

GOVERNMENT OF ASSAM
ELEMENTARY EDUCATION DEPARTMENT
DISPUR, GUWAHATI-6

No PMA. 375/2017/45

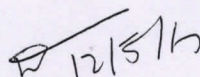
Dated Dispur the 12th May, 2017

OFFICE MEMORANDUM

Subject : Implementation of the Assam Education (Provincialisation of Services of Teachers and Re-organisation of Educational Institutions) Act, 2017.

Consequent upon notification issued vide No. PMA.375/2017/44 dated 12th May, 2017 the Assam Education (Provincialisation of Services of Teachers and Re-organisation of Educational Institutions) Act, 2017 (Assam Act No. XXV of 2017) has come into force (except the provision under section 4 and 8) w.e.f. 5th May, 2017, it has been decided to formulate the following time-schedule for effective implementation of the relevant provisions of the Act.

1. The Director of Elementary Education shall publish advertisement calling applications from the eligible venture Lower Primary Schools/ Upper Primary Schools for consideration of provincialisation of the services of the eligible Teacher/Tutor serving in their institutions immediately as per prescribed format of application as at **Annexure-A** in case of Lower Primary Schools, **Annexure-B** in case of Upper Primary School.
2. The application forms as prescribed by the Government shall be made available in the office of the DEEO / DIS by the Director of Elementary Education, Assam on or before **15.05.2017**.
3. The concerned Head of the Venture Educational Institution shall submit the application duly filled in with copy of all required documents to their respective District Elementary Education Officer along-with a copy of Treasury Challan/ Bank draft of Rs.100/- (Rs. One hundred) only being application fee within **05.06.2017**. No application form of any venture educational institution shall be received thereafter. The Institutions which fail to submit application along with required documents or submit such applications with incomplete information shall be rejected without assigning any reason whatsoever and such institution shall be treated as not eligible under the purview of the Act.
4. The District Scrutiny Committee as required under section 13(4) of the Act shall be constituted within **25.05.2017**.
5. The District Scrutiny Committee as constituted under section 13(4) of the Act shall thereafter proceed to scrutinize the service records and will prepare a list of all eligible employees in respect of each of the eligible venture educational institution, who are eligible to get their services provincialized under the Act and shall submit within **20.07.2017** to the Director of Elementary Education, Assam with detailed information viz. educational qualification, date of birth, date of joining etc.
6. On receipt of the recommendation of the District Scrutiny Committee, the State Level Scrutiny Committee as constituted under section 13(10) of the Act after physical verification and inspection of the venture institutions as may be required, shall submit the final recommendation within **31.08.2017**.
7. The Director of Elementary Education, Assam thereafter shall proceed to submit proposals for creation of posts for provincialisation of the services of the eligible teacher/tutor within **10.09.2017** to the Government in the Elementary Education, Assam.
8. The Government shall proceed to create the required posts and issue notification for provincialisation of services of teacher/tutor immediately.



(P. Saikia, IAS)

Commissioner & Secretary to the Government of Assam
Elementary Education Department.

Contd.

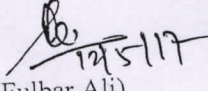
Memo No PMA. 375/2017/45

Dated Dispur the 12th May, 2017

Copy forwarded for information and necessary action:-

1. PS to Hon'ble Chief Minister, Assam, Dispur.
2. PS to Hon'ble Minister, Education, Assam, Dispur.
3. PS to Principal Secretary to the Govt. of Assam, Higher Education Department, Dispur.
4. PS to Commissioner & Secretary to the Govt. of Assam, Secondary Education Department, Dispur.
5. The Accountