

Required documents for Medical Re-imburement

1. Application to the concerned DDO of the Govt. Employee / Pensioner from whom the claim is made.
2. Name of the claimant **indicating his relationship** with the Govt. Employee / Pensioner as and when necessary.
3. **Name of Govt. Hospital / Referral Hospital / Private Hospital** where Medical Treatment undergone / underwent.
4. **Recommendation** of Authorized Medical Attendant or Doctor.
5. **Approval of the concerned Jt. Director of Health Services, Assam** where applicable.
6. **Essentiality Certificate** to be issued by the Authorized Medical Attendant or Doctor.
7. Recommendation of **Referral Medical Board** wherever applicable.
8. **Discharge Summary Certificate** from the Hospital where treated
9. **Genuineness Certificate from Head of Office**
10. **Admissibility Report** from the Admissibility Board
11. Bills / Vouchers duly **countersigned** by the AMA / Supdt. of the Hospital / Authorized signatory
12. **Bank A/c No.** of the Claimant
13. **GPF No./ CPF No.** of the claimant or **PPO No.** of the Claimant (if already Retired).
14. **Name of the DDO**
15. Name of **Treasury Officer/Office**
16. **Next of Kin Certificate or Legal Heir Certificate is enclosed if the Patient is dependent on the deceased Govt. Employee.**

Required Documents To Be Appended For Voluntary Retirement (VRS) Proposal

1. 3 (three) months advance notice / original application of the incumbent concerned showing actual date of voluntary retirement.
2. Attained the age of 50 (fifty) years or completed 20 years of qualifying service
3. Non-liability certificate
4. No Departmental proceeding and Court Case/Police Case certificate
5. Service Book (If photocopy, authenticated by the concerned officer)
6. Other relevant records (if any)
7. Consent letter (regarding over drawal etc.)
8. Specific ground of voluntary retirement

Required Documents For Leave Encashment And GIS Benefits

1. Leave Statement
2. Service Book (if photocopy, authenticated by the concerned officer)
3. Last Pay Certificate
4. Non-liability Certificate
5. GIS subscription statement showing Group as per GIS Schemes.
6. Form 3/5
7. Death Certificate and Next of Kin Certificate for expired employee
8. Consent letter (regarding over drawal etc.)
9. Views of DDO

Required Documents For Arrear Salary Proposal

1. Dully filled up Finance Department's prescribed format (Certificate and signed by the DDO concerned)
2. Non-drawal certificate of the DDO concerned duly countersigned by the concerned Treasury Officer
3. Due and drawn statement (Countersigned by the DDO concerned)
4. Regular/ continuous working certificate against the valid Govt. sanction post in respect of the incumbent concerned.
5. Suspension regularization order (if any)
6. Non-engagement Certificate (during suspension period)
7. First salary released order issued from the competent authority in respect of the arrear salary claimed by a new appointees
8. Other information like Bank/Treasury/DDO etc.
9. Other documents (Hon'ble High Court order etc.)
10. Specific reasons of the claim

Required Documents for Compassionate Family Pension Proposal Under NPS

1. Death Certificate
2. Next of Kin Certificate
3. Annexure-I (Form)
4. TIER-I (Subscriber contribution towards NPS) duly countersigned by the concerned Treasury Officer
5. Service Book and other relevant records (in original)

Mandatory Information while submitting petition at DEE, Assam

It for information of all visitors from subordinate offices and general public that while submitting application/ petition to the Director of Elementary Education, Assam; it must contain the following for easy tracking and better information dissemination in the greater interest of public:

1. **Name**
2. **Address**
3. **E-mail ID**
4. **Working Phone Number (*preferably WhatsApp Number*)**

Application/ petition without the above information will **no more be accepted/ processed from now onwards.**