



OFFICE OF THE PRINCIPAL
DIBRUGARH H.S. KANOI COLLEGE

Estd : 1945

P.O. Dibrugarh-786001

email : principal_dhsk@hotmail.com, info@dhsk.edu.in

Tel. No. - 0373-2324105

Ref. No. DHSK/ Notice /2018/ 5900

Date : 01.10.2018

From : *Dr. Sashi Kanta Saikia*,

Principal/ DDO

DHS Kanoi College

GENERAL NOTICE

This is for information of all the teachers of D.H.S.K. College, Dibrugarh that the undermentioned documents are urgently required at the college office to prepare the IPS for placement into the revised UGC pay scale as per the 7th pay commission's guideline.

Therefore, all the teachers are hereby requested to submit the copies of the documents (whichever is applicable to the teachers) on 3/10/2018 at the college office without fail.

Documents required:

1. Joining report
2. Approval of appointment
3. Confirmation of appointment
4. Letter of placement in UGC Scale of pay
5. Placement order in Senior Grade Scale of pay
6. Placement order in Selection Grade Scale of pay
7. Certificate of M.Phil./Ph.D. etc
8. Revision order for pay scale because of obtaining M.Phil./Ph.D. etc

(Dr. S. K. Saikia)

Principal

DHSK College, Dibrugarh

Copy to:

1. Vice-Principal (Admn.)
2. Academic Coordinator.
3. Coordinator, IQAC.
4. S.A.
5. Office file.