

# MOIRABARI COLLEGE



## CRITERIA 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT

### **6.3: Faculty Empowerment Strategies**

#### **6.3.1: Additional information**



**Moirabari College**  
**Morigaon-782126**  
**Assam**

***Submitted to***

**The NAAC for 3<sup>rd</sup> cycle of Assessment and Accreditation**



**YEAR END PERFORMANCE SELF-APPRAISAL REPORT OF TEACHERS  
FOR THE ACADEMIC YEAR: 2022-2023**

**I. General Information**

a.	Name	Dr. Purabi Kalita
b.	Address (Residential)	South Hoiborgaon, Nagaon, Assam
c.	Address(Permanent)	Vill- Simaluguri, Dist-Sonitpur, P.S- Gohpur, P.O- Gohpur, Dist - Biswanath, Assam 784168
d.	Cell number	9854463815
e.	Email address	hellopora@gmail.com
f.	Designation	Assistant Professor
g.	Department	Assamese
h.	Date of Birth	26/06/1982
i.	Area of Specialization (if MPhil or PhD holder)	Assamese Drama Assamese Novel
j.	Date of appointment in this institution	27/01/2018
k.	Date of appointment in the present post	27/01/2018
l.	Honours conferred (in reverse chronological order)	Nil

**2. Teaching**

a. Classes taught in the year concluded:

Class	Periods	
	Assigned per Week (Lecture/ Practical)	Steps taken for the teaching of periods missed during absence or leave
i) U.G. (B.A./B.Sc/ B.Com)	L: 18 classes P:Nil	Through Extra Classes
ii) PG (M.A/ M.Sc/ M.Com/ MTA) (with weightage)	L:Nil P:Nil	Nil
iii) M.Phil	Nil	Nil
iv) Any other	Nil	Nil

b. Total leave taken from 1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2023

Casual leave	Nil	Medical leave	Nil
Duty leave	Nil	Loss of pay leave	Nil
Commutated leave	Nil	Child Care Leave	50days
Half-pay leave	Nil		

c. Regularity and Punctuality: Very good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Classes are taken according to departmental routine. Books are recommended for students as per syllabus. Departmental Library plays an important role. Students are encouraged to borrow books from the departmental Library as well as from Central Library. Students are also encouraged to buy Ref. books and journals.

e. Details of participation in the following:

i. University Education

Nil

ii. Internal Evaluation

Actively take part in the internal evaluation process conducted by the college.

iii. Paper Setting

Actively take part in paper setting of sessional examination conducted by the college.

iv. Assessment of Home assignments

Actively involved in assessment of Home assignments in all the semester at under graduate level.

v. Conduct of Examinations

Take active part as Invigilator in the external and internal Examinations.

vi. Evaluation of Dissertation, etc.

Nil

**3. Details of Innovations in / Contribution to Teaching, during the year:**

**a. Design of curriculum:**

Teacher has no role in designing curriculum. In this regard affiliating University, Gauhati University is the sole authority.

**b. Teaching methods:**

Generally lecture, discussion, group discussion, workshop, Class Test methods are adopted as teaching methods.

**c. Laboratory experiments:**

Nil

**d. Evaluation methods:**

External and Internal evaluation methods are adopted. External evaluation methods are controlled by the affiliating University and internal evaluation methods are the prerogative of the College.

**e. Preparation of resource material including books, reading materials, laboratory manuals etc.**

A Teacher basically procures the necessary books for delivering lectures. Sometimes books are borrowed from the Central Library. Necessary notes are supplied to the students.

**f. Remedial Teaching / Student Counseling (academic)**

Remedial classes are taken as and when required. Proper mentoring is done to solve the academic, personal, stress related problems of the students.

**g. Any other**

Nil

**4. Improvement of Professional Competence:**

Details regarding refresher courses/orientation attended, participation in summer schools, workshops, seminars, symposia etc., including open university courses/ M.Phil., Ph.D during the academic year 2022-2023

No	Item details	Organiser	Place and date
1	International Workshop on Environment and Biodiversity Coservation	Dept. of Chemistry and Zoology , ADP College	Nagaon, 24 <sup>th</sup> To 29 <sup>th</sup> April, 2023
2	Workshop on Manuscript Reading and Preservation	Dept. of Assamese, ADP College	Nagaon, 8 <sup>th</sup> May, 2023
3	State Level Workshop on NEP	Dept. of Education, Rupahi College	Nagaon, 10 <sup>th</sup> April, 2023

**5. Research Contributions:**

a. Number of students (M.Phil./ Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil	Nil	Nil	Nil
Ph.D.	Nil	Nil	Nil

b. NUMBER of books/ research papers published/ presented at seminars/ conferences etc, in 2022-2023:

	International	National	State/ Local	Impact factor
Chapter in Books with ISBN	Nil	Nil	01	Nil

c. Research projects taken up in 2021-2022:

Title of the Project	Name of the funding agency	Duration
Nil	Nil	Nil

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d. Details of Seminars, Conferences, Symposia organized during the year:

Nil

e. Patents taken, if any, during the year, give a brief description:

Nil

f. Membership of Professional Bodies, Editorship of Journals etc., during the year:

Nil

**6. Extension Work/Community Service**

Please give a short account of your contribution, during the year, to:

a. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

Nil

b. National Literacy Mission

Nil

c. Positions held/ leadership role played in organizations linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Nil

**7. Participation in Corporate Life:**

Please give a short account of your contribution, during the year.

College/University/Institution:

Member of Admission Committee; Member of Women Cell, Convenor of Three Months Departmental Certificate Course, External at Dhing College 2022, Member of ACTA

a. Co-curricular activities

b. Enrichment of campus life (hostels, sports, games, cultural activities):

c. Students' welfare and discipline:

d. Membership/Participation in Bodies/Committees on Education and National Development:

e. Professional Organizations of Teachers

**8. Assessment**

Steps taken by you, during the year, for the evaluation of the course programme taught:

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**9. Achievements : Awarded ph.d Degree by Assam University, Silchar**

**10. I hereby declare that the information given above is true to the best of my knowledge and belief.**



**Dr. PURABI KALITA**

**(Name and Signature of the Teacher with date) (If you have a scanned image of your signature, please paste that here. if not just write your name)**



**YEAR END PERFORMANCE SELF-APPRAISAL REPORT OF TEACHERS  
FOR THE ACADEMIC YEAR: 2022-2023**

**1. General Information**

a.	Name	Dr. Abdul Mannan Ahmed
b.	Address (Residential)	Moirabari, Morigaon, Assam, Pin-782126
c.	Address(Permanent)	Vill- Kalgashia, Dist- Barpeta, Assam, pin-781319
d.	Cell number	7002347815
e.	Email address	<a href="mailto:aml47352@gmail.com">aml47352@gmail.com</a>
f.	Designation	Assistant Professor
g.	Department	Assamese
h.	Date of Birth	01-01-1969
i.	Area of Specialization (if Mphil or PhD holder)	Assamese Folklore
j.	Date of appointment in this institution	16-09-1994
k.	Date of appointment in the present post	07-01-2015
l.	Honours conferred (in reverse chronological order)	Nil

**2. Teaching**

a. Classes taught in the year concluded:

Class	Periods	
	Assigned per Week (Lecture/ Practical)	Steps taken for the teaching of periods missed during absence or leave
i) U.G. (B.A./B.Sc/ B.Com)	L: 18 classes P:Nil	Through Extra Classes
ii) PG (M.A./ M.Sc/ M.Com/ MTA) (with weightage)	L:Nil P:Nil	
iii) M.Phil	Nil	Nil



iv) Any other	Nil	Nil
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b. Total leave taken from 1 January 2022 to 31 December 2022

Casual leave	03	Medical leave	Nil
Duty leave	Nil	Loss of pay leave	Nil
Commutated leave	Nil		
Half-pay leave	Nil		

c. Regularity and Punctuality: Very good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Classes are taken according to departmental routine. Books are recommended for students as per syllabus. Departmental Library plays an important role. Students are encouraged to borrow books from the departmental Library as well as from Central Library. Students are also encouraged to buy Ref. books and journals.

e. Details of participation in the following:

i. University Education

Nil

ii. Internal Evaluation

Actively take part in the internal evaluation process conducted by the college.

iii. Paper Setting

Actively take part in paper setting of sessional examination conducted by the college.

iv. Assessment of Home assignments

Actively involved in assessment of Home assignments in all the semester at under graduate level.

v. Conduct of Examinations

Take active part as Invigilator, Assistant Officer Incharge in the external and internal

Examinations.

vi. Evaluation of Dissertation, etc.

Evaluated Dissertation in 6<sup>th</sup> sem.

**3. Details of Innovations in / Contribution to Teaching, during the year:**

**a. Design of curriculum:**

Teacher has no role in designing curriculum. In this regard affiliating University, Gauhati University is the sole authority.

**b. Teaching methods:**

Generally lecture, discussion, sudden class test, group discussion methods are adopted as teaching methods.

**c. Laboratory experiments:**

Nil

**d. Evaluation methods:**

External and Internal evaluation methods are adopted. External evaluation methods are controlled by the affiliating University and internal evaluation methods are the prerogative of the College.

**e. Preparation of resource material including books, reading materials, laboratory manuals etc.**

A Teacher basically procures the necessary books for delivering lectures. Sometimes books are borrowed from the Central Library. Necessary notes are supplied to the students.

**f. Remedial Teaching / Student Counseling (academic)**

Remedial classes are taken as and when required. Proper mentoring is done to solve the academic, personal, stress related problems of the students.

g. Any other

Nil

4. Improvement of Professional Competence:

Details regarding refresher courses/orientation attended, participation in summer schools, workshops, seminars, symposia etc., including open university courses/ M.Phil., Ph.D. during the academic year

No	Item details	Sponsoring agency	Place and date

5. Research Contributions:

a. Number of students (M.Phil./ Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil	Nil	Nil	Nil
Ph.D.	Nil	Nil	Nil

b. NUMBER of books/ research papers published/ presented at seminars/ conferences etc, in the year:

	International	National	State/ Local	Impact factor
Chapters in books with ISBN			02	Nil

c. Research projects taken up in the year:

Title of the Project	Name of the funding agency	Duration
Nil	Nil	Nil

d. Details of Seminars, Conferences, Symposia organized during the year:

Nil

e. Patents taken, if any, during the year; give a brief description:

Nil

f. Membership of Professional Bodies, Editorship of Journals etc., during the year:

Nil

**6. Extension Work/Community Service**

Please give a short account of your contribution, during the year, to:

a. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

Visited to Old Age Home .

b. National Literacy Mission

Nil

c. Positions held/ leadership role played in organizations linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Nil

**7. Participation in Corporate Life:**

Please give a short account of your contribution, during the year.

College/University/Institution:2022-2023

A.O.C. of B.A. & B. Com. Presiding Officer Moirabari College Students' Union Election ,2022; Member of Admission Committee; Member of ACTA.

a. Co-curricular activities:

Nil.

b. Enrichment of campus life (hostels, sports, games, cultural activities):

Supervised students of Assamese department in Annual Sports Week

c. Students' welfare and discipline:

Look after the Students' welfare and discipline through various academic bodies of the College

d. Membership/Participation in Bodies/Committees on Education and National Development:

Nil

e. Professional Organizations of Teachers

Nil

8. Assessment

Steps taken by you, during the year, for the evaluation of the course programme taught:

Time to time Sessional tests are conducted. Group discussion, home assignment, Class test, field trips are other evaluation methods on the course Programme taught.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

(a) Achievement: awarded ph. d. degree ) Difficulty Faced: Most of the students are from rural and uneducated and poor economic background. (c) Suggestion for Improvement : Some Coeducational programme can be introduce for better Result.

10. I hereby declare that the information given above is true to the best of my knowledge and belief.



Dr. Abdul Mannan Ahmed

(Name and Signature of the Teacher with date) (If you have a scanned image of your signature, please paste that here; if not just write your name)



**YEAR END PERFORMANCE SELF-APPRAISAL REPORT OF TEACHERS  
FOR THE ACADEMIC YEAR: 2021 – 2022 (ONLINE VERSION)**

**1. General Information:**

a.	Name	Mala Moni Kalita
b.	Address (Residential)	Namghar Path, South Haiborgaon, Nagaon, Assam
c.	Address(Permanent)	Do
d.	Cell number	9435361680
e.	Email address	malamonikalita@gmail.com
f.	Designation	Assistant Professor
g.	Department	Geography
h.	Date of Birth	19-03-1973
i.	Area of Specialization (if M. Phil or Ph. D. holder)	NA
j.	Date of appointment in this institution	28-01-1999
k.	Date of appointment in the resent post	25-04-2018
l.	Honours conferred (in reverse chronological order)	Nil

**2. Teaching**

**a. Classes taught in the year concluded:**

Class	Periods	
	Assigned per Week (Lecture/ Practical)	Steps taken for the teaching of periods missed during absence or leave
i) U.G. (B.A./B.Sc/ B.Com)	L: 13 classes P: 5 Classes	Through Extra Classes
ii) PG (M.A./ M.Sc/ M.Com/ MTA) (with weightage)	L:Nil P:Nil	NA
iii) M.Phil	Nil	NA
iv) Any other	Nil	NA

**b. Total leave taken from 1 January 2021 to 31 December 2021**

Casual leave	3 days	Medical leave	Nil
Duty leave	1 day	Loss of pay leave	Nil
Commutated leave	Nil	Others (Restricted Leave)	3 days
Half-pay leave	Nil		

**c. Regularity and Punctuality:** Very good  
(Strike out or delete what is inappropriate)

**d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):**

Classes were taken according to departmental routine. Books are recommended for students as per syllabus. Laboratory classes were taught through instruments as and where required. Departmental Library plays an important role. Students were encouraged to borrow books from the departmental Library as well as from Central Library.

**e. Details of participation in the following:**

**i. University Education**

Nil

**ii. Internal Evaluation**

Actively took part in the internal evaluation process conducted by the college

**iii. Paper Setting**

Class internal assessment question papers were set

**iv. Assessment of Home assignments**

Actively involved in assessment of Home assignments in all the semester at under graduate level.

**v. Conduct of Examinations**

Took active part as Invigilator in the external and internal Examinations including Practical examinations.

**vi. Evaluation of Dissertation, etc.**

6<sup>th</sup> Semester Major Dissertations were evaluated

**3. Details of Innovations in / Contribution to Teaching, during the year:**

**a. Design of curriculum:**

Teacher has no role in designing curriculum. In this regard affiliating University.

Gauhati University is the sole authority.

**b. Teaching methods:**

Generally lecture, discussion, group discussion & ICT methods were adopted as teaching methods.

**c. Laboratory experiments:**

Surveys of Reduced Levels, GIS were carried out as per curriculum through the students.

**d. Evaluation methods**

External and Internal evaluation methods are adopted. External evaluation methods were controlled by the affiliating University and internal evaluation methods were the prerogative of the College

**e. Preparation of resource material including books, reading materials, laboratory manuals etc.**

A teacher basically procures the necessary books for delivering lectures. Sometimes books were borrowed from the Central Library. Necessary notes were supplied to the students.

**f. Remedial Teaching / Student Counseling (academic)**

Remedial classes were taken as and when required. Proper mentoring was done to solve the academic, personal, stress related problems of the students.

**g. Any other**

Conducting tests using OMR sheets.

**4. Improvement of Professional Competence:**

Details regarding refresher courses/orientation attended, participation in summer schools, workshops, seminars, symposia etc., including Open University courses/ M. Phil., Ph.D. during the academic year 2021-22:

Nil

**5. Research Contributions:**

**a. Number of students (M.Phil./ Ph.D.)**

At the beginning of the year		Registered during the year	Completed during the year
M. Phil	NA	NA	NA
Ph.D.	NA	NA	NA



**b. Number of books/ research papers published/ presented at seminars/ conferences etc, in 2021-22:**

	International	National	State/ Local	Impact factor
Peer reviewed journals				
Non-reviewed journals				
E-journals				
Conference proceedings				
Books with ISBN				
Books without ISBN				
Chapters in books with ISBN				

**c. Research projects taken up in 2021-22:**

Title of the Project	Name of the funding agency	Duration
Nil	Nil	Nil

**d. Details of Seminars, Conferences, Symposia organized during the year:**

Nil

**e. Patents taken, if any, during the year; give a brief description:**

Nil

**f. Membership of Professional Bodies, Editorship of Journals etc, during the year:**

Member of Assam College Teachers' Association

**6. Extension Work/Community Service**

Please give a short account of your contribution, during the year, to:

**a. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.**

Occasionally the catchment areas of Moirabari area get affected by severe flood and we distribute relief material among the marooned people.

**b. National Literacy Mission**

Nil

**c. Positions held/ leadership role played in organizations linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:**

Occasionally accompanied with NSS camps.

**7. Participation in Corporate Life:**

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

Nil

b. Co-curricular activities:

Encouraged Geography students to take part in College Week activities.

c. Enrichment of campus life (hostels, sports, games, cultural activities):

Supervised students of Geography department in Annual Sports Week

d. Students' welfare and discipline:

Look after the Students' welfare and discipline through various academic bodies of the College

e. Membership/Participation in Bodies/Committees on Education and National Development:

Nil

f. Professional Organizations of Teachers

Nil

8. Assessment

Steps taken by you, during the year, for the evaluation of the course programme taught:

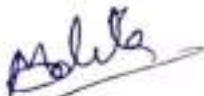
Sessional tests were conducted timely. Group discussions, home assignments and field trips were other evaluation methods to carry out the course programme.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

Nil

10. I hereby declare that the information given above is true to the best of my knowledge and belief.



Mala Moni Kalita, 01/08/2022

(Name and Signature of the Teacher with date) (If you have a scanned image of your signature, please paste that here; if not just write your name)



# GAUHATI UNIVERSITY

Gopinath Bardoloi Nagar, Guwahati - 781014, Assam (India)

No. of UG/ Acad/ Ph. D/ Final Reg/ Ass/ 10/15

Date: 20/07/2018

From: Dr. Guruprasad Khatamiar  
Academic Registrar,  
Gauhati University

To,

Enrolment No. Ass-10/15


Abdul Mannan Ahmed  
Research Scholar

Sub: Ph. D. Final Registration

Pursuant to the recommendation of the Ph. D. Committee held on 12.09.2018, You are hereby finally registered for Ph. D. degree with effect from 24.06.2015 in the Department of Assamese, G.U under the Faculty of Arts under the supervision of Dr. Angshuman Das, G.U.

On the topic entitled:-**"Purbabangiya Mular Musalman Saalor Lok Sahityat Ana-Islamiya Upadan : Eti Samikhatmak Adhyayan."**

You may submit the thesis after completion of 2 (two) years of research work from the date of provisional registration but not later than 5 (five) years.

