Shillong/Assam House, Mumbai.
12. To the Principal Secretary, Karbi Anglong Autonomous Council, Dhipu/N.C. Hills Autonomous Council, Haflong.
13. The Principal Secretary B.T.C., Kokrajhar Rabha Hasong Autonomous Council, Dudhnoi, Goalpara/Lalung (Tiwa) Autonomous Council, Morigaon/Mising Autonomous Council, Gogamakh, Dhemaji.
14. The Director Printing & Stationery, Assam Government Press, Bamunimaidam, Ghy-21 for publication in the next issue of Assam Gazette.
15. (e-Governance Unit), Finance (Estt-B) Department for uploading the O.M. in Government portal.
16. Director, Information & Public Relation Department for wide publication of the Notification through Press/Radio/T.V.

By order etc.

Under Secretary to the Govt. of Assam,
Finance (Estt-A) Department,
Dispur.

Director of Health Services,
Dergachakari, Ghy-6.

Principal I/c
Fakiragram College

M. Dey
22/9/15

GOVERNMENT OF ASSAM
FINANCE (ESTT.-A) DEPARTMENT
DISPUR :: GUWAHATI-06

F. 25/8
22/9/15

Order by the Governor

NOTIFICATION


No. FEG.11/2013/PL-1033

Dated Dispur, the 16th September, 2015.

Subj. Grant of 2 years (730 days) Child Care Leave to Women Employees of Government of Assam.

Consequent upon the decision taken by the Government of Assam, relating to Child Care Leave in respect of Women Employees of State Government, the Governor of Assam is pleased to order that in the Fundamental Rules and Subsidiary Rules under SR-121 (2), the following new provision as SR-121 (2) (xv) be inserted after SR-121 (2) (xiv), namely -

“SR-121 (2) (xv): The Child Care Leave shall be granted for a maximum of three months in a calendar year”.


(Simanta Chakravarti, IAS),
Secretary to the Govt. of Assam,
Finance (Estt. A) Department,
Dispur.

Memo No FEG.11/2013/PL-1033-A

Dated Dispur, the 16th September, 2015.

Copy forwarded to:

1. The A.G. (A & Z), Assam, Guwahati-29.
2. Staff Officers to Chief Secretary, Assam.
3. All Principal Secretaries/Commissioner & Secy./Secretaries to the Govt. of Assam
4. All Administrative Department
5. All Heads of Departments *Director of Health Services, Hengrabari, Ghy-6.*
6. All Commissioners of Division, Assam
7. All Deputy Commissioners/Sub-Division.
8. All Sr. P.As./F.As, all Department's Dispur
9. All Treasury Officers/Sub-Treasury Officers.
10. The Trade Adviser to the Govt. of Assam, Assam House, 8 Russel Street, Kolkata.
11. The Resident Commissioner, Assam House, New Delhi/Union officer, Assam House, Shillong/Assam House, Mumbai.
12. The Principal Secretary, Karbi Anglong Autonomous Council, Diphu/N.C. Hills Autonomous Council, Hallong.
13. The Principal Secretary B.T.C., Kokrajhar Rabha Hasong Autonomous Council, Daldinol, Goalpara/Lalung (Tiwa) Autonomous Council, Morigaon/Mising Autonomous, Gogamukh, Dibrugarh.
14. The Director Printing & Stationery, Assam Government Press, Bamanmaldam, Ghy-21 for publication in the next issue of Assam Gazette.
15. to Government (Intr.), Finance (Estt.-B) Department for uploading the Notification on Government portal.
16. Director, Information & Public Relation Department for wide publication of the Notification through Press/Radio/T.V.


Principal I/c
Fekiragram College

All concerned Authorities are requested to maintain Leave Account of CCL of Women Employees similar to that of EL/HPL etc. & sanction of CCL will be similar to that of EL/HPL.