  
Academic Registrar  
Gauhati University





# GAUHATI UNIVERSITY

Gopinath Bardoloi Nagar, Gauhati - 781 014, Assam

Phone: 98561 11111

Fax: 98561 11111

No. G.U. Acad. Ph.D. 423/15

Date 24/06/15

From:

Academic Registrar  
Gauhati University

1/1003/116/15/15

Dr. Nirmala Baruah  
Moirakani College  
Dispur

Sub: Ph.D. Provisional Registration

Pursuant to the recommendation of the Ph.D. Committee held on 08/09/2016

You are hereby provisionally registered for Ph.D. degree with effect from 24/06/15

in the Department of Assamese under the faculty of Arts

under the supervision of Dr. Upen Rabha Haka Chan & Dr. Sangkham

on the topic entitled অসমীয়া ভাষাতত্ত্বৰ (সংস্কৃত) ৰূপান্তৰ আৰু

সংস্কৃত ভাষাতত্ত্বৰ (সংস্কৃত) ৰূপান্তৰ আৰু

সংস্কৃত

You will be required to apply for final registration within 2 (two) years without fine or within 3 (three) years with fine with effect from the date of provisional registration.

Further, you will be required to pay the monthly fee at prescribed rate from the date of provisional registration till the date of submission of the Thesis.

Academic Registrar  
Gauhati University

- Copy forwarded to -
1. The Head of Department concerned
  2. The Guide concerned

25/07/16



**SHAOHET UNIVERSITY**  
**SHAWHETI - 70118 (MAJOR OF DOCTOR OF PHILOSOPHY)**  
 The degree will be conferred to them at the next Convocation of the

No. of the Candidate	Roll No.	Category	Department	Subject's Name	Registration Number	Enrollment Number	Guide (s)	Topic	Course Work	External Examiner (I)	External Examiner (II)	Invited Examiner
1	7111	Arts	Assamese	Urabi Barman	01471 of 2004-05	Ass 14 14	Prof. Saranya Das	Aomya Chutagai Sarai, Baidyali (1975-2000); Zehru Husain Debbarma Das Ayu Manoj Kumar Goswami Gajjar Bheeh Utkhanika Purna-Bargya Kular Musamunshakar Lakshmiyat An-tulanyo Upadar, Eli Samikhyatmak Adhyayan	Done	Prof. Swapan Kumar Barterje, Humanities and Social Studies, NSOU	Prof. Maheshwar Kalita, Cotton University;	Prof. Manojwar Kalita, Cotton University;
2	7228	Arts	Assamese	Abdul Mannan Ahmed	018213 of 1987-88	Ass 10-11	Dr. Anghuman Das	Puro Economic Dimensions of Female Indentify - A Case Study of Assam	Done	Dr. Swapan Kumar Barterje, School of Economics & Humanities;	Prof. (Retd.) Sunil Kumar Dutta, Tezpur University;	Prof. (Retd.) Sunil Kumar, Tezpur University;
3	7191	Arts	Economics	Chirid Borpu	011968 of 2006-07	Ass 11 14	Dr. Chandrima Goswami	Internet usage among Higher-Secondary Students in relation to their Study Habit and Academic Performance	Done	Prof. Karak Kanti Bagchi, University of North Bengal	Prof. Shankar Goswami, Burdwan University	Prof. Karak Kanti Bagchi, University of North Bengal
4	7240	Arts	Education	Mitali Saitiya	00643 of 2004-06	Edu 11 16	Dr. B. B. Panda	A Folkloric Study of selected Novels of Mamoni Kalitam Goswami,	Done	Prof. I. Ganbhir Singh, Manipur University	Prof. Streamlet Dhar, NEHU, Shillong	Prof. I. Ganbhir Singh, Manipur University
5	7217	Arts	Folklore	Anjan Uraathary	005713 of 2015-16	FOLK-06 15	Prof. Anur Kr. Borra	Popular Myth and Legends in Folklore of the Sonowal Kacharis of Assam: A Folkloric Study	Done	Prof. Basuli Chaudra Chowdhury, Utkal University	Prof. Amitava Das, Burdwan University	Prof. Amitava Das, Burdwan University
6	7198	Arts	Folklore	Kamalarajar Hazarika	2229 of 2010-11	FOLK-11 14	Dr. Parmananda Majumdar	Folklore in Drama: A Study of the Films of Dr. Bhabendra Nath Saikia	Done	Dr. Maachurima Goswami, Tezpur University	Prof. Desmond Kharmawphlang, NEHU	Prof. Desmond Kharmawphlang, NEHU
7	7212	Arts	Folklore	Meghna Choudhury	019201 of 2003-03	FOLK-14 16	Dr. Dile Kumar Kalita	Deconstructing The Myth of the Destructive Female: An Attempt to Acknowledge the White Woman's Burden through Select Texts	Done	Prof. Sushant Kumar Mishra, JNU, New Delhi	Prof. Prayasa Chaturvedi, BHU, Varanashi, UP	Prof. Prayasa Chaturvedi, BHU, Varanashi, UP
8	7248	Arts	Foreign Languages	Kolkata Das	18997494 of 2018-19	FLO-06 18	Dr. Anura Velishob		Done			



राजीव गाँधी विश्वविद्यालय  
RAJIV GANDHI UNIVERSITY

(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित)  
(A CENTRAL UNIVERSITY ESTABLISHED IN 2007 AN ACT OF PARLIAMENT OF INDIA)

रोनो हिल्स, दोइमुख (इटाणागर)  
Rono Hills, Doimukh (Itanagar)  
दोइमुख - ७९१११२,  
Doimukh - 791112,  
अरुणाचल प्रदेश  
Arunachal Pradesh  
दूरभाष/Ph: 0360-2277253,  
फैक्स/Fax: 0360-2277889  
ई-मेल/E-mail: registrar@rgu.ac.in  
वेबसाइट/Website: rgu.ac.in

No. Exam/Ph.D./FES/10 (Vol. III)

Dated Rono Hills, the 25 November, 2022

## NOTIFICATION

### Award of the Degree of Doctor of Philosophy

As per the provisions laid down in the sub-clause 17.1 and 17.2 of the Regulations/ Guidelines for Ph.D. Programme, Rajiv Gandhi University and on the basis of the satisfactory reports of the Examiners and Viva-Voce Board held on **25.11.2022**, the under mentioned candidate is declared to have qualified for the Award of the Degree of Doctor of Philosophy (Ph.D.) for the thesis submitted by him on the subject mentioned below:

Name of the candidate	Subject	Faculty	Supervisor(s)	Title of the thesis
Mr. Sameer B̄ruah, Enrolment No. RGU/RS-942/2021	Geography	Environmental Sciences	Prof. Nishamani Kar	"Growth of Tezpur City and its Impact on the Development of Urban Agriculture and Allied Activities in the Fringe Areas"

This degree has been awarded in conformity with the provisions of UGC (Minimum Standards and Procedure for Award of M.Phil/P.hD Degree) Regulation, 2009/2016/2018.

Date of Registration: **07.09.2018**

Date of Submission: **22.08.2022**

Date of Notification of Award – **25.11.2022**

The degree will be conferred on him at the next Convocation of the University.

This is issued with the approval of the Vice-Chancellor.

(Dr. Bijay Raji)

Controller of Examinations

No. 0015604

# RAJIV GANDHI UNIVERSITY



Itanagar : Arunachal Pradesh

राजीव गाँधी विश्वविद्यालय

विद्या-वाचस्पति

Doctor of Philosophy

प्रमाणित किया जाता है कि श्री समीर बरुआ पंजीयन संख्या RGU/RS-942/2021 को इस विश्वविद्यालय द्वारा भूगोल विभाग में उनके शोध शीर्षक "Growth of Tezpur City and its Impact on the Development of Urban Agriculture and Allied Activities in the Fringe Areas" के लिए वर्ष 2022 में विद्या-वाचस्पति की उपाधि प्रदान की गयी है।

यह उपाधि विश्वविद्यालय अनुदान आयोग विनियम, 2009/ 2016/ 2018 (एम.फिल/ पीएच.डी उपाधि प्रदान करने के लिए तब न्यूनतम मानक और प्रक्रिया) के प्रावधानों के अनुरूप प्रदान की गयी है।

पंजीयन की तिथि : 07.09.2018

जमा करने की तिथि : 22.08.2022

उपाधि अधिसूचना की तिथि : 25.11.2022

This to certify that Mr. Sameer Baruah bearing Registration No. RGU/RS-942/2021 has been awarded the Degree of Doctor of Philosophy in Geography from the Department of Geography of this University for his/her thesis entitled "Growth of Tezpur City and its Impact on the Development of Urban Agriculture and Allied Activities in the Fringe Areas" in the year 2022.

This degree has been awarded in conformity with the provisions of UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D Degrees) Regulations, 2009/2016/2018.

Date of Registration : 07.09.2018

Date of Submission : 22.08.2022

Date of Notification of Award- 25.11.2022



Given under the seal of the University

Date: 30<sup>th</sup> November, 2022

Rono Hills

S. Kuthsake

Vice-Chancellor



**ASSAM UNIVERSITY, SILCHAR**  
(A Central University Established by an Act of Parliament)

**NOTIFICATION**

The under mentioned candidate is declared to have qualified for award of the degree of Doctor of Philosophy (PhD) on 10<sup>th</sup> April, 2023 from Assam University for the thesis submitted by him/her on the title noted against his/her name. The award of Degree of Doctor of Philosophy is subject to ratification by the Board of Research Studies and the Executive Council of Assam University.

The Degree will be conferred to him/her at the convocation of the University. Particulars of the candidate are as follows:-

Name	: Purabi Kalita
Department	: Assamese, AUGC
PhD Registration No. & Date	: PhD/3156/17, Dtd. 29/03/2017
Title of the thesis	: Swarajottar Asomiya Upanyasat Prabrajan : Nirbachita Upanyasar Adharat Eti Bislesanatmak Adhyayan (Migration in Post-Independence Assamese Novel : An Analytical Study of Selected Novels)
Supervisor	: Prof. Kunumbar Boruah

  
(Manoj Kumar De)  
Deputy Registrar (Res)  
Date: 11.04.2023

No. AURW-13/02R/04/2022(Vol-V)

Copy forwarded for information:-

1. All Registrars of Indian Universities.
2. The Secretary, Department of Higher Education, Ministry of Human Resource Development, Govt. of India, Shastri Bhavan, New Delhi.
3. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi 110002
4. The Secretary General, Association of Indian Universities, AIU House, Kotla Marg, New Delhi
5. The Secretary to the Govt. of Assam, Department of Education, Assam
6. The DPI (Higher Education), Assam, Kahilipara, Guwahati - 781006
7. Deans of the Schools, AUS
8. Heads of the PG Departments, AUS/AUGC
9. Controller of Examinations, AUS
10. Director, IQAC, Silchar
11. Private Secretary to VC, Assam University, for VC's kind information
12. Concerned Supervisor / Co-Supervisor
13. Concerned candidate
14. The Librarian, AUS
15. All India Radio/ Doordarshan Kendra, Silchar, with a request to broadcast the matter in local News bulletin.
16. Guard File

  
Deputy Registrar (Res)





**GAUHATI UNIVERSITY**  
**GUWAHATI - 781014**  
**(AWARD OF DEGREE OF DOCTOR OF PHILOSOPHY)**

The under mentioned candidate is declared to have qualified for the award of Degree of Doctor of Philosophy (Ph.D.) as per Vice-Chancellor's approval dated 31.03.2021. The degree will be conferred to them at the next Convocation of the University.

Sl. No.	File No.	Faculty	Department	Name & Address with Registration number	Guide (s)	Topic	Course Work	External Examiner (1)	External Examiner (2)	Viva-Voce Examiner
1	6675	Arts	Assamese	Madhumita Dutta Registration no. 098262 of 2013-14	Dr. Dayananda Pathak, Pragjyotish College	Asomiya Shristisheel Sahityaloi Arokhir Bishoyar Abadan (Gyanananda Sharma Pathak, Nitya Dutta, Harekrishna Dake, Kula Saikiar Bisekh Ullikhon Soho)	Done	Dr. Nigamananda Das, Nagaland University	Prof. Bishnucharan Dash, Assam University	Prof. Nigamananda Das, Nagaland University
2	6867	Arts	Folklore Research	Rumi Nath, Registration No. 55403 of 2009-10	Dr. Dilip Kumar Kalita, Gauhati University	Social Folk Custom of the Rabhas: A study of Goalpara District from Socio Political perspective.	Done	Dr. Dipak Roy, North Bengal University	Dr. Desmond Kharmawphlang, NEHU, Shillong	Dr. Desmond Kharmawphlang, NEHU, Shillong
3	6872	Arts	Foreign Languages	Sravan Kumar, Registration No. 17095903 of 2017-18	Prof. Gulab Jha, Gauhati University	The language and Ideology of LA Rochefoucauld's maxims and Reflections.	Done	Dr. Sushant Mishra, JNU	Dr. Nilanjan Chakrabarti, Viswa-Bharati, Shantiniketan	Dr. Sushant Mishra, JNU
4	6927	Arts	Library & Information Science	Hira Kalita, Registration No. 006367 of 1999-20	Prof. Sanjay Kumar Singh, Gauhati University	Use of ICT in the Libraries of Medical Institutions in No'rth East India: An Analytical Study	Done	Prof. Moses M Naga, NEHU	Prof. Udayan Bhattacharya, Jadavpur University	Prof. Moses M Naga, NEHU
5	6944	Arts	MIL & LS	Kanima Pathak, Registration No. 048879 of 2011-12	Prof. Mukul Chakravorty, Gauhati University	Asamiya Bhasar Sambandhabachak Rup	Done	Dr. Champakali Talukdar, Cotton University	Dr. Amitava Das, Burdwan University	Dr. Champakali Talukdar, Cotton University
6	6303	Arts	Political Science	Feroja Syed, Registration No.0535 of 2012-2013	Prof (Retd) Monirul Hussain, Dept. of Political Science, Gauhati University	Inequalities and Deprivation of Religious Minorities: A Study of the Manipuri Muslims in Urban and Rural Settings	Done	Prof. M. Amarjeet Singh, Jamia Millia Islamia, New Delhi	Dr. Rakhee Bhattacharjee, JNU, New Delhi	Prof. M. Amarjeet Singh, Jamia Millia Islamia, New Delhi
7	6800	Arts	Political Science	Chandini Pegu, Registration No. 183529 of 2014-15	Prof. Alaka Sarmah, Gauhati University	Juvenile Crimes in Assam: Response of the state institutions.	Done	Dr. K. Debbarma, NEHU, Shillong	Dr. Shantanu Chakrabarty, Cotton University	Dr. Shantanu Chakrabarty, Cotton University
8	6837	Science	Anthropology	Parismita Saikia, Registration No. 003457 of 2008-09	Dr.Chandana Sarmah, Gauhati University	Menopause and Menopausal Health among the Misings of Majuli, Assam	Done	Dr. Subho Roy, Calcutta University	Dr. Sarthak Sengupta, Dibrugarh University	Dr. Subho Roy, Calcutta University
9	6760	Science	Chemistry	Bidisha Bharali, Registration No. 016016 of 2007-08	Dr. Diganta Kumar Das, Gauhati University	Schiff base fluorescent sensor for Al(III), Ce(III) and voltammetric studies on the sensor analyte interaction.	Done	Dr. Biswajit Sinha, North Bengal University	Dr. Jyotirekha G. Handique, Dibrugarh University	Dr. Biswajit Sinha, North Bengal University

10	6437	Science	Chemistry	Pranjal Protim Das, Registration No.005694 of 2015-16	Dr. Prakash Jyoti Saikia, CSIR-NEIST, Jorhat, Assam	Synthesis of (Co)polymeric Stabilizer of Alkyl Methacrylate for the Preparation of Polycaprolactone Particles	Done	Prof. Swapan K. Dolul, Tezpur University	Prof. Sabu Thomas, Vice-Chancellor, Mahatma Gandhi University, Kottayam, Kerala	Prof. Sabu Thomas, Vice-Chancellor, Mahatma Gandhi University, Kottayam, Kerala
11	5726	Science	Physics	Pranita Das, Registration No.0365 of 2009-10	Dr. Kalpana Duorah, Gauhati University	A Study of Dark Matter in X-ray Universe.	Done	Prof. Banamali Baishya, Dibrugarh University	Dr. Amit Pathak, Tezpur University	Prof. Banamali Baishya, Dibrugarh University
12	6831	Science	Statistics	Rituparna Roy, Registration No. 012349 of 2006-07	Dr. Labananda Chouhury, Gauhati University	Some Aspects of the Construction of Multistate Life Tables for India and Some of its Selected States.	Done	Prof. Laishram Ladusing, Bodoland University	Dr. Gurprit Gover, Delhi University	Prof. Laishram Ladusing, Bodoland University

Memo No. G.U./ACR/ Ph.D./Award/2021/March/7511-7575

Date: 31.03.2021

Copy forwarded for information:

- 1 The Registrars of all Indian Universities.
- 2 The Secretary, University Grant Commission, Bahadur Shah Zafar Marg, New Delhi-110002
- 3 The Secretary, Assam Public Service Commission, Khanapara Guwahati- 781022
- 4 The Director, Social Documentation Centre, I.S.I.C.S.S.R., 25, Firoz Shah Road, New Delhi-110001.
- 5 The Secretary to the Govt. of Assam, Deptt of Education, Assam Sachivalaya, Dispur, Guwahati-6
- 6 The Director of Higher Education, Assam Kahilipara, Guwahati -19
- 7 The Member of Executive Council, GU.
- 8 The Secretary, University Classes, GU.
- 9 The Secretary, Association of Indian Universities, AIU, House, New Delhi-110002
- 10 The Dean Faculty of Arts / Science/ Commerce / Law/Engineering / Medical/Technology/Fine Arts/Management, GU.
- 11 The News Editor, All India Radio, Guwahati-3, for broadcasting as "News Item" in the local news.
- 12 The Editors:
  1. The Assam Tribune, Guwahati-3
  2. The Dainik Asom, Guwahati-3
  3. The Sentinel, Guwahati-5

With a request for publishing the above results as "News Item" in the next issue of those papers.

- 13 The Director, Doordarshan Kendra, Guwahati-24, with a request to telecast the above results as regional news of this evening.
- 14 All Guides/ Co-Guides.
- 15 The candidates concerned
- 16 Respective Examiners of Ph.D. Thesis.
- 17 The Rector, G.U.
- 18 The Registrar, GU.
- 19 The Finance officer, GU.
- 20 The Secretary to the Vice-Chancellor, GU
- 21 The Secretary to Registrar. GU
- 22 The Supdts. Meeting/Certificate Branch, GU.

- 23 The Statistician, GU
- 24 The Director i/c Publication Department, G.U.
- 25 The Dy. Secretary, U.C., GU.



Academic Registrar  
Gauhati University

Gauhati University

GU-P-A 029622

# University of Gauhati



**Doctor of Philosophy(Ph.D.), 2021**  
**(Provisional Certificate)**

*This is to certify that*  
*Chandini Pegu*  
*(Registration No 183529 of 2014-15)*  
*qualified for the Degree of Doctor of Philosophy*  
*(Ph.D.) of this University in the faculty of Arts*  
*(Political Science) in the year 2021 for his/her*  
*thesis - Juvenile Crimes in Assam : Response of*  
*the state institutions*

**Gopinath Bardoloi Nagar**  
**Guwahati - 781014 (Assam)**

  
**Registrar**



# GAUHATI UNIVERSITY

Gopinath Bardoloi Nagar, Guwahati - 781014  
Assam, India

No. GU/ Acad/ Ph.D/ Final Reg./ 2023/ 714

Date 23/02/2023

From:

Academic Registrar,  
Gauhati University

To

Sharmin Ara Rahman  
Research Scholar

Enrolment No. MILLLS/16/19

Sub: Ph.D Final Registration

Pursuant to the recommendation of the Ph.D Committee held on 01.02.2023 you are hereby finally registered for Ph.D degree with effect from 17.02.2023 in the Department of MILLLS under the faculty of Arts and under the supervision of Prof./Dr. Upendrajit Sarma

On the topic entitled

বীজ চৌহুৰী আৰু বানীৰক্ষাৰ নিৰ্বাচিত উপন্যাসত  
অক্ষয়ী জীৱনৰ চিত্ৰ: এটি তুলনামূলক অধ্যয়ন।

You may submit the thesis after completion of 3 (three) years of research work from the date of provisional registration but not later than 5 (five) years.

Academic Registrar, (c)  
Gauhati University

Copy forwarded to

1. The Head of Department of Concerned
2. The Supervisor concerned
3. Office file

০৩  
23/02/23



অসমতী বিশ্ববিদ্যালয়

**COTTON UNIVERSITY**

Pan Bazaar, Guwahati 781001, Assam, India  
Email : cotton.ucms@gmail.com

ACKNOWLEDGEMENT NUMBER : PHD2235488

**Admission Confirmation and Undertaking**

Name	ABDUL GONI
Course	DOCTOR OF PHILOSOPHY ARABIC FIRST SEMESTER ADMISSION, 2022-2023
Date of Admission	04/04/2023

Congratulation ! You are provisionally admitted to DOCTOR OF PHILOSOPHY ARABIC FIRST SEMESTER ADMISSION in COTTON UNIVERSITY, for the academic session 2022-2023



Academic Registrar

**Declaration by the Student :**

I, **ABDUL GONI**, Son/Daughter of **NABI ALI** do hereby declare that till now I have not taken admission in any institution / have taken admission in a different institution but have already withdrawn from that institution. The facts stated above are true to the best of my knowledge and belief.

**Signature of Student**

অপ্রমত্তেন বেদব্যাস

NB - For any latest notification see the University website [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in) at News & Events and SMS in your registered mobile.

**PAYMENT DETAILS**

Amount(Rs.)	Payment Date	Order ID	Bank Reference Number
19600.00	02-04-2023 03:08:49 PM	104481920230404 231755	CPACQESDA7



# Gauhati University

## Fee Payment Receipt

Transaction Status	Payment Success
Application No	20230431659
Transaction ID	ZIC51334035453
Bank Reference No	323009227034
Amount	20710.00
Name	BIKASHITA KALITA
Mobile No	8876017304
Email	bikashita12@gmail.com
Admission Payment For	Phd in Geography
Transaction Timestamp	18-08-2023 03:34 PM





# GAUHATI UNIVERSITY

Gopinath Bardoloi Nagar, Guwahati - 781014  
Assam - India

No. GU/Acad/Ph. D./Prov. Reg./2022/251

Date: 22.01.2022

From:

Academic Registrar,  
Gauhati University

To

Sadiqui Islam  
Research Scholar

Enrolment No. Eng/07/19

Sub: Ph. D. Provisional Registration


Pursuant to the recommendation of the Ph. D. Committee held on 13.09.2021, you are hereby provisionally registered for Ph. D. degree with effect from 23.08.2019 in the Department of English, G.U under the faculty of Arts and under the supervision of Dr. Pradipta Borgohain.

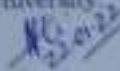
On the topic entitled:

**"AN ECOCRITICAL STUDY OF SELECT NOVELS AND SHORTER POEMS OF THOMAS HARDY"**

You will be required to apply for final registration within 2(two) years without fine or within 3(three) years with fine with effect from the date of provisional registration.

Further, you will be required to pay the monthly fee at prescribed rate from the date of provisional registration till the date of submission of the Thesis.

  
Academic Registrar  
Gauhati University

  
22.01.22

## Training Programme Organised by the Institution

Sl. No.	Year	Details of Purpose	Title of the Programme	No. of Participants
1	2022	To introduce the faculty members and non-teaching staff to the college automation system and the benefits of using it	Orientation Programme on E-College cum E-Learning	60
2	2023	To introduce the faculty members and non-teaching staff to the ERP Software and the benefits of using it	State Level workshop cum training programme on ERP Software	40

### Orientation Programme on “E-College cum E-Learning”

An Orientation Programme was conducted for the faculty members and non-teaching staff of the college on “E-College cum E-Learning” by IQAC, Moirabari College, Morigaon in collaboration with S.S. Technologies, Guwahati on 08-01-2022. The training session aimed at introducing the faculty members and non-teaching staff of the college to use the college automation system and the benefits of using it. The session was inaugurated by Dr. Samsuddin Ahmed, Principal of the college who emphasized on the need to embrace the technological changes that are the future of tomorrow. After this the resource person Mr. Sanjib Pathak gave a demonstration to the faculties regarding the methods to use it, highlighting the digital library, live classes system etc.

### State Level workshop cum training programme on ERP Software

A State Level workshop cum training Programme was conducted for the faculty members and non-teaching staff of the college “**To introduce the faculty members and non-teaching staff to the ERP Software and the benefits of using it**” by IQAC, Moirabari College, Morigaon in collaboration with S.S. Technologies, Guwahati on 02-06-2023.



## Residential Quarters of Employees Moirabari College



Residential Quarters of Grade-IV Employees



Residential Quarters of Grade-IV Employees

**Residential Quarters of Employees  
Moirabari College**



Residential Quarters of Grade-IV Employees



Residential Quarters of Grade-IV Employees

**Residential Quarters of Employees  
Moirabari College**



Residential Quarters of Grade-IV Employees



Residential Quarters of Grade-IV Employees

## Residential Quarters of Employees Moirabari College



Residential Quarter of Principal



## Residential Quarters of Employees Moirabari College

Residential Quarters of Grade-IV Employees



Residential Quarters of Grade-IV Employees



Residential Quarters of Grade-IV Employees



**Residential Quarters of Employees  
Moirabari College**



Residential Quarters of Grade-IV Employees



Residential Quarters of Grade-IV Employees

# THE ASSAM MATERNITY BENEFIT RULES, 1965

[Dated the 20th December, 1965]

**No. GLR.634/64/42**— In exercise of the powers conferred by Section 28 of the Maternity Benefit Act, 1961 (Act 53 of 1961), the Governor of Assam is pleased to make the following Rules, the same having been previously published under Government Notification No. GLR.634/64/26, dated 17th April, 1965.

## ARRANGEMENT OF RULES

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Short title and Commencement.</li> <li>2. Definitions.</li> <li>3. Proof.</li> <li>4. Payment of maternity and other benefit.</li> <li>5. Break for nursing child.</li> <li>6. Duties and powers of competent authority and Inspectors.</li> <li>7. Acts which constitute gross misconduct.</li> <li>8. Appeal under Section 12.</li> </ol> | <ol style="list-style-type: none"> <li>9. Complain and Appeal under Section 17.</li> <li>10. Supply of forms.</li> <li>11. Non-submission of notices, appeals or complaints in the prescribed forms.</li> <li>12. Records.</li> <li>13. Abstract.</li> <li>14. Muster roll.</li> <li>15. Annual returns.</li> </ol> <p style="text-align: right;">FORMS</p> |
|---|---|

**1. Short title and commencement**— (1) These Rules may be called the Assam Maternity Benefit Rules, 1965.

(2) They shall come into force on such date as Government may, by notification in the official *Gazette*, appoint.

**2. Definitions**— In these rules, unless the context otherwise requires—

(a) "Act" means the Maternity Benefit Act, 1961 (53 of 1961);

(b) "certifying surgeon" means a registered medical practitioner who has been appointed to be certifying surgeon under the Factories Act, 1948 or the Plantations Labour Act, 1951;

[(c) "competent authority" means the Labour Commissioner, Assam;]

---

1. Substituted clause "(c)" of Rule 2 *vide* Notification No. GLR-485/78/3, dated the 3rd January, 1981 (w.e.f. at once), published in the Assam *Gazette*, dated 9th April, 1981.

**Note** : Before Substitution clause "(c)" of Rule 2 read, as follows—

(c) "competent authority" means the Labour Commissioner-cum-Chief Inspector of Plantation, Assam;

- (d) "Form" means a form appended to these rules;
- (e) "Registered Medical Practitioner" means a Medical practitioner whose name has been enrolled in a register maintained under any law for the time being in force regulating the registration of practitioners of medicine;
- (f) "Section" means a section of the Act;
- (g) All other words and expressions used hereinafter but not defined herein shall have the same meaning as respectively assigned to them in the Act.

**3. Proof-** (i) The fact that a woman is pregnant or has been delivered of a child or has undergone miscarriage or is suffering from illness arising out of pregnancy, delivery, premature birth or child or miscarriage shall be proved by the production of a certificate to that effect from a Registered Medical Practitioner or from a certifying surgeon :

Provided that if the employers so desire they may get the claimant for maternity leave for illness examined by their own Medical Officers;

The certificate shall be in Form "A";

- (ii) The fact that a woman has been confined may also be proved by the production of a certified extract from a birth register maintained under the provisions of any law for the time being in force or a certificate signed by a registered midwife;
- (iii) The fact that a woman has undergone miscarriage may also be proved by the production of a certificate signed by a registered midwife;
- (iv) The fact of death of a woman or a child may be proved by the production of a certificate in Form "B" from the authority mentioned in sub-rule (i) or by the production of a certified extract from a death register maintained under the provisions of any law for the time being in force;
- (v) The certificate from a registered midwife shall be in Form C.

**4. Payment of maternity and other benefit-** (i) The notice required under Section 6 shall be in Form "D";

- (ii) Where the claims admitted, the employer shall make payment of the maternity benefit and any other amount due under the Act to the woman concerned, or to the person nominated, or to her legal representative, as the case may be, and the payments so made shall be duly receipted;

- (iii) The medical bonus shall be paid along with the second instalment of the maternity benefit;
- (iv) The maternity benefit or any other amount payable under Section 7 shall be paid within two months of the date of death of the woman entitled to receive such benefit or amount;
- (v) The wages payable under Section 9 shall be paid to the woman entitled to receive such wages within forty-eight hours of the production of her certificate in Form "A" or "C":

Provided that such wages shall be paid to the workers in plantations on the next pay day which however shall not be later than seven days from the date of publication of the certificates in Form "A" or "C";

- (vi) The wages payable under Section 10 shall be paid within forty-eight hours of the expiry of the period of leave referred to in that section;
- (vii) Wherever the employer rejects or disputes any claim to maternity benefit or any other amount due under the Act, she shall communicate within seven days the fact of such rejection of dispute together with a statement of the circumstances of the case to the nearest Inspector who shall report the fact to the competent authority.

**5. Break for nursing child-** Each of the two breaks mentioned in Section 11 shall be of 15 minutes' duration. An extra sufficient period, depending upon the distance to be covered, shall be allowed for the purpose of the journey to and from the creche or the place where the children are left by woman while on duty. If any dispute arises regarding such extra period, the matter shall be referred to the competent authority for decision.

**6. Duties and powers of Competent Authority and Inspectors-**

(1) The Competent Authority shall be responsible for the administration of these rules throughout the State.

(2) Every Inspector shall discharge his duties within the area assigned to him and shall act under the supervision and control of the competent authority.

(3) Every Inspector shall at each inspection see-

- (a) whether due action has been taken, on every notice given under Section 6;
- (b) whether the register and records prescribed under the rules are correctly maintained;

- (c) whether there have been cases of discharge or dismissal or notice of discharge or dismissal in contravention of the provisions of Section 12 since the last inspection;
- (d) whether the provisions of sub-section (1) of Section 4, sub-section (5) and (6) of Section 6, Sections 8, 9, 10, 11, 13 and 19 have been complied with and whether amounts due have been paid within the prescribed time;
- (e) whether there have been any cases of deprivation of maternity benefit or medical bonus in contravention of sub-section (2) of Section 12; and
- (f) how far the irregularities pointed out at previous inspections have been remedied and how far orders previously issued have been complied with;
- (g) when an Inspector observes any irregularities; he shall issue orders in writing to the employer to rectify the said irregularities within a specified period and to report compliance to the Inspector.

**7. Acts which constitute gross misconduct-** The following acts shall constitute gross misconduct for the purpose of Section 12, viz,-

- (a) wilful destruction of employer's goods or property;
- (b) assaulting any superior or co-worker within the precincts of the Employer's Establishment;
- (c) criminal offence involving moral turpitude resulting in conviction in a court of law;
- (d) theft, fraud, or dishonesty in connection with the employer's business or property; and
- (e) wilful non-observance of safety measures or rules on the subject or wilful interference with safety devices or with firefighting equipment.

**8. Appeal under Section 12-** (1) An appeal under clause (b) of sub-section (2) of Section 12 shall be preferred to the competent authority in Form-E and the appeal shall be handed over personally or sent under a registered cover to the competent authority;

- (ii) The Competent Authority shall furnish a copy of the memorandum of appeal to the employer, call for his reply thereto and ask him to produce documents connected with the issue of the appeal by a fixed date. The Competent Authority may ascertain further details from the employer

as well as from the woman before giving his decision. In case the employer fails to submit his reply or produce the required documents within the specified period, the competent authority may give his decision *ex-parte*.

**9. Complaint and Appeal under Section 17-** (i) A complaint under sub-section (1) of Sec. 17 may be made verbally or in writing.

- (ii) An appeal against the decision of an Inspector under Section 17(2) shall lie to the competent authority and the aggrieved person shall prefer the appeal in writing and file other supporting documents.

**10. Supply of Forms-** The employer shall supply to every woman employed by him at her request free of cost, copies of forms that may be required for the purposes of these rules.

**11. Non-submission of notices, appeals or complaints in the prescribed forms-** Nothing in these rules shall affect the right of a woman entitled to receive maternity benefit or any other amount due under the Act if she fails to submit a notice, appeal, or complaint under the said rules, as the case may be in a prescribed form.

**12. Records-** Records kept under the provisions of the Act and these rules shall be preserved for a period of [three years]<sup>1</sup> from the date of their preparation.

**13. Abstract-** The abstract of the provisions of the Act and these rules required to be exhibited under Section 19 of the Act shall be in Form F and shall be exhibited in such manner as the competent authority may require.

**14. Muster roll-** (i) Every employer shall maintain a muster roll in Form G and shall enter all particulars specified in the form in inspect of all woman workers employed by him;

- (ii) All entries in the muster-roll shall be made in ink and maintained up-to-date, and it shall be made available for inspection by the Inspector at any time during working hours.

**15. Annual returns-** (i) Every employer shall, on or before the 21st day of January in each year, submit to the competent authority and the Inspector for the locality a return in Form H giving information as to the particulars specified in respect of the preceding calendar year;

1. Substituted for the words "two years" vide Notification No. GLR(RC) 87/80/119, dated the 17th May, 1990, Published in A.G. Part IIA, dated 29th August, 1990.

- (ii) If any employer of any establishment sells, abandons, or discontinues of the working of the establishment, he shall, within one month of the date of sale or abandonment or four months of the discontinuance, as the case may be, submit to the competent authority and the Inspectors for the locality a further return in the aforesaid form in respect of the period between the end of the preceding year and the date of sale, abandonment or discontinuance *etc.*

### FORM A

[See Rule 3 (i)]

This is to certify that I examined ..... wife/daughter of ..... a woman employee in ..... (name of establishment) on ..... (date) and found/cannot discover that she is pregnant and is expected to be delivered of a child within (month and days) from the above mentioned date/has undergone miscarriage/has been delivered of a child on ..... (date) or is suffering from ..... (date) from illness arising out of pregnancy/delivery/premature birth of child or miscarriage.

Date ..... Signature, qualification  
and designation of the Medical Officer  
concerned.

Definitions of "child" and "miscarriage" as in the Maternity Benefit Act, 1961 .....

1. "Child" includes a still-born child.
2. "Miscarriage" means expulsion of the contents of a pregnant uterus at any period prior to or during the twenty-sixth week of pregnancy but does not include any miscarriage, the causing of which is punishable under the Indian Penal Code.

### FORM B

[See Rule 3 (iv)]

This is to certify that Smti. .... wife/daughter of ..... employed in ..... (name of establishment) expired on ..... before/during/after confinement. The child died on ..... survives her.

Date ..... Signature, qualification  
and designation of the Medical Officer  
concerned.

### FORM C

[See Rule 3 (v)]

This is to certify that I examined ..... wife/daughter of ..... a woman employee in ..... (name of establishment) and found that she has been delivered of a child/has undergone miscarriage on ..... (date).

Date ..... Signature of registered midwife.

Definition of "child" and "miscarriage" as in the Maternity Benefit Act, 1961 ..... (See under Form 'A').

### FORM D

[See Rule 4 (i)]

Notice under Section 6 of the Maternity Benefit Act, 1961 ..... (name of establishment).

I, ..... (name of woman) wife/daughter of ..... employed as ..... at ..... (name of establishment), hereby give notice that I expect to be confined within six weeks next following from the date of this notice/have given birth to a child on ..... (date) and shall be absent from work from ..... (date). I shall not work in any establishment during the period for which I receive maternity benefit.

2. For the purpose of Section 7, I hereby nominate ..... (here enter the name and address of nominee) to receive maternity

benefit and/or any other amount due to me under the Act in case of my death.

Signature of an Attestor  
in case woman affixes  
thumb impression.

Signature/thumb impression  
of woman.

Date .....

-----  
**FORM E**

[See Rule 8(i)]

To,

The competent authority appointed under the Maternity Benefit Act, 1961.

..... (Address)

Sir,

I, ..... the undersigned woman employee of ..... (name of establishment with full address) having been wrongfully deprived by the employer of maternity benefit or medical bonus or both (strike out unnecessary portion) prefer this appeal under sub-section (2) of Section 12 and request that the said employer be ordered to pay the abovementioned amount to me. A copy of the order of the employer in this behalf is enclosed.

Signature or thumb-impression of the  
woman.

Signature of an Attestor in case the  
woman is unable to sign  
full Address of nominee/legal representative.

Date .....

-----

**FORM F**

[See Rule 13]

(Abstract of the Maternity Benefit Act, and the rules made thereunder)

**1.** No employer shall knowingly employ a woman during the eight weeks immediately following the date of her delivery or miscarriage and no woman shall work in any establishment during the said period.

**2.** No pregnant woman shall on a request being made by her in this behalf, be required by her employer to do during the period of one month immediately preceding the period of eight weeks before the date of her expected delivery and also for any period during this period of eight weeks for which she does not avail of leave of absence, any work which is of an arduous nature or which involves long hours of standing, or which in way is likely to interfere with her pregnancy or the normal development of the foetus, or is likely to cause her miscarriage or otherwise to adversely affect her health.

<sup>1</sup>**3.** (1) Subject to the provisions of the Act, every woman who has actually worked in an establishment of the employer from whom she claims, maternity benefit for a period of not less than ["eighty days"]<sup>2</sup> including the days during which she was laid off under an agreement or as permitted by standing orders under the Industrial Employment (Standing Orders) Act, 1946, or under the Industrial Disputes Act, 1947, and the days on which she has been on leave with full wages earned in the previous year or on Maternity leave or on sick leave, shall be entitled to and her

---

1. Substituted sub-clause (1) of Clause 3, in the "Form F" *vide* Notification No.GLR.485/78/3 dated the 3rd January, 1981, published in the Assam Gazette, dated 4th August, 1981.

**Note:** Before substitution sub-clause (1) of Clause 3, in "FORM F" read as follows-

**3.** (1) Subject to the provisions of the Act, every woman who has actually worked in an establishment of the employer from whom she claims maternity benefit for a period of not less than one hundred and fifty days including the days during which she was laid off, shall be entitled to, and her employer shall be liable for, the Payment of maternity benefit at the rate of her average daily wages, or one rupee a day, whichever is higher for the period of her actual absence not exceeding four weeks immediately preceding and including the day of her delivery and for the eight weeks immediately following the day:

2. Substituted for the words "one hundred and fifty days" *vide* Notification No.GLR(RC) 87/80/119, dated the 17th May, 1990, published in the A.G. Part IIA, dated 29th August, 1990.

employer shall be liable for, the payment of maternity benefit at the rate of her daily wages for the period of her actual absence not exceeding four weeks immediately preceding and including the days of her delivery and also for the the eight weeks immediately following that day :]

Provided that the qualifying period of one hundred and fifty days aforesaid shall not apply to a woman who has immigrated into the State of Assam and was pregnant at the time of immigration :

Provided further that where a woman dies during the period for which maternity benefit is payable to her, the benefit shall be payable only for the days upto and including the day of her death. However, where the woman having been delivered of child, dies during her delivery or during the period of eight weeks immediately following the date of her delivery, leaving behind in either case the child, the employer shall be liable for the payment of maternity benefit for the entire period of eight weeks immediately following the date of her delivery but if the child also dies during the said period then, for the days upto and including the day of the death of the child.

(2) The amount of maternity benefit for the period preceding the date of her expected delivery shall be paid in advance by the employer to the woman on production of a certificate in Form "A" stating that she is pregnant and is expected to be delivered of a child ["within four weeks"]<sup>1</sup> of the date of production of the certificate, and the amount due for the subsequent period shall be paid by the employer to the woman within forty-eight hours of production of the certificate in Form "A" or Form "C" stating that she has been delivered of a child or production of a certified extract from a birth register maintained under the provisions of any law for the time being in force.

**4.** (1) Any woman employed in an establishment and entitled to maternity benefit under the provisions of this Act may give notice in writing in Form "D" to her employer, stating that her maternity benefit and any other amount to which she may be entitled under this Act may be paid to her or to such person as she may nominate in the notice and that she will not work in any

1. Substituted for the words "within six weeks" *vide* Notification No.GLR.485/78/3 dated the 3rd January, 1981, published in the Assam *Gazette*, dated 4th August, 1981.

establishment during the period for which she receives maternity benefit.

(2) In the case of a woman who is pregnant, such notice shall state the date from which she will be absent from work, not being a date earlier than six weeks from the date of her expected delivery.

(3) Any woman who has not given the notice, when she was pregnant may give such notice, as soon as possible after the delivery.

(4) On receipt of the notice, the employer shall permit such woman to absent herself from the establishment until the expiry of eight weeks after the date of her delivery.

**5.** (1) Every woman entitled to maternity benefit under the Act, shall also be entitled to receive from her employer a medical bonus of ["two hundred and fifty rupees"]<sup>1</sup> if no pre-natal, confinement and post-natal care is provided for by the employer free of charge. The medical bonus shall be paid along with the second instalment of the maternity benefit.

(2) In case of miscarriage, a woman shall, on production of a certificate in Form "A" or "C", be entitled to leave with wages at the rate of maternity benefit, for a period of eight weeks immediately following the date of her miscarriage. The wages shall be paid within 18 hours of production of the certificate in Form "A" or Form "C".

(3) A woman suffering from illness, arising out of Pregnancy, delivery, premature birth of child or miscarriage shall on production of a certificate in Form "A" be entitled in addition to the period of absence allowed to her on account of maternity or miscarriage as the case may be, to leave with wages at the rate of maternity benefit for a maximum period of one month. The wages for the leave period shall be paid 48 hours of the expiry of that period.

**6.** Every woman delivered of a child who returns to duty after such delivery shall, in addition to the interval for rest allowed to her, be allowed in the course of her daily work two breaks of 15 minutes duration for nursing the child until the child attains the age of fifteen months. An extra sufficient period depending upon

1. Substituted for the words "twenty five rupees" *vide* Notification No.GLR (RC) 87/80/119, dated the 17th May, 1990, published in the A.G.Part IIA, dated 29th August, 1990.

the distance to be covered, shall be allowed for the purpose of the journey to and from the creche or the place where the children are left by woman while on duty.

**7.** (1) When a woman absent herself from work in accordance with the provisions of the Act, it shall be unlawful for her employer to discharge or dismiss her during or on account of such absent or to give notice, of discharge or dismissal on such a date that the notice will expire during such absence, or to vary to her disadvantage any of the conditions of her service.

(2)(a) The discharge or dismissal of a woman at any time during her pregnancy if the woman but for such discharge or dismissal would have been entitled to maternity benefit or medical bonus shall not have the effect of depriving her of the maternity benefit or medical bonus :

Provided that where the dismissal is for one or more of the following acts the employer may, by order in writing communicated to the woman, deprive her of the maternity benefit or medical bonus or both,-

- (i) wilful destruction of employer's goods or property;
- (ii) assaulting any superior or co-employee at the place of work;
- (iii) criminal offence involving moral turpitude resulting in conviction in a court of law;
- (iv) theft, fraud, or dishonesty, in connection with the employer's business or property; and
- (v) wilful non-observance of safety measures or rules on the subject or wilful interference with safety devices or with firefighting equipment.

(b) Any woman deprived of maternity benefit or medical-bonus or both may, within sixty days from the date on which the order of such deprivation is communicated to her; appeal in Form "E" to the competent authority and the decision of the said authority shall be final.

**8.** If a woman works in any establishment after she has been permitted by her employer or absent herself under the provision of the Act, she shall forfeit her claim to the maternity benefit for such period.

**9.** (1) Any woman claiming that maternity benefit or any other amount to which she is entitled, under the Act and any person

claiming that payment due has been improperly withheld may make a complaint to the Inspector either verbally or in writing.

(2) The Inspector may, on his own motion or on receipt of a complaint make an enquiry or cause an enquiry to be made and if satisfied that any payment has been wrongfully withheld, he may direct the payment to be made in accordance with his orders.

(3) Any person aggrieved by the decision of the Inspector may within thirty days from the date on which such decision is communicated to such person, appeal to the competent authority, whose decision shall be final.

If no such appeal is preferred, the decision of the Inspector shall hold good.

**10.** (a) The employer shall supply to every woman employed by him at her request, free of cost, copies of Forms 'A', 'B', 'C', 'D' and 'E'.

(b) The failure to submit a notice, appeal or complaint in the prescribed Form will not effect the right of a woman entitled to receive maternity benefit or any other amount due under the Act.

**11.** (a) (1) The employer of every establishment in which women are employed shall prepare and maintain a muster roll in Form "G" and shall enter therein particulars of all woman workers in the establishment.

(2) All entries in the muster roll shall be made in ink and maintained up-to-date and it shall always be available for inspection by the Inspector during working hours.

(b) The employer of every establishment shall on or before the 21st day of January, each year submit to the competent authority, Assam and the local; Inspector a return in Form "H" giving information as to the particulars specified in respect of the preceding year.



**FORM G**  
[See Rule 14(i)]  
**Muster Roll**

Name of establishment .....  
Address .....

Sl. No.	Name of Woman	Name of husband/ father	Nature of works in which employed	Date with month and year in which she is employed, laid-off and not employed
1	2	3		
			4(b) During the four weeks immediately before delivery	
			5 Date of first appointment	
				6(a) No. of days employed
				6((b) No. of days laid-off
				6(c) No. of days the woman was in earned leave, maternity leave and sick leave
				6(d) Total no. of days she has worked]
				7 Date on which the woman gives notice under Section 6
				8 Date of discharge or dismissal, if any
				9 Date of production of proof of pregnancy
				10 Date of birth of child
				11 Date of proof of delivery/miscarriage/ death
				12 Date of production of proof of illness referred to in Section 10

1. Substituted *vide* Notification No.GLR.485/78/3, dated 3rd January, 1981.

**FORM G**  
[See Rule 14(i)]  
**Muster Roll**

Name of establishment ..... Address .....  
Date of payment and the amounts paid in respect of maternity benefit, bonus, or wages on account of leave under Section 9 or under Section 10 as the case may be.

	13(a)	Date of payment
	13(b)	Amount paid
	13(c)	To whom paid
	13(d)	Signature to thumb impression of payee
	13(e)	Remarks indicating the nature of payment, whether maternity benefit, bonus, or leave wages as the eaase may be.
	14	Name of person nominated under Section 6
	15	If the woman dies, the date of death
	16	If the child of death
	17	Signature of employer authenticating the entries made
	18	Remarks (for use by the Inspector)

**FORM H**

[See Rule 15(i)]

**Annual returns under the Maternity Benefit Act, 1961  
for the year ending 31st December, 19....**(To be furnished to the Competent Authority and the local  
inspector on or before the 21st January)

1. Name and full address of establishment :-
2. Name of the employer whether proprietor, Manager, Managing Director, or Partners as the case may be and address :-
3. (a) Particulars of medical staff engaged for rendering free pre-natal and post-natal care :-  
(b) Amount spent on (i) diet :-  
(ii) Medicine :-  
(c) Particulars of hospitalisation facilities made available :-
4. Total number of women employed during the year, whether permanently or temporarily :-
5. Number of women who worked for not less than eight days during the twelve months immediately preceding the date of confinement :-  
(The days worked include the days laid off.)
6. Number of women gave notice under Section 6 :-
7. Number of women who were granted permission to absent on receipt of notice of confinement :-
8. Number of claims for maternity benefit paid-  
(a) in part .....  
(b) in full .....
9. Number of claims for maternity benefit rejected :-
10. Number of cases where pre-natal confinement and post-natal care was provided by the management free of charge :-
11. Number of claims for medical bonus paid :-
12. Number of claims for medical bonus rejected :-
13. Number of cases in which leave for miscarriage was granted :-
14. Number of cases in which leave for miscarriage was applied for but was rejected :-
15. Number of cases in which additional leave for illness under Section 10 was granted :-
16. Number of cases in which additional leave for illness under Section 10 was applied for but was rejected :-
17. Number of women who died-(a) before delivery:-  
(b) after delivery:-
18. Number of cases in which payment was made to persons other than the women concerned :-
19. Number of expectant woman discharged of dismissed while working :-
20. Number of women deprived of maternity benefit and/or medical bonus under proviso to sub-section (2) of Section 12 :-
21. Number of cases in which payment was made on the order of the Competent Authority or Inspector :-
22. Total amount paid as :-  
(a) Maternity benefit :-  
(b) Medical bonus :-  
(c) Wages for leave for miscarriage sanctioned under Section 9 :-  
(d) Wages for additional leave sanctioned under Section 10 :-
23. Remarks :-

**Note:** Full particulars of each case and reasons for the action taken under serials 9, 12, 14, 16, 19 and 20, should be given in an appendix.

Date :.....

Signature of employer.

FINANCE (ESTT-A) DEPARTMENT  
DISPUR, GUWAHATI-6.

ORDERS BY THE GOVERNOR

Notification

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

Dated Dispur the 31<sup>st</sup> 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.

  
31/7/15

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

Dated Dispur, the 31<sup>st</sup> 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, 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,  
Mongraabari, Ghy-6.

M. Dey  
22/9/15

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

F. 8814  
22/9/15

Order by the Governor

NOTIFICATION

No FEG.11/2013/Pl-II/33

Dated Dispur, the 16<sup>th</sup> September, 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 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) spells in a calendar year\*.

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

Memo No FEG.11/2013/Pl-II/33 -A

Dated Dispur, the 16<sup>th</sup> September, 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/ *Director of Health Services, Hengrabari, Sry. 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/Liaison officer, Assam House, Shillong/Assam House, Mumbai.
12. To the Principal Secretary, Karbi Anglong Autonomous Council, Diphu/N.C. Hills Autonomous Council, Haflong.
13. The Principal Secretary B.T.C., Kokrajhar Rabha Hasong Autonomous Council, Dudnoi, Goalpara/Lalung (Tiwa) Autonomous Council, Morigaon/Mising Autonomous, Gogamukh, Dheupai.
14. The Director Printing & Stationery, Assam Government Press, Barunimaidata, Ghy-21 for publication in the next issue of Assam Gazette.
15. e-Governance Unit, Finance (Estt.-B) Department for uploading the Notification in Government portal.
16. Director, Information & Public Relation Department for wide publication of the Notification through Press/Radio/T.V.

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

To  
The Principal  
Moirabari College  
Moirabari, Morigaon, Assam  
Date: 02/05/2023

Through the HoD, Political Science, Moirabari College

**Sub: Prayer for Child Care Leave**

Sir,

With due respect, I would like to inform you that I want to avail Child Care Leave from 08-05-2023 to 20-05-2023 (13 days) as my child is in a difficult position to be taken care by a nanny (baby-sitter) alone. Therefore, I humbly request you to kindly sanction a child care leave for the said period.

Hoping for your kind consideration and support.

Thanking you

Sincerely,

*Chandini Pegu*  
(Dr. Chandini Pegu)  
Assistant Professor  
Deptt. of Political Science  
Moirabari College

*Allowed C.C.L. from  
08-05-2023 to 20-05-2023  
subject to approval by the A.B.  
of Moirabari College.  
20/5/23*

*May be allowed*  
*20/5/2023*  
HoD  
Department of Political Science  
Moirabari College  
Morigaon, Morigaon, Assam

To

The Principal

Moirabari College,

Moirabari-782126

Dated, 08<sup>th</sup> June, 2023

Sub- Prayer for Child Care Leave

Sir,

With reference to the subject cited above I have the honour to state a few words for your kind consideration. That sir, I have a eleven years old son studying in class five. Due to my serious illness and long treatment I could not care my child. So, for his smooth development a special care has to be needed towards his education, health and others. Therefore, I cordially request you kindly to grant the Child Care Leave from 12<sup>th</sup> June to 24<sup>th</sup> June, 2023. This is for your kind consideration and favourable action.

Allowed C.C.L. from  
12<sup>th</sup> June to 24<sup>th</sup> June 2023  
subject to approval for the  
A. B. of Moirabari College  
20/6/23

Thanking you.

Yours Faithfully

*Purabi Kalita*

(Purabi Kalita)

Assistant Professor

Dept. of Assamese

Form No. 5  
প্ৰ.সং.নং ৫

GOVERNMENT OF ASSAM

No./নং 3795814

অসম চৰকাৰ



DEPARTMENT OF HEALTH SERVICES

(স্বাস্থ্য সেৱা বিভাগ)

BIRTH CERTIFICATE (জন্মৰ প্ৰমাণ পত্ৰ)

Issued under Section 12/17 of the Registration of Births and Deaths Act, 1969 and Rules 8/13 of the Assam Registration of Births and Deaths Rules, 1999 ( জন্ম-মৃত্যুৰ পঞ্জীয়ন আইন ১৯৬৯ৰ ১২/১৭ অংশ আৰু জন্ম-মৃত্যুৰ পঞ্জীয়ন বিধি, ১৯৯৯ৰ ৮/১৩ অংশত নিশ্চিত )

This is to certify that the following information has been taken from the original record of birth which is the register for (local area/local body) Urban Registration Centre of taluk block Town of District Nagaon of State Assam

(ইয়াৰ দ্বাৰা প্ৰমাণিত কৰা হ'ল যে নিম্ন উল্লেখিত তথ্য অসম ৰাজ্যৰ Nagaon জিলাৰ Town পঞ্জীয়ন

কেন্দ্ৰৰ জন্মৰ মূল অধিকাৰীৰ পৰা সংগৃহীত কৰা হৈছে।

Name/নাম Nibir Nilath Neog

Sex/লিংগ Male

Date of Birth/জন্মৰ তাৰিখ 12/10/2012

Place of Birth/জন্মৰ স্থান N.N.M. Home, Nagaon

Name of Mother/মাতৃৰ নাম Purabi Kalita

Name of Father/পিতৃৰ নাম Dr. Milan Neog

Address of Parents of the Milapur

Permanent address of Parents/ Sonitpur

time of birth of the child Nagaon

(পিতৃ-মাতৃৰ স্থায়ী ঠিকনা) P.S. Gahpur

পিতৃৰ জন্মৰ সময়ত পিতৃ-মাতৃৰ ঠিকনা

Registration No/পঞ্জীয়ন নং 1643 20/11/2012

Sonitpur.

Date of issue/জাৰি হোৱা তাৰিখ 12/12/13

Remarks (মন্তব্য) :

Signature & address of the issuing authority

(কৰ্তৃপক্ষৰ চহী আৰু ঠিকনা)

Seal/মোহৰ Registrar Birth & Death

Urban Medical & Health Officer

Nagaon, Assam

Ensure Registration of every birth and death.

“প্ৰতিটো জন্ম-মৃত্যুৰ পঞ্জীয়ন নিশ্চিত কৰাওক”

AGP. 31/12 DHS. 8,00,000



To

The Principal

Moirabari College,

Moirabari-782126

Dated, 28<sup>th</sup> March, 2022

(Through the Head of the Department, Assamese)

Sub- Prayer for Child Care Leave

Sir,

With reference to the subject cited above I have the honour to state a few words for your kind consideration. That sir, I have a ten years old son studying in class four. Due to his parent's service he has to be alone since after the covid 19 pandemic situation for which reason some psychological impact has been seen upon him. That sir, as a mother it seems to me very important to take some special care giving more time towards him. Therefore, I cordially request you kindly to grant the Child Care Leave from 1<sup>st</sup> April 2022 to 15<sup>th</sup> May 2022 to my child's healthy growth for. This is for your kind consideration and favourable action.

Thanking you.

Yours Faithfully

Note: Birth certificate is enclosed.

Purabi Kalita

(Purabi Kalita)

Assistant Professor

Dept. of Assamese

always offering

28/3/22



Received  
To 2/07/22

The Principal  
Moirabari College  
Morigaon, Assam  
Dated: 09/07/22

CCL : 90 days w.e.f. 8.8.22  
Res. No. 6 (N. 12.7.22)

**Sub: Prayer for Child Care Leave**

Dear sir,

With due respect, I would like to inform you that I am in a difficult position with regard to my baby, as he is too young to be cared by a nanny (baby sitter) or a relative. Therefore, I humbly request you to kindly grant me Child Care Leave for 6 months period starting from 8th August 2022. I shall be highly obliged to you in this regard.

Thanking you

Sincerely,

*Chandini Pegu*  
Dr. Chandini Pegu  
Assistant professor  
Dept. of Political science  
Moirabari College



**PRATIKSHA HOSPITAL**  
Barbari : Bishnumagar : V.I.P. Road, Hengrabari, Guwahati- 781 036

e-mail : [info@pratikshahospitals.com](mailto:info@pratikshahospitals.com)  
: Tel. No. - 0361-7101600, 99540-93556(O)

Sl No 1449/21

## BIRTH DETAILS

*This is to certify that DR. CHANDINI PEGU wife of MR. TIKENDRAJIT MORANG Address - JENGRAI MUKH, PO/PS - JENGRAI MUKH, DIST - MAJULI, PIN - 785105 delivered by LSCS a TERM, MALE baby on 07.11.2021 at 07.28 AM*

*The Birth weight was 3.4 KG*

*Attending Obstetrician - DR. D. J. CHARPHALLIA*

Birth Registration No 1449/21



*[Signature]*  
Medical Officer  
Date - 07.11.2021

N.B. - Please report to Municipal Corporation/DHS Hengrabari for Birth Registration.



NO. 1

GOVERNMENT OF ASSAM  
DEPARTMENT OF HEALTH AND FAMILY WELFARE  
OFFICE OF THE CHIEF REGISTRAR OF BIRTHS AND DEATHS  
GUWAHATI



BIRTH CERTIFICATE

(ISSUED UNDER SECTION 12/17 OF THE REGISTRATION OF BIRTHS & DEATHS ACT, 1969 AND RULE 8/13 OF THE ASSAM REGISTRATION OF BIRTHS & DEATHS RULES 1999)

THIS IS TO CERTIFY THAT THE FOLLOWING INFORMATION HAS BEEN TAKEN FROM THE ORIGINAL RECORD OF BIRTH WHICH IS THE REGISTER FOR OFFICE OF THE CHIEF REGISTRAR OF BIRTHS AND DEATHS GUWAHATI OF TAHSIL/BLOCK GUWAHATI OF DISTRICT KAMRUP METROPOLITAN OF STATE/UNION TERRITORY ASSAM, INDIA.

NAME: NOAL OLUM MORANG

SEX: MALE

DATE OF BIRTH:  
07-11-2021  
SEVENTH-NOVEMBER-TWO THOUSAND TWENTY ONE

PLACE OF BIRTH:  
PRATIKA HOSPITAL, BORBARI, GUWAHATI

NAME OF MOTHER:  
CHANDNI PEGU

NAME OF FATHER:  
TIKENDRAJIT MORANG

MOTHER'S AADHAAR NO:

FATHER'S AADHAAR NO:

ADDRESS OF PARENTS AT THE TIME OF BIRTH OF THE CHILD:  
VILL/P.O- JENGRAIMUKH,  
JENGRAI CHAPORI, MAJULI, JORHAT, ASSAM- 785105

PERMANENT ADDRESS OF PARENTS:  
VILL/P.O- JENGRAIMUKH,  
JENGRAI CHAPORI, MAJULI, JORHAT,  
ASSAM- 785105

REGISTRATION NUMBER:  
D-2021-18-90227-001996

DATE OF REGISTRATION:  
04-12-2021

REMARKS (IF ANY):  
TOB - 07:28 AM

DATE OF ISSUE:  
04-12-2021

ISSUING AUTHORITY: *PS B. Barua*  
REGISTRAR (BIRTH & DEATH)

OFFICE OF THE CHIEF REGISTRAR OF BIRTHS AND DEATHS GUWAHATI

UPDATED ON:  
04-12-2021 12:14:32



Registrar of Births & Deaths  
O/o the Chief Registrar of Births & Deaths  
Assam, Hengrabari, Guwahati-36

"THIS IS A COMPUTER GENERATED CERTIFICATE."  
"THE GOVT. OF INDIA MIBS CIRCULAR NO. 1/12/2014-VS(GRS) DATED 27-JULY-2015 HAS APPROVED THIS CERTIFICATE AS A VALID LEGAL DOCUMENT FOR ALL OFFICIAL PURPOSES".

ENSURE REGISTRATION OF EVERY BIRTH AND DEATH



To  
The Principal  
Moirabari College,  
Moirabari-782126  
Dated, 13<sup>th</sup> July, 2022

Received  
13/07/22  
CCL  
1.4.22 to 15.5.22  
Reg. No. 6 dt. 31.3.12

⑤ → 11.10.22 to 30.11.22  
Res. No. 6 dt.  
12.7.22

Sub- Prayer for Child Care Leave

Sir,

With reference to the subject cited above I have the honour to state a few words for your kind consideration. That sir, I have a ten years old son studying in class four. Due to my serious illness and long treatment I could not care my child. So, for his smooth development a special care has to be needed towards his education, health and others. Therefore, I cordially request you kindly to grant the Child Care Leave from 11<sup>th</sup> October to 30<sup>th</sup> November 2022. This is for your kind consideration and favourable action.

Thanking you.

Yours Faithfully

Purabi Kalita

(Purabi Kalita)

Assistant Professor

Dept. of Assamese

Form No. 5

প্র-পত্র নং ৫

GOVERNMENT OF ASSAM

No./নং: 3795814

অসম চনকাল



DEPARTMENT OF HEALTH SERVICES

(স্বাস্থ্য সেবা বিভাগ)

BIRTH CERTIFICATE (জন্মৰ প্ৰমাণ পত্ৰ)

Issued under Section 12/17 of the Registration of Births and Deaths Act, 1969 and Rules 8/14 of the Assam Registration of Births and Deaths Rules, 1969 (অসম-মৃত্যুৰ পঞ্জীয়ন আইন ১৯৬৯ৰ ১২/১৭ অংশ আৰু অসম-মৃত্যুৰ পঞ্জীয়ন বিধি, ১৯৬৯ৰ ৮/১৩ অংশত নিৰ্ধাৰিত)

This is to certify that the following information has been taken from the original record of birth which is the register for (local area/local body) Nagan Registration Centre of Taluk block..... Town..... of District..... Nagan..... of State Assam.....

(ইয়ান দ্বাৰা প্ৰমাণিত কৰা হ'ল যে নিম্ন উল্লেখিত তথ্য অসম নগাল..... জিলাৰ..... পঞ্জীয়ন

গোটেই জন্মৰ মূল অধিকাৰত পৰা সংগৃহীত কৰা হৈছে।

Name/নাম Nibur Nilabi Neog, Sex/লিঙ্গ Male  
 Date of Birth/জন্মৰ তাৰিখ 12/10/2012 Place of Birth/জন্মৰ স্থান N.N.S.M. Home, Nagan  
 Name of Mother/মাতৃৰ নাম Purabi Kalita Name of Father/পিতৃৰ নাম Dr. Milan Neog  
 Address of Parents of the time of birth of the child Milapur Permanent address of Parents (নিৰ-মাতৃৰ স্থায়ী ঠিকনা) Sronluguri  
 শিশুটিৰ জন্মৰ সময়ত শিঙা-মাতৃৰ ঠিকনা Nagan P.S. Gahpur  
 Registration No./পঞ্জীয়ন নং 1643 20/11/2012 Sonitpur.  
12/13

Remarks (মন্তব্য) :

Signature & address of the issuing authority  
 (কর্তৃপক্ষৰ চহী আৰু ঠিকনা)  
 Registrar Birth & Death  
 Urban Medical & Health Officer  
 Nagan

Ensure Registration of every birth and death.  
"ভাৰতীয় অসম মৃত্যুৰ পঞ্জীয়ন নিশ্চিত কৰাওক"

SGP. 31/12 DHS. 8,00,000

To,

The Principal,  
Moirabari College,  
Moirabari, Morigaon.

Through the Head of the Deptt, Geography Department, Moirabari College)

Dated, Moirabari, the 17<sup>th</sup> October, 2019

Request for granting Child Care Leave on with effect from 01 /11/2019 to 15/12/2019.

Sir,

With reference to the subject cited above, I have the honour to request you kindly to make necessary arrangement to grant Child Care Leave for me with effect from 01 /11/2019 to 15/12/2019 to look after my elder son during his preparation for Higher Secondary (Science) Examination under AHSEC which will be held during February/2020

This is for favour of your necessary action.

Enclosed: Copy of Birth certificate of my elder son

Yours faithfully

*Mala Moni Kalita*

(Mala Moni Kalita, M A, M Phil)  
Assistant Professor,  
Deptt. Of Geography,  
Moirabari College, Morigaon

To.  
Principal,  
Please allow leave  
as prayed.

*[Signature]*  
17/10/19  
Head of Deptt. Geography  
Moirabari College

To  
Mr. Inaluddin  
CLL may be allowed  
Subject to approval  
21/10/19



Form No. 3

সংখ্যা নং ৩

GOVERNMENT OF ASSAM

অসম চৰকাৰ

No./নং 1162269



DEPARTMENT OF HEALTH SERVICES

(স্বাস্থ্য সেৱা বিভাগ)

BIRTH CERTIFICATE (জন্ম প্রমাণ পত্ৰ)

Issued under Section 12/17 of the Registration of Births and Deaths Act, 1969 and Rules 8/13 of the Assam Registration of Births and Deaths Rules, 1999 ( অসম-মৃত্যুৰ পঞ্জীয়ন আইন ১৯৬৯ৰ ১২/১৭ অংশ আৰু ১৯৯৯ৰ ৮/১৩ অংশত নিৰ্দিষ্ট )

This is to certify that the following information has been taken from the original record of birth which is the register for (local area/local body) of tahsil/Block of District of State of Assam

Name/নাম: Gyarakur J. Bera. Sex/লিংগ: Male

Date of Birth/জন্ম তাৰিখ: 18/10/2002. Place of Birth/জন্ম স্থান: E.M.H. Hospital

Name of Mother/মাতৃ নাম: Malamoni Kalita. Name of Father/পিতৃ নাম: Jyoti Bera

Address of Parents of the time of birth of the child: Berapuri. Permanent address of Parents: Berapuri

Registration No/পঞ্জীয়ন নং: 2598. Date of issue/তাৰিখ হোৱা তাৰিখ: 18/11/2002

Remarks (বৰ্ত্তা):

Signature & address of the issuing authority: Secndra

Seal/Registrar of Birth & Death: Berapuri Municipal Board

Ensure Registration of every birth and death. "প্রতিটো জন্ম-মৃত্যুৰ পঞ্জীয়ন নিশ্চিত কৰাওক"

To,

The Principal,  
Moirabari College,  
Moirabari, Morigaon.

(Through the Head of the Deptt, Geography Department, Moirabari College)

Dated, Moirabari, the 17<sup>th</sup> October, 2019

Request for granting Child Care Leave on with effect from 01/11/2019 to 15/12/2019.

Sir,

With reference to the subject cited above, I have the honour to request you kindly to make necessary arrangement to grant Child Care Leave for me with effect from 01/11/2019 to 15/12/2019 to look after my elder son during his preparation for Higher Secondary (Science) Examination under AHSEC which will be held during February/2020

This is for favour of your necessary action.

Enclosed: Copy of Birth certificate of my elder son

Yours faithfully

*Mala Moni Kalita*

(Mala Moni Kalita, M A, M Phil)  
Assistant Professor,  
Deptt. Of Geography,  
Moirabari College, Morigaon

To.  
Principal,  
Please allow leave  
as prayed.

*[Signature]*  
17/10/19  
15/12/19  
Moirabari College

To  
Mr. Jalaluddin  
CLL may be allowed  
Subject to approval of 15/12/19

21/10/19

Form No. 5

শ.প.স.স.স.স.

GOVERNMENT OF ASSAM

অসম চৰকাৰ

No./নং 1162269



DEPARTMENT OF HEALTH SERVICES

(স্বাস্থ্য সেৱা বিভাগ)

BIRTH CERTIFICATE (জন্মৰ প্ৰমাণ পত্ৰ)

Issued under Section 12/17 of the Registration of Births and Deaths Act, 1969 and Rules 8/13 of the Assam Registration of Births and Deaths Rules, 1999 ( অসম-মৃত্যুৰ পঞ্জীয়ন আইন ১৯৬৯ৰ ১২/১৭ অংশ আৰু অসম-মৃত্যুৰ পঞ্জীয়ন বিধি, ১৯৯৯ৰ ৮/১৩ অংশত বিধিবদ্ধ )

This is to certify that the following information has been taken from the original record of birth which is the registrar for (local area/local body.....) tahsil/

Block..... Tezpur NB. of District..... Bongaigaon of State..... Assam

(ইয়াৰ দ্বাৰা প্ৰমাণিত কৰা হ'ল যে নিম্ন উল্লেখিত তথ্য অসম ৰাজ্য..... জিলা..... পঞ্জীয়ন

কোঠাৰ অধৰ মত অধিকাৰীৰ পৰা সংগ্ৰহ কৰা হৈছে।)

Name/নাম - Lysa Bora Sex/লিংগ - Male

Date of Birth/জন্মৰ তাৰিখ - 21/10/2002 Place of Birth/জন্মৰ স্থান - T.M.R. Hospital

Name of Mother/মাতৃৰ নাম - Malamoni Kalita Name of Father/পিতৃৰ নাম - Gokul Bora

Address of Parents of the time of birth of the child - Tezpur Permanent address of Parents/ (পিতৃ-মাতৃৰ স্থায়ী ঠিকনা) - Tezpur

শিশুটিৰ জন্মৰ সময়ত পিতৃ-মাতৃৰ ঠিকনা - Bongaigaon

Registration No./পঞ্জীয়ন নং - 2598

Date of issue/অপসি হোৱা তাৰিখ - 18/11/2002

Remarks (মন্তব্য) :

Signature & address of the issuing authority (স্বাক্ষৰকৰ চহী আৰু ঠিকনা)

Seal/Registrar of Birth & Death, Tezpur Municipal Board

Ensure Registration of every birth and death. "সকলো জন্ম-মৃত্যুৰ পঞ্জীয়ন নিশ্চিত কৰাওক"

The Principal, Moirabari college, Moirabari  
Moirabari.

Through the Head of the Department)

Dated, Moirabari the 16th Dec/2019

Sub: Request for extending Child Care  
Leave on with effect from 16/12/2019  
to 05/03/2020.

Sir,

With reference to the subject cited  
above, I have the honour to request you  
kindly to make necessary arrangement  
to extend my Child Care Leave effect  
from 16/12/2019 to 05/03/2020, to look after  
my elder son during his preparation  
for Higher Secondary (Science) Examina-  
-tion under AHSEC which will be held  
from 12/02/2020. It may be mentioned  
here that I have been availing Child  
Care Leave during the period from  
01/11/2019 to 15/12/2019.

This is for favour of your necessary  
action.

Yours faithfully,

Mala Mani Kalita  
Assistant Professor  
Dept. of Geography,  
Moirabari college,  
Moirabari.

Recommended to  
Principal sir for necessary action

16/12/19

Head  
of Geography  
in College

B. Jo.  
11/11/19

The principal  
Moitabari College, Moitabari  
Moriganon 782105

Dated 11 Nov. 2019

Sub: Application for grant of CCL.

Sir,

With due respect, I want to bring to your notice that I have a 7 years old kid and his examination is coming soon. I have no support from my family to look after him and I have not able to make an alternative arrangement to take care him in my duty time. So, I humbly request you to consider my condition and sanction a child care leave for a period of ~~18 Nov-30 days~~<sup>16 days</sup>. This will help me to take care of my growing kid.

Thanking you.

N.B. - The birth certificate is enclosed.

11/11/2019

Yours sincerely  
purabi kalita  
Assistant professor  
Dept. of Assamese



DEPARTMENT OF HEALTH SERVICES

স্বাস্থ্য সেবা বিভাগ

BIRTH CERTIFICATE (১৯৭৬ সালৰ বাবে)

I hereby certify that the following information has been taken from the original record of birth which is the register for local area (local body) of Milan Registration Centre of Assam.

This is to certify that the following information has been taken from the original record of birth which is the register for local area (local body) of Milan Registration Centre of Assam.

Name: Nikin Nilabh Neog Sex: Male  
 Date of Birth: 12/10/2012 Place of Birth: N.P. 3, M. Home, Nagpur  
 Name of Mother: Purabi Kalita Name of Father: M. Milan Neog  
 Address of Parents of the child: Milapur, Nagpur Permanent address: Simaluguri, P.S. Gauhpur, Sonitpur.  
 Registration No.: 1643 Dt: 20/11/2012  
12/13

Remarks (১৯৭৬):

Signature & address of the issuing authority

(স্বাক্ষৰ কৰা হৈছে স্বাস্থ্য বিভাগ)

Seal/চহুৰা

Registrar Birth & Death

স্বাস্থ্য বিভাগৰ বিষয়া

১২/১৩

Ensure Registration of every birth and death

জন্ম আৰু মৃত্যুৰ প্ৰতিটোকে নিশ্চিতভাৱে পঞ্জীয়ন কৰা হওক

To,

The Principal,  
Moirabari College,  
Moirabari, Morigaon.

CCL allowed

*[Signature]*  
06/01/18

(Through the Head of the Deptt. Geography Department, Moirabari College)

Dated, Moirabari, the 17<sup>th</sup> January, 2018

Sub: Request for granting Child Care Leave on with effect from 18/01/2018 to 09/03/2018.

Sir,

With reference to the subject cited above, I have the honour to request you kindly to make necessary arrangement to grant Child Care Leave for me with effect from 18/01/2018 to 09/03/2018 to look after my elder son during his Matriculation Examination under SEBA which is scheduled to be held from 16/02/2018 to 08/03/2018

This is for favour of your necessary action.

Enclosed: Copy of Birth certificate of my elder son

Yours faithfully

*Mala Moni Kalita*

(Mala Moni Kalita, M A. M Phil)  
Assistant Professor,  
Deptt. Of Geography,  
Moirabari College, Morigaon

To, Principal,  
Please allow him  
as prayed.

*[Signature]*  
Head of the Deptt.  
Deptt. of Geography  
Moirabari College

Form No. 5

প্ৰ-পত্ৰ নং

GOVERNMENT OF ASSAM

অসম চৰকাৰ

No/নং: 1162269



DEPARTMENT OF HEALTH SERVICES

(স্বাস্থ্য সেৱা বিভাগ)

BIRTH CERTIFICATE (জন্মৰ প্ৰমাণ পত্ৰ)

Issued under Section 12/17 of the Registration of Births and Deaths Act, 1969 and Rules 8/13 of the Assam Registration of Births and Deaths Rules, 1999 ( জন্ম-মৃত্যুৰ পঞ্জীয়ন আইন ১৯৬৯ৰ ১২/১৭ অংশ আৰু জন্ম-মৃত্যুৰ পঞ্জীয়ন নিৰ্দি, ১৯৯৯ৰ ৮/১৩ অংশত লিখিবদ্ধ )

This is to certify that the following information has been taken from the original record of birth which is the register for (local area/local body) Tezpur KB of District Tezpur of State Assam (ইয়ালৈ দ্বাৰা প্ৰমাণিত কৰা হ'ল যে নিম্ন উল্লেখিত তথ্য অসম ৰাজ্যৰ Tezpur জিলাৰ Tezpur KB প্ৰতিষ্ঠানৰ মূল অৰ্জিৰ পৰা সংগ্ৰহ কৰা হৈছে।)

Name/নাম Syambur Kur J. Bora Sex/লিংগ Male  
 Date of Birth/জন্মৰ তাৰিখ 21/10/2002 Place of Birth/জন্মৰ স্থান Tezpur Hospital  
 Name of Mother/মাতৃৰ নাম Malamoni Kalita Name of Father/পিতৃৰ নাম Jagan Bora  
 Address of Parents of the time of birth of the child Tezpur Permanent address of Parents (পিতৃ-মাতৃৰ স্থায়ী ঠিকনা) Tezpur  
 Registration No/পঞ্জীয়ন নং 2598  
 Date of issue/প্ৰতি হোৱা তাৰিখ 18/7/2002  
 Remarks (মন্তব্য) :

Signature & address of the issuing authority  
 (কৰ্তৃপক্ষৰ চহী আৰু ঠিকনা)  
 Seal/মুদ্ৰা Registrar of Birth & Death  
Tezpur Municipal Board

Ensure Registration of every birth and death.  
 "প্ৰতিটো জন্ম-মৃত্যুৰ পঞ্জীয়ন নিশ্চিত কৰাওক"



The principal  
Moitabari College, Moitabari  
Morugaon 782105

Dated 11 Nov. 2019

Sub: Application for grant of CCL.

Sir,

With due respect, I want to bring to your notice that I have a 7 years old kid and his examination is coming soon. I have no support from my family to look after him and I have not able to make an alternative arrangement to take care him in my duty time. So, I humbly request you to consider my condition and sanction a child care leave for a period of ~~18 Nov-30 days~~<sup>16 days</sup>. This will help me to take care of my growing kid.

Thanking you.

H.B. - The birth certificate is enclosed.

11/11/2019

Yours sincerely  
Purabi Kalita  
Assistant professor  
Dept. of Assamese.



DEPARTMENT OF HEALTH SERVICES

(স্বাস্থ্য সেবা বিভাগ)

BIRTH CERTIFICATE (জন্ম সনদ পত্র)

Issued under Section 12/17 of the Registration of Births and Deaths Act, 1939 and Rules 8/13 of the Assam Registration of Births and Deaths Rules, 1939 (অসম জন্ম মৃত্যু নিবন্ধন আইন ১৯৩৯ এবং নিয়ম ৮/১৩ এবং অসম জন্ম মৃত্যু নিবন্ধন নিয়ম ১৯৩৯)

This is to certify that the following information has been taken from the original record of birth which is the register for local area of Nagaon Registration Centre of Nagaon

Town of District Nagaon of State Assam

Name/নাম Nibir Nilabi Neog

Sex/লিঙ্গ Male

Date of Birth/জন্ম তারিখ 12/10/2012

Place of Birth/জন্ম স্থান N. N. & M. N. Home, Nagaon

Name of Mother/মাতৃ নাম Lurabi Kalita

Name of Father/পিতৃ নাম Dr. Milan Neog

Address of Parents of the time of birth of the child Milapur Nagaon

Permanent address of Parents Gonitguri

Registration No/নিবন্ধন নং 1643 of 20/11/2012

P.S. Guhpur

Remarks (মন্তব্য) 12/12/13

Signature & address of the issuing authority

(স্বাক্ষর করা হইবে)

Seal/সীল Registrar Birth & Death

Public Health & Health Officer

Ensure Registration of every birth and death

প্রতি  
অধ্যক্ষ মহোদয়,  
মৈবাবাৰী মহাবিদ্যালয়, মৈবাবাৰী-৭৮২১২৬

দিনাংক- ১৭ মে, ২০২২

(বিভাগীয় মূৰব্বী অধ্যাপকৰ জড়িয়তে)

বিষয়- আৰ্জিত ছুটি (E. L.) বিচাৰি আবেদন

মহোদয়,

সন্মান সহকাৰে আপোনাক জনাব খুজিছে যে মোৰ শাৰীৰিক অসুস্থতাৰ হেতু যোৱা ২৫ এপ্রিল, ২০২২ তাৰিখ সোমবাৰৰ পৰা গুৱাহাটীৰ নেমকেয়াৰ হাস্পাতালত ড. বি. এন চৌধুৰীৰ তত্ত্বাবধানত চিকিৎসা অব্যাহত আছে। তৎসৰেও ঔষধৰ নানা পাৰ্শ্বক্রিয়াত স্বাস্থ্যৰ অকনতি হৈ আছে। সেয়ে, মহোদয়ক অনুৰোধ জনাব বিচাৰিছে, যাতে মোক সন্মত ৯ জুন, ২০২২ তাৰিখলৈ আৰ্জিত ছুটি মঞ্জুৰ কৰি কৃতার্থ কৰে যেন। এয়ে মহোদয়ৰ ওচৰত বিনয় গোহাৰি।

আপোনাৰ বিশ্বাসী  
শ্ৰীচৰী বৰনিজ

(পূৰ্ববী কলিতা)  
সহকাৰী অধ্যাপিকা  
অসমীয়া বিভাগ

(বি.প্র : চিকিৎসা সংক্রান্তীয় নথি-পত্ৰ আবেদনৰ লগত সংলগ্ন কৰা হৈছে।)

প্রতি

অধ্যক্ষ মহোদয়,

মৈবাবাৰী মহাবিদ্যালয়, মৈবাবাৰী-৭৮২১২৬

দিনাংক- ১২ জুন, ২০২২

(বিভাগীয় মূৰব্বী অধ্যাপকৰ জড়িয়তে)

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আপোনাৰ বিশ্বাসী

পূৰ্বী বশ্নিতা

(পূৰ্বী কলিতা)

সহকাৰী অধ্যাপিকা  
অসমীয়া বিভাগ

(বি.প্র : চিকিৎসা সংক্রান্তীয় নথি-পত্ৰ আবেদনৰ লগত সংলগ্ন কৰা হৈছে।)

**Dr. Mridusmita Khatanar**

Physician and Diabetologist  
MBBS, DNB (Sir Ganga Ram Hospital, New Delhi)  
Dip. In Clinical Endocrinology and Diabetology  
(Royal College of Physician, UK)  
MNAMS.  
Regd. No.-26651



9176583767  
**PRANAB MEDICAL HALL**

MISSION MARKET,  
NAGAON - 782001 (ASSAM)  
Mobile :- 6003626648

Clinical Note :

Ms. Puabi Kalita 40/F

Date 4/6/2022

Presented with Chronic Diarrhoea / + Freq. of stools :- 4-5 times

No loss of wt (+) (11 kgs in 5 months)

No loss of appetite (+)

↓

on Investigating,

Stool Calprotectin (+) ve.

TSH - 126

LT - (-)

Anti TTG IgA - Neg

Colonoscopy - Rectal erosion with

Multiple ulcer terminal ileum.

Ps - Transmural Inflammation with

Lymphocytes, Plasma cell, Eosinophil.

CECT Abd - Well defined mass (37 x 26) mm

mass @ Adrenal gland in area of Neov. (N)

IAFB - x-ray basal - MIB Not detected.

Visiting Hours : 4 P.M. to 7 P.M.

1. Please bring this prescription in your next visit. 2. Not for Medicolegal Purpose.

To

The Principal

Moirabari College, Moirabari

Dated the 2<sup>nd</sup> March, 2022, Moirabari

- Through the HoD, Dept of the Assamese

Sub : Prayer for Earn leave.

Sir,

In reference to the subject cited above, I have the honour to state that I am going to submit my Ph.D thesis on or before 29<sup>th</sup> March, 2022. But it seems to me very difficult to drive my regular college duty and Ph.D work simultaneously. Therefore, I cordially request you to grant me a fifteen days Earn leave from 03.03.22 to 17.03.22. for which I shall remain oblige to you.

Thank you.

Yours faithfully

*Purabi Kalita*

(Purabi Kalita)

Assistant Professor, Dept. of Assamese

Moirabari College, Moirabari

A  
2/03/2022

প্রতি

অধ্যক্ষ মহোদয়,

মৈবাবাবী মহাবিদ্যালয়, মৈবাবাবী-৭৮২১২৬

দিনাংক- ১৭ মে, ২০২২

(বিভাগীয় মূৰব্বী অধ্যাপকৰ জড়িয়তে)

বিষয়- আৰ্জিত ছুটি (E. L.) বিচাৰি আবেদন

মহোদয়,

সন্মান সহকাৰে আপোনাক জনাব খুজিছোঁ যে মোৰ শাৰীৰিক অসুস্থতাৰ হেতু যোৱা ২৫ এপ্রিল, ২০২২ তাৰিখ সোমবাৰৰ পৰা গুৱাহাটীৰ নেমকেয়াৰ হাস্পাতালত ড. বি. এন চৌধুৰীৰ তত্ত্বাবধানত চিকিৎসা অধ্যাহৃত আছে। তৎসৰেও ঔষধৰ নানা পাৰ্শ্বক্রিয়াত স্বাস্থ্যৰ অৰুন্নতি হৈ আছে। সেয়ে, মহোদয়ক অনুৰোধ জনাব বিচাৰিছোঁ, যাতে মোক সদ্যহতে ১৬ জুন, ২০২২ তাৰিখলৈ আৰ্জিত ছুটি মঞ্জুৰ কৰি কৃতার্থ কৰে যেন। এয়ে গোহাৰি।

আপোনাৰ বিশ্বাসী

*প্ৰীতি বৰদলৈ*

(পূৰ্বী কলিতা)  
সহকাৰী অধ্যাপিকা  
অসমীয়া বিভাগ

(বি.দ্র : চিকিৎসা সংক্রান্তীয় নথি-পত্ৰ আবেদনৰ লগত সংলগ্ন কৰা হৈছে।)

PD  
31/5/2022

Follow up  
Kumalo,  
11/05/22

UHID : NCH/70303 OP No. O-22/45539 Patient's Name : Mrs. PURABI KALITA Age : 40 Yrs / Gender : Female C/O DR MILAN NEOG Add : HAIBARGAON PO.HAIBARGAON PS.HAIBARGAON Dist.NAGAON,ASSAM 782002 Ph : 9854463815, Date of Visit : 25-APR-22	Consultant : DR. B.N. CHOUDHURY MD(Med),DM(Gastro)AIIMS,New Delhi Regn.No. 11846(AMC) Dept.of GASTROENTEROLOGY
	Height (Ft) :                      Pulse : Weight (Kg) :                      Temp (°F) : BP :                                      SPO2 :

Symptoms:  
 ch. Diarrhoea.  
 also. Abn abt

Physical Examination:  
 Anorexia.  
 weight loss.

PR-78  
 RD-110/70  
 DIA-Soft  
Provisional Diagnosis:  
 1. IBS

Nb-11.6. Tlc-5000  
 Iron-34  
 TSH-1.26

LEU-12  
 Stool Calprotectin +ve

Procedures:  
 antiTTG - Neg

Next Visit Date :

Rx

1. Acc [ Hb, Tlc, Dic, ESR.  
Date [ S. Iron, anti TTG (IgA).  
 [ LFT, TSH.  
 [ Stool Calprotectin.

2. T. Nexpro 40 tabs daily before breakfast x 4 wks

T. Rulga x 550mg  
 1 tab twice daily after food x 8 wks

T. Librax.  
 1 tab twice daily for 1 month

T. Feromic XT.  
 1 tab daily after food x 1 month

25/11/2022

Dedicated Patient Care



DEPARTMENT OF LABORATORY SCIENCES-NHPL

Patient Name	Mrs. Purabi Kalita	Lab No	2438345
UHID	200194009	Sample Date	26/04/2022 12:21PM
Age/Gender	40 Yrs/Female	Receiving Date	26/04/2022 12:39PM
Bed No / Ward	OPD	Report Date	26/04/2022 1:23PM
Referred By	Dr. Bikash Narayan Choudhury	Report Status	Final

Clinical Pathology

FAECAL - CALPROTECTIN

Result : Positive > 50 and < 200 µg/g.

Method : Immunochromatographic assay.

Reference Range :

Value	Result	Interpretation of the results
≤ or = 50 µg/g	Negative	Calprotectin marker is not present in patient sample, which might mean neither active gastrointestinal inflammation, nor risk of relapse (CD or UC relapse), nor graft or transplantation rejection.
≥ or = 200 µg/g	Positive	High quantity of calprotectin marker is present in patient sample, which might mean active gastrointestinal inflammation, risk of relapse in clinical remission, graft rejection or transplantation rejection.
> 50 and < 200 µg/g	Positive	Calprotectin marker present in patient sample, which might mean active gastrointestinal inflammation.

Interpretation(s)

FAECAL CALPROTECTIN, STOOL-Calprotectin is a calcium-binding protein secreted predominantly by neutrophils and monocytes. Fecal calprotectin is a direct measure of inflammation in the gut and is directly correlates to disease activity in Inflammatory Bowel Disease (IBD). As such, calprotectin has been called "the ESR (Erythrocyte Sedimentation Rate) of the gut." Elevations can be caused by IBD, infection, polyps, neoplasia or NSAID usage.

Clinical Utility:

- \*Fecal calprotectin assay has a relatively high specificity and sensitivity (approximately 90%) for distinguishing between non-inflammatory bowel disorders (e.g. irritable bowel syndrome) and inflammatory bowel disease (e.g. ulcerative colitis and Crohn's disease). Therefore allows for clear distinction of both the diseases.
- \*Calprotectin is also elevated in some cases of GI tract malignancy (e.g. colorectal cancer).
- \*It is regularly raised in active IBD.
- \*Faecal calprotectin concentrations relate well to disease activity in the inflammatory bowel diseases and can therefore be used to monitor therapy.



(NABH Certified Hospital)

CALL CENTRE NO. 88 22 201 201  
FOR APPOINTMENT & OTHER INFORMATIONS

DEPARTMENT OF LABORATORY SCIENCES-NHPL

Patient Name	Mrs. Purabi Kalita	Lab No	2438345
UHID	200194009	Sample Date	26/04/2022 12:21PM
Age/Gender	40 Yrs/Female	Receiving Date	26/04/2022 12:39PM
Bed No / Ward	OPD	Report Date	26/04/2022 1:23PM
Referred By	Dr. Bikash Narayan Choudhury	Report Status	Final

Clinical Pathology

Limitations :

- \*Other intestinal ailments, including GI infections and colorectal cancer, can result in elevated concentrations of faecal calprotectin
- \*Diagnosis of IBD cannot be established solely on the basis of an abnormal calprotectin results.
- \*Patients with IBD fluctuate between active and inactive stages of disease. Hence faecal calprotectin results may also fluctuate.
- \*GI bleeding of as much as 100 mL per day will increase the faecal calprotectin levels by only 15 mg/kg.
- \*A negative result is not meaningful because of it is possible the human calprotectin concentration in the stool sample is lower than the cutoff values. If symptoms or situation still persist, calprotectin determination should be carried out invasive techniques. Negative results do not exclude inflammation, some disease such as celiac sprue and microscopic colitis polyps that mainly involve mononuclear inflammation.
- \*Mucous stool samples may cause non-specific reactions in the test. Every mucous stool sample whose result is positive should be followed up with other techniques of diagnosis to confirm the result.

\*\* End Of Report \*\*

Dr. Nabanita Deka  
MBBS, DCP

EL : 60 dys w.e.f. 5.5.22  
(5.5.22 to 3.7.22)  
Res. no. 6 dt. 12.7.22

To  
The Principal  
Moirabari College  
Morigaon, Assam  
Dated: 02/05/22

Sub: Prayer for Earned leave

Dear Sir,

With due respect I would like to inform you that I am in a difficult position with regard to my baby, as he is too young to be cared by a nanny (baby sitter) or a relative. Therefore, I humbly request you to kindly grant me Earned leave for 60 days, starting from 05-05-2022.

I shall be highly obliged to you in this regard.

Thanking you

Sincerely,  
*Chandini Pegu*  
Dr. Chandini Pegu

Assistant professor  
Department of Political science  
Moirabari College

Received  
02/05/22



NO. 1

GOVERNMENT OF ASSAM  
DEPARTMENT OF HEALTH AND FAMILY WELFARE  
OFFICE OF THE CHIEF REGISTRAR OF BIRTHS AND DEATHS  
GUWAHATI

FORM-5



BIRTH CERTIFICATE

(ISSUED UNDER SECTION 12/17 OF THE REGISTRATION OF BIRTHS & DEATHS ACT, 1969 AND RULE 8/13 OF THE ASSAM REGISTRATION OF BIRTHS & DEATHS RULES 1999)

THIS IS TO CERTIFY THAT THE FOLLOWING INFORMATION HAS BEEN TAKEN FROM THE ORIGINAL RECORD OF BIRTH WHICH IS THE REGISTER FOR OFFICE OF THE CHIEF REGISTRAR OF BIRTHS AND DEATHS GUWAHATI OF TAHSIL/BLOCK GUWAHATI OF DISTRICT KAMRUP METROPOLITAN OF STATE/UNION TERRITORY ASSAM, INDIA.

NAME: NOAL OLUM MORANG

SEX: MALE

DATE OF BIRTH:

07-11-2021

SEVENTH NOVEMBER TWO THOUSAND TWENTY ONE

PLACE OF BIRTH:

PRATIKSHA HOSPITAL, BOBBARI, GUWAHATI

NAME OF MOTHER:

CHANDINI PEGU

NAME OF FATHER:

TIKENDRAJIT MORANG

MOTHER'S AADHAAR NO:

FATHER'S AADHAAR NO:

ADDRESS OF PARENTS AT THE TIME OF BIRTH OF THE CHILD:

VILL/P.O- JENGRAIMUKH,

JENGRAI CHAPORI, MAJULI, JORHAT, ASSAM- 785105

PERMANENT ADDRESS OF PARENTS:

VILL/P.O- JENGRAIMUKH,

JENGRAI CHAPORI, MAJULI, JORHAT,

ASSAM- 785105

REGISTRATION NUMBER:

B-2021-18-90227-001996

DATE OF REGISTRATION:

04-12-2021

REMARKS (IF ANY):

TOB - 07:26 AM

DATE OF ISSUE:

04-12-2021

ISSUING AUTHORITY:

*Pratiksha B. Sarma*  
REGISTRAR (BIRTH & DEATH)

OFFICE OF THE CHIEF REGISTRAR OF BIRTHS AND DEATHS GUWAHATI

UPDATED ON :

04-12-2021 12:14:32

Registrar of Births & Deaths  
Office of the Chief Registrar of Births & Deaths  
Assam, Hengrabari, Guwahati-38



\* THIS IS A COMPUTER GENERATED CERTIFICATE. \*  
\* THE GOVT. OF INDIA VIDE CIRCULAR NO. 1/12/2014-VS(CRS) DATED 27-JULY-2015 HAS APPROVED THIS CERTIFICATE AS A VALID LEGAL DOCUMENT FOR ALL OFFICIAL PURPOSES\*.

ENSURE REGISTRATION OF EVERY BIRTH AND DEATH \*





**PRATI KSHA HOSPITAL**  
Barbari : Bishnunaragar : V.I.P. Road, Hengrbari, Guwahati- 781 036  
e-mail : info@pratikshahospital.com  
: Tel. No. - 0361-7101600, 99540-93556(O)

Sl No 1449/21

## BIRTH DETAILS

*This is to certify that DR. CHANDINI PEGU wife of MR. TIKENDRAJIT MORANG Address - JENGRAL MUKH, PO/PS - JENGRAL MUKH, DIST - MAJULI, PIN - 785105 delivered by LSCS a TERM, MALE baby on 07.11.2021 at 07.28 AM*

*The Birth weight was 3.4 KG*

*Attending Obstetrician - DR. D. J. CHARPHALLA*

Birth Registration No 1449/21



Medical Officer  
Date - 07.11.2021

N.B. - Please report to Municipal Corporation/DHS Hengrbari for Birth Registration.

vi. 702/2020, v. 15/1.

24/01/2020

To,  
The Principal

Hainabari College  
Hainabari

Dated 4<sup>th</sup> Jan 2020.

Sub: Application for Earned Leave:

Sir,

With reference to the subject cited above,

I would like to inform you that, I want to avail E.L. from 1<sup>st</sup> of February - 5<sup>th</sup> of March 2020, therefore, I will be highly thankful to you, if kindly, do grant me the same.

Yours sincerely

Mrs. Margina Begum  
Associate Professor  
Deptt. of Education  
Hainabari College.

Hainabari

To,

The Principal, Moirabari College, Moirabari, Morigaon, Assam.

• Sub: *Through the Head, Dept. of English*  
Application for having Earned Leave for one month.

Date: 14/10/2019

Sir,

With reference to the above, I have the honour to state that I have enrolled myself as a Ph.D. scholar in the English Department of Gauhati University in the 2019-20 academic session. For doing compulsory coursework I need a leave for one month.

Therefore I request your kind authority to grant me earned leave for one month w.e.f. 14/10/2019. But if I am released by University before one month, I will immediately join my usual duties in the college. I will remain ever grateful to your kind authority for your favour.

Yours faithfully

*Sadiqul Islam*

(Sadiqul Islam)

Associate Professor, Dept. of English  
Moirabari College

*Dr. 14.10.19*  
*To Mr. Salahuddin, N. Hall.*  
*E.L. may be allowed subject*  
*to approval of G.B*  
*(14/10/19)*

ଶ୍ରୀ ୨,

ଆନବୃତ୍ତ ଭବିଷ୍ୟତ ଅଧ୍ୟକ୍ଷ

ସଂଗଠନ ସମାଜସ୍ୱୟାୟ

ସଂଖ୍ୟା- ୩-୧୫-୨୦୧୯

(ସୁଧାଂଶୁ ସଂଗଠନର କମିଟିରୁ)

୨୨ ଅପ୍ରେଲ ୨୦୧୯

ପିତା: ଭବିଷ୍ୟତ ହିତ (E.L) ର କାର୍ଯ୍ୟ ଆୟତନ

ସୂଚନା,

ଅଧ୍ୟକ୍ଷପୂର୍ବକ ବିବିଧ ବିବରଣ ଓ ଏହା ୧୦ ଅପ୍ରେଲ ୨୦୧୯  
୨୦ ଅପ୍ରେଲ ୨୦୧୯ ରି. ଏହା ଡି କଲେଜରୁ କାର୍ଯ୍ୟ କାର୍ଯ୍ୟ  
କାର୍ଯ୍ୟ ଆୟତନ ଆୟତନ । ଆୟତନ ୧-୩ ଦିନ କାର୍ଯ୍ୟ  
ଭବିଷ୍ୟତ ହିତ (E.L) ଅଧ୍ୟକ୍ଷ ବିବରଣ କାର୍ଯ୍ୟ ଆୟତନ  
କାର୍ଯ୍ୟ କାର୍ଯ୍ୟ ୧୦ ଟଙ୍କା ।

ସମ୍ପୂର୍ଣ୍ଣ ଅଧ୍ୟକ୍ଷ

22/04/2019

ଆୟତନର କାର୍ଯ୍ୟ

କାର୍ଯ୍ୟ କାର୍ଯ୍ୟ

ଆୟତନର କାର୍ଯ୍ୟ

ଆୟତନର କାର୍ଯ୍ୟ



To,

The Principal,

Moirabari College.

Sub: Prayer for Earned leave.

Sir,

With due regards, I want to bring to your notice that my son, Mohd. Zakaria Waheed is appearing for H.S. Final Examination, 2019 which is scheduled to be held from 12.02.2019 to 27.02.2019 from B. Borooah College, Guwahati. Hence, I, as a guardian want to be with him during this period and such kindly grant me earned leave from 11.02.2019 to 28.02.2019.

Thanking you,

Your sincerely,

*Jahanara Begum*

(Jahanara Begum)

Assistant Professor,

Dept. of Assamese,

Moirabari College.

7<sup>th</sup> February, 2019

*Handwritten notes:*  
To: E. Leave attended  
subject to approval  
of P. B.  
07/02/19



# ACQUITTANCE ROLL

FOR THE MONTH

# OF STAFF

of January 2023

Sl. No.	NAME	Designation	Rate of Pay	Allowance or Special pay if any	Dearness Allowance	Grat. D.A.	Period for which due	Deduction for leave without pay	Gross Amount Due	Amount paid (with bank order)	Provisional Paid Deduction	Balance of advance	Net Amount Payable (Gross minus (12-13))	Signature of person with date (Rs. 5 Revenue stamps should be affixed if the amount exceeds Rs 20/-)	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	Rezza Shah Pakhvi	Assistant	8250				Jan/23		8250				8250		
2	Md: Abbasul Islam	-do-	8250				-do-		8250				8250		
3	Benzara Anjum	-do-	7500				-do-		7500				7500		
4	Shaima Fahmida	-do-	7500				-do-		7500				7500		
5	Jahidul Hoque (Guest Faculty)	-do-	5000				-do-		5000				5000		
6	Saddam Hussain	-do-	7500				-do-		7500				7500		
7	Habibul Rahman Farzi	-do-	7500				-do-		7500				7500		
8	Nazmin Faruki	-do-	7500				-do-		7500				7500		
9	Sabikun Nahar	-do-	7500				-do-		7500				7500		
10	Mabzum Nahar	-do-	7500				-do-		7500				7500		
									Grand Total Rs:		74,000				

(Rupees: Seventy Four Thousand) only.

Signature of Head Master/ Head Mistress

Principal  
MURSHIDABAD COLLEGE  
Murshidabad, West Bengal

Signature of Secretary

### ACQUITTANCE ROLL FOR THE MONTH

Sl. No.	NAME	Date of Appointment	Designation	Rate of pay	Advances of Special pay if any	Dearness Allowance	G.O.P.T. DA	Period for which due	Deduction for leave without pay
1	2	3	4	5	6	7	8	9	10
1	Musafa Ahmed		Lt Lib Asst	7563				Jan/23	
2	Touhid Ahmed		Jr Asst	6875				-do-	
3	Shahiq Amin Raja		Jr Asst	4813				-do-	
4	Mehfuz Tabbarum		Asst Lib	6875				-do-	
5	Bulbul Islam		Jr Asst	5500				-do-	
6	Sri Krishna Banoora		Supp pay	5672				-do-	
7	Mohibur Rahman		Grade IV	5672				-do-	
8	Mannas Ali		Matr	5672				-do-	
9	Shirazul Islam		Grade IV	5672				-do-	
10	Saiful Islam		Night Chauk wala	5672				-do-	

### OF TEACHERS

OF January 2023.

Gross Amount due	Amount which exceeds which provision fund deduction is due	DEDUCTIONS				Net amount payable column No. 11 minus column 12+13+14+15+16	Signature of payee with date (No.-1/20 Revenue stamp should be affixed if the amount exceeds Rs. 500)	Remarks
		Provident fund deduction	Recovery of advance					
11	12	13	14	15	16	17	18	19
7563						7563		For Lib
6875						6875		
4813						4813		
6875						6875	Mehfuz Tabbarum	
5500						5500		Paid
5672						5672		
5672						5672		
5672						5672		
5672						5672		
5672						5672		For Lib

Signature of the Head Master / Headmistress

Signature of Secretary

ACQUITTANCE ROLL FOR THE MONTH

OF TEACHERS

OF January 2023

Sl. No.	NAME	Dept of Appointment	Designation	Rate of pay	Advances of Special pay if any	Dearness Allowance	GOVT. DA	Period for which due	Deduction for leave without pay
1	2	3	4	5	6	7	8	9	10
11	Rekib Uddin		Grade School	5672				Jan 21	
12	Sharif Alam		Phys. Master	5157				-do-	
13	Juhab Haman Choudhury		Grade IV	4125				-do-	
14	Jakaria Alam		Grade IV	4125				-do-	
15	Mohik Ullah		Grade IV	4125				-do-	
16	Mrs. Tumpa Biswas		Spec. for	3300				-do-	
(Rupees: Eighty Five Thousand Fourty Six) only									
(Rupees: Eighty Six Thousand Four Hundred Ninty) only									

Gross Amount due	Amount which remains which previous dues advance is due	DEDUCTIONS				Net amount payable column No. 11 minus column 13+14+15+16	Signature of paper with date (The date of issue stamp should be affixed if the amount earned by 15th)	Remarks
		Provident fund deduction	Security of advance					
11	12	13	14	15	16	17	18	19
5672						5672	Rekib Uddin	
5157						5157	Sharif Alam	
4125						4125	Juhab Haman Choudhury	
4125						4125	Jakaria Alam	
4125						4125	Mohik Ullah	
3300						3300	TUMPA BISWAS	
						Grossed Total: +	85,046	
							86,930	

Principal of THE SHINADARI COLLEGE, Mirzapur, Mirzapur, Assam

Signature of the Head Master / Headmistress

Signature of Secretary

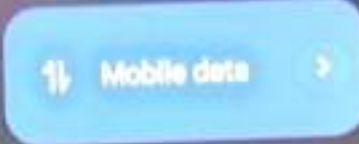
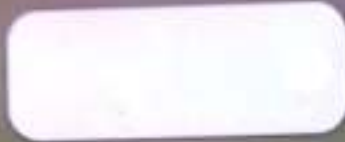


70%

11:58

Saturday, Sep 23

Jio | VI India



Bluetooth



Flashlight



Auto rotate



Power saving



Airplane mode



Eye comfort



Location



Do Not Disturb



NFC



Nearby Share  
Hidden



Personal hotspot  
0 devices

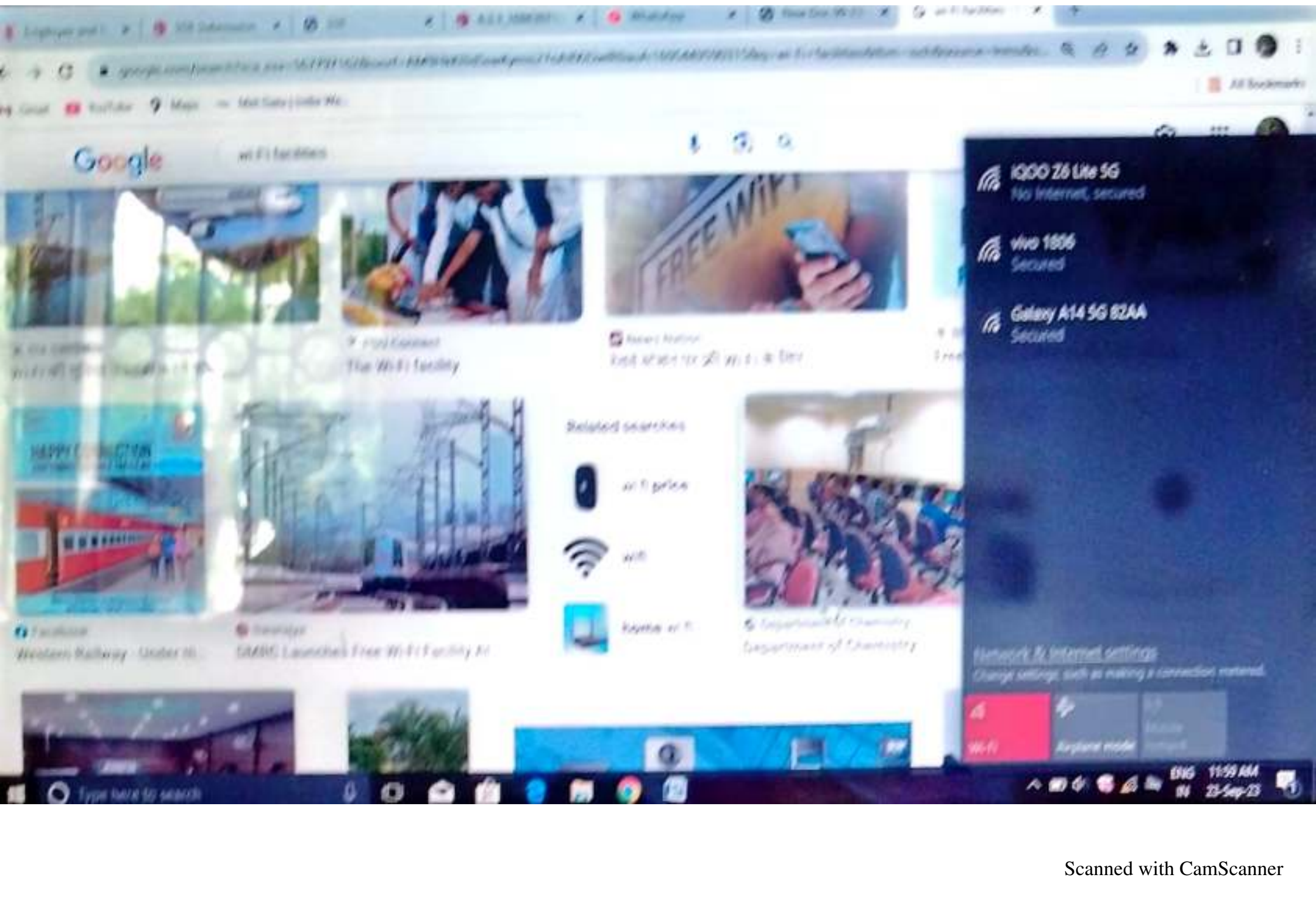


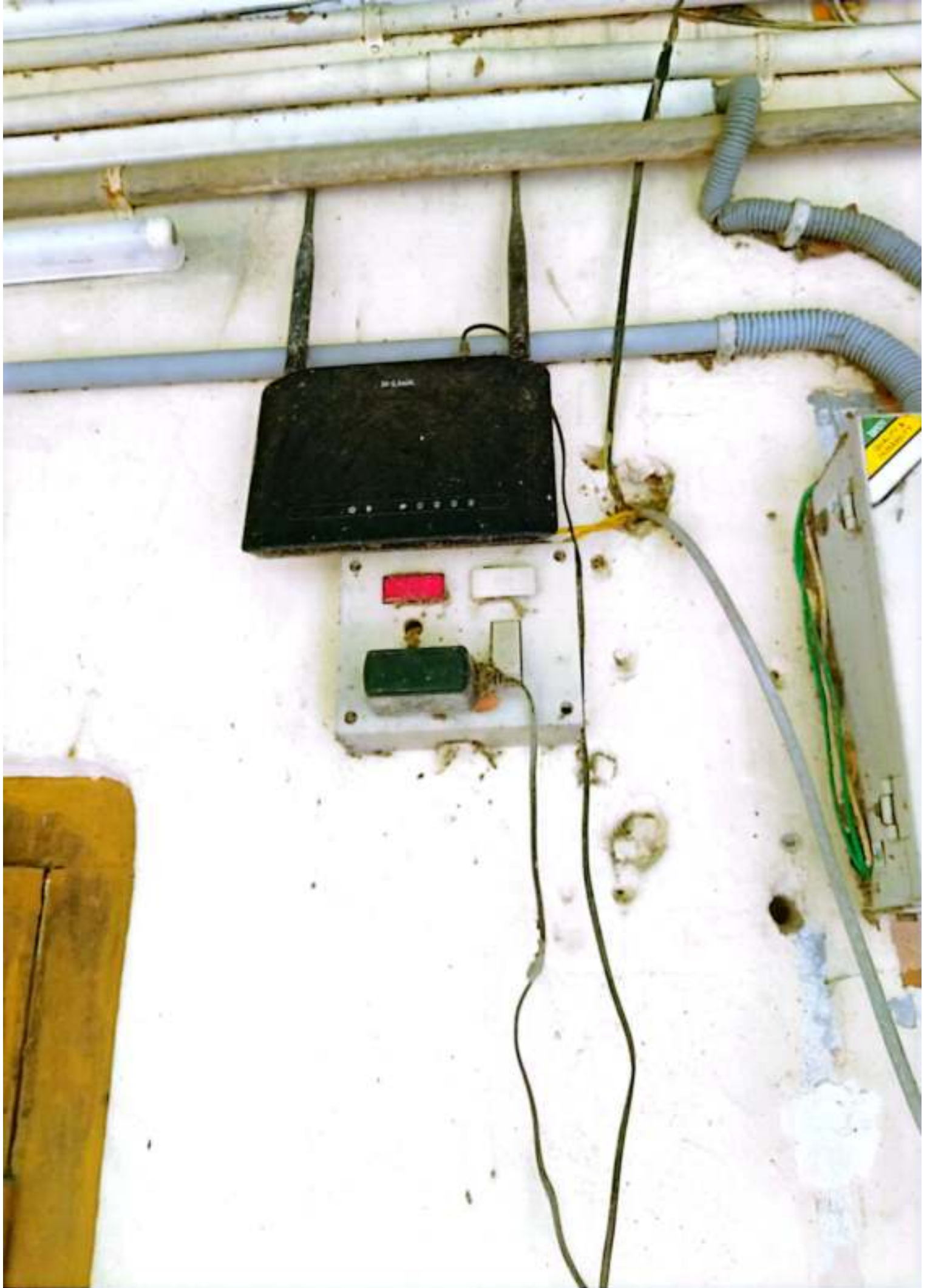
Zen Space  
Deep Zen



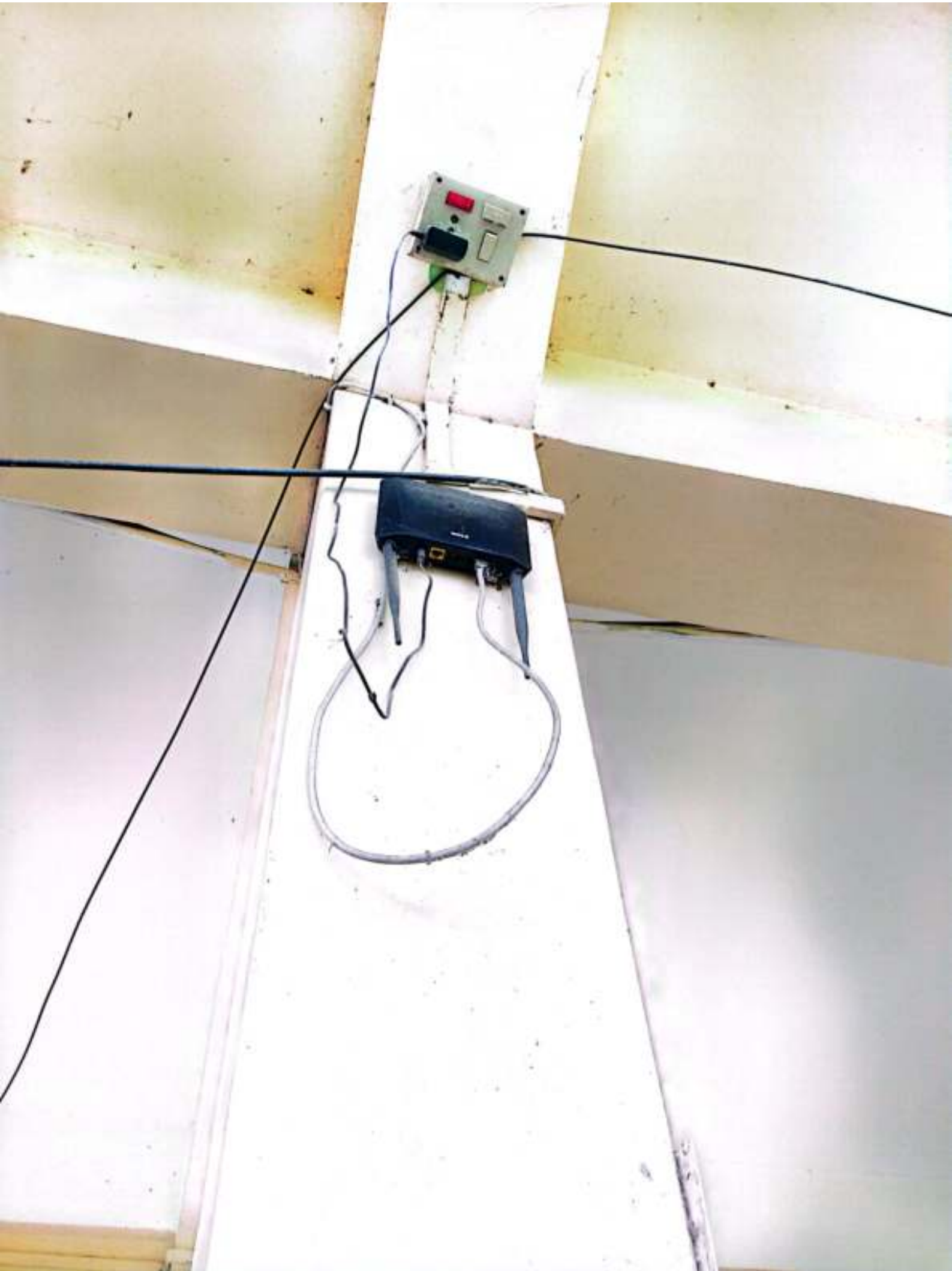














**Photo Shots of Different Departments  
Of  
Moirabari College**



**DEPARTMENT OF GEOGRAPHY**



**DEPARTMENT OF ASSAMESE**



**DEPARTMENT OF ARABIC**



**DEPARTMENT OF HISTORY**



## **DEPARTMENT OF EDUCATION**



# NPS Scheme Subscription Form

Ver 1.8

CSSEF

NATIONAL PENSION SYSTEM (NPS) – SUBSCRIBER REGISTRATION FORM			
Central Recordkeeping Agency (CRA) - Proken eGov Technologies Limited (formerly NSDL e-Governance Infrastructure Ltd.)			
Please select your category [ Please tick (✓) ]	Central Govt. Central Autonomous Body All CRIs/Model NPS Lite (GDS)	State Govt. State Autonomous Body Corporate Sector	Affix recent photograph of 2.5 cm x 3.5 cm size / Passport size
In National Pension System Trust. Dear Sir/Madam, We hereby request that an NPS account be opened in my name as per the particulars given below.			
* indicates mandatory fields. Please fill the form in English and BLOCK letters with black ink pen. State printed guidelines at bottom page. KYC Number, Retirement Adviser Code and Spouse Name Field are not applicable for Government & NPS Lite Subscribers			
KYC Number (if applicable)		Retirement Adviser Code (if applicable)	
Generated from Cash of KYC Picking			
<b>1. PERSONAL DETAILS:</b> (Please refer to Sr. No. 1 of the instructions)			
Name of Applicant in full: <span style="float: right;">Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> National <input type="checkbox"/></span>			
First Name*			
Middle Name			
Last Name*			
Subscriber's Maiden Name (if any)			
Father's Name*			
Date of Birth (Date of Birth)			
Mother's Name*			
Date of Birth of Mother*			
Father's name will be printed on PAN card. Mother's name will be printed extract of father's name [Please tick (✓)] <input type="checkbox"/>			
Date of Birth*			
City of Birth*			
Country of Birth*			
Gender* [ Please tick (✓) ]			
Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Nationality*			
Indian <input type="checkbox"/>			
Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Other <input type="checkbox"/>			
Spouse Name*			
Date of Birth of Spouse*			
Residential Status*			
Indian			
<b>2. PROOF OF IDENTITY (PoI)*</b> (Any one of the documents need to be provided along with the Identification number)			
Passport			
Voter ID Card			
Driving License			
NREGA Job Card			
Others			
Name of the ID			
ID Number (if any)			
UID (Aadhaar) <input type="checkbox"/> QUID (Aadhaar) number not required <input type="checkbox"/>			
*As per the instructions made under Paragraphs 10 to 12 of the Guidelines (Annexure of Part (B) Second Amendment Rules, 2016) PAN or PPR PAN Number under NPS if you do not have PAN or present, please ensure that these details are provided within six months of completion of the Subscriber Registration Form.			
<b>3. PROOF OF ADDRESS (PoA)*</b> [ Please tick (✓), as applicable ]			
[ Please refer to Sr. No. 2 of the instructions ]			
<b>Correspondence Address</b>		<b>Permanent Address</b>	
Present (During Lock-in) (Address/Vill ID and PPOA as per PAN Card/Passport Card/Other)		Present (During Lock-in) (Address/Vill ID and PPOA as per PAN Card/Passport Card/Other)	
Registered (Long-term agreement of residence/Managed Tax)		Registered (Long-term agreement of residence/Managed Tax)	
Other		Other	
P. No. / Road / Locality / District / Telephone (Landline or mobile)		P. No. / Road / Locality / District / Telephone (Landline or mobile)	
<b>4.1 CORRESPONDENCE ADDRESS DETAILS*</b>			
Address Type*			
Residential/Business <input type="checkbox"/> Residential <input type="checkbox"/> Business <input type="checkbox"/> Registered Office <input type="checkbox"/> Unspecified <input type="checkbox"/>			
Flat/Room/Door/Block no.			
Phase no./Building/Village			
Road/Street/Lane			
Area/Locality/Taluk			
City/Town/District			
State/U.T.			
PIN Code			
<b>4.2 PERMANENT ADDRESS DETAILS*</b>			
[ Please tick (✓) in the box to show the address is same as above. ]			
Address Type*			
Residential/Business <input type="checkbox"/> Residential <input type="checkbox"/> Business <input type="checkbox"/> Registered Office <input type="checkbox"/> Unspecified <input type="checkbox"/>			
Flat/Room/Door/Block no.			
Phase no./Building/Village			
Road/Street/Lane			
Area/Locality/Taluk			
City/Town/District			
State/U.T.			
PIN Code			



**(8) ACTIVE CHOICE – ASSET ALLOCATION (to be filled up only in case you have selected 'Active Choice' the investment option)**

Asset Class	E (Domestic (Max up to 20%))	G (Max up to 300%)	O (Max up to 300%)	A (Current (Max up to 5%))	Total	Asset class E-Equity and related instruments; Asset class G-Corporate debt and related instruments; Asset class O – Government Bonds and related instruments; Asset Class A-Alternative Investment Funds including instruments like OMBS, MBS, REITS, AFI, etc.
Specify %					100%	
Choices in Govt sector	Not available	Available	Not available			In case of Government employees/subscriber the Active choice of Asset Allocation is restricted to Asset Class O only

Please note:

1. Up to 50 years of age, the maximum permitted Equity investment is 75% of the total asset allocation.
2. From 51 years and above, maximum permitted Equity investment will be as per the equity allocation matrix provided in Annexure A. The tapering off of equity allocation will be carried out as per the matrix on date of birth.
3. The total allocation across E, G, O and A asset classes must be equal to 100%. In case, the allocation is left blank and/or does not equal 100%, the application shall be rejected.

**(9) AUTO CHOICE OPTION (to be filled up only in case you have selected the 'Auto Choice' investment option). In case, you do not indicate a choice of LC, your funds will be invested as per LC 50.**

Life Cycle (LC) Funds	Please Tick (+)	Choices in Govt sector	Note: 1. LC 75- It is the Life cycle fund where the Cap to Equity investments is 75% of the total asset 2. LC 50- It is the Life cycle fund where the Cap to Equity investments is 50% of the total asset 3. LC 25- It is the Life cycle fund where the Cap to Equity investments is 25% of the total asset 4. Govt. employee can exercise Auto Choice of Asset Allocation for LC 25 & LC 50 only
LC 75		Not available	
LC 50		Available	
LC 25			

**11. DECLARATION ON FATCA\* (Foreign Account Tax Compliance Act) COMPLIANCE (Please refer to Sr no. 7 of the instructions):**

**Section I\***

US Person\* Yes  No

**Section II\***

For the purposes of taxation, I am a resident in the following countries and my Tax Identification Number (TIN)/functional equivalent in each country is set out below or I have indicated that a TIN/functional equivalent is unavailable (Indy fill details of all countries of tax residence if more than one)

Particulars	Country (1)	Country (2)	Country (3)
Country/countries of tax residency			
Address in the jurisdiction for Tax Residence	Address Line 1		
	City/Town/Village		
	State		
	ZIP/Post Code		
Tax Identification Number (TIN)/Functional equivalent Number			
TIN/ Functional equivalent Number Issuing Country			
Validity of documentary evidence provided (Wherever applicable)	- / - / -	- / - / -	- / - / -

I certify that:

- It shall be my responsibility to educate myself and to comply at all times with all relevant laws relating to reporting under section 2039A of the Act read with the Rules 114F to 114H of the Income tax Rules, 1962 thereunder and the information provided in the Form is in accordance with the aforesaid rules.
- the information provided by me in the Form, its supporting Annexures as well as in the documentary evidence are, to the best of my knowledge and belief, true, correct and complete and that I have not withheld any material information that may affect the assessment/categorization of the account as a Reportable account or otherwise.
- I permit/authorize the NPS Trust to collect, store, communicate and process information relating to the Account and all transactions therein, by the NPS Trust and any of NPS intermediaries wherever situated including sharing, transfer and disclosure between them and to the authorities in and/or outside India of any confidential information for compliance with any law or regulation whether domestic or foreign.
- I undertake the responsibility to declare and disclose within 30 days from the date of change, any changes that may take place in the information provided in the Form, its supporting Annexures as well as in the documentary evidence provided by me or if any certification becomes incorrect and to provide fresh self-certification along with documentary evidence.
- I also agree that in case of my failure to disclose any material fact known to me, now or in future, the NPS Trust may report to any regulatory and/or any authority designated by the Government of India (GOI)/RBI/UIDAI/IT/FEA for the purpose or take any other action as may be deemed appropriate by the NPS Trust if the deficiency is not remedied by me within the stipulated period.
- I hereby accept and acknowledge that the NPS Trust shall have the right and authority to carry out investigations from the information available in public domain for confirming the information provided by me to the NPS Trust.
- I also agree to furnish such information and/or documents as the NPS Trust may require from time to time on account of any change in law either in India or abroad in the subject matter herein.
- I shall indemnify NPS Trust for any loss that may arise to the NPS Trust on account of providing incorrect or incomplete information.

Date:

Place:

Name of subscriber:

Signature/Thumb Impression\* of Subscriber in black ink  
(\* IIT in case of male and RTI in case of females)

**12. DECLARATION BY SUBSCRIBER\* (Please refer to Sr no. 8 of the instructions.)**

**Declaration & Authorization by all subscribers**

I have read and understood the terms and conditions of the National Pension System and hereby agree to the same along with the PFRE/Act, regulations framed thereunder and declare that the information and documents furnished by me are true and correct, to the best of my knowledge and belief. I undertake to inform immediately the Central Record Keeping Agency/National Pension System, Trust, of any change in the above information furnished by me. I do not hold any pre-existing account under NPS. I understand that I shall be fully liable for submission of any false or incorrect information or documents.

I further agree to be bound by the terms and conditions of provision of services by CRA, from time to time and any amendment thereof as approved by PFRCIA, whether complete or partial without any new declaration being furnished by me. I shall be bound by the terms and conditions for the usage of I PIN (to access CRA website and view details) & T-PIN.

**Declaration under the Prevention of Money Laundering Act, 2002**

I hereby declare that the contribution paid by me/on my behalf has been derived from legally declared and assessed sources of income. I understand that NPS Trust has the right to peruse my financial profile or share the information, with other government authorities. I further agree that NPS Trust has the right to close my PFMS in case I am found violating the provisions of any law relating to prevention of money laundering.

Date: --

Place:

Signature/Thumb Impression\* of Subscriber in black ink  
(\* LT in case of male and RT in case of females)

**13. DECLARATION BY EMPLOYER**

**Applicable to Government Subscribers only**

(Subscribers Employment Details to be filled and attested by the Deptt. (All Details are Mandatory))

Date of Joining: -- Date of Retirement: --

Employee Code/ID (if applicable):  Employee Code/ID and PFMS are optional. If you intend to provide, mention any one.

PFMS (if applicable):

Group of Employee (Tick as applicable) Group A  Group B  Group C  Group D

Office:

Department:

Ministry:

DDO Registration Number:

DTORPAC/CDDGD/DTAP/ND Registration Number:

Basic Pay:

Pay Scale:

It is certified that the details provided in this subscriber registration form by \_\_\_\_\_ employed with us, including the address and employment details provided above are as per the service record of the employee maintained by us. Also, it is further certified that his/ha has read entries/ntries have been read over to him/her by us and got confirmed by him/her.

Signature of the Authorized person (In the box above)	Rubber Stamp of the DDO (In the box above)	Signature of the Authorized person (In the box above)	Rubber Stamp of the DTORPAC/CDDGD/DTAP/ND (In the box above)
Designation of the Authorized Person: <input type="text"/>	Designation of the Authorized Person: <input type="text"/>	Name of the DDO: <input type="text"/>	Name of DTORPAC/CDDGD/DTAP/ND: <input type="text"/>
Dept/Ministry: <input type="text"/>	(Date: <input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/>		

**14. DECLARATION BY EMPLOYER/ CORPORATE**

**Applicable to Corporate Subscribers only**

(Subscribers Employment Details to be filled and attested by Corporate (All Details are Mandatory))

Date of Joining: -- Date of Retirement: --

Employee Code/ID:

Corporate Regd. Number (CIN No.) Alotted by CRA:

CBO No. allotted by CRA:

Certified that the details provided in this subscriber registration form by \_\_\_\_\_ employed with us, including the employment details provided above are as per the service record of the employee maintained by us. Also, it is further certified that he / she has read the entries / entries have been read over to him / her by us and got confirmed by him / her.

Date: --

Place:

Signature of the Authorized person (In the box above)

Designation of the Authorized Person:

Rubber Stamp of the Corporate (In the box above)

**15. DECLARATION BY THE AGGREGATOR**

Applicable to NPS Life Subscribers

**Authorisation by Aggregator's office (NL - AQ)**

Certified that the subscriber is registered with the aggregator and he/she has opted to join NPS. I hereby declare that the subscriber is eligible to join NPS and the above declaration has been signed/thumb-impressed before me by \_\_\_\_\_ after (s/he has read the entries/entries have been read over to her/him by me.

Signature of the Authorized person (In the box above)	Rubber Stamp of the Aggregator (In the box above)

Name of the Aggregator: \_\_\_\_\_

NPS Life Account Office (NL-AQ) Registration Number: \_\_\_\_\_ NPS Life - Collection Centre (NL - CQ) Registration Number: \_\_\_\_\_

Membership No. allotted by Aggregator (if any): \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_

**16. TO BE FILLED BY POP-SP**

Receipt No. (17 digits): \_\_\_\_\_ POP-SP Registration Number: \_\_\_\_\_

Document accepted for date of Birth Proof: \_\_\_\_\_

Copy of PAN card submitted: YES  NO  KYC Compliance: YES  NO 

Documents Received: \_\_\_\_\_ (Originals Verified) Self Certified \_\_\_\_\_ (Attested) True Copies \_\_\_\_\_

Identity Verification: \_\_\_\_\_ Done **Existing Customer:**

I/we hereby certify/confirm that Shri/Smt/Kum. \_\_\_\_\_ is an existing KYC verified customer. The above applicant is having an operative Bank Demand/Dual/\_\_\_\_\_ account (specify nature of the account) having account number/branch ID \_\_\_\_\_ maintained at \_\_\_\_\_ branch/office. The KYC documents available with us for this customer/client matches the requirement for opening NPS account and are in compliance with PMLA Rules. I / We further confirm that the Savings Bank a/c of Shri/Smt/Kum. \_\_\_\_\_ is not a Basic Savings Bank Deposit Account (applicable in case of Bank PoP)

To be filled by POP-SP		Name: _____
		Designation: _____ Place: _____
POP-SP Seal	Signature of Authorized Signatory	Date: _____

**(To be filled by CRA - Facilitation Centre (CRA-FC))**

Received by: \_\_\_\_\_ CRA-FC Registration Number: \_\_\_\_\_

Received at: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledgement Number (by CRA-FC): \_\_\_\_\_

PSAN/Ackno: \_\_\_\_\_

**ACKNOWLEDGEMENT**

Name of the Subscriber: \_\_\_\_\_

Contribution Amount Received: ₹ \_\_\_\_\_

Date of Receipt of Application and Contribution Amount: \_\_\_\_\_

Stamp and Signature of the Employee/Pop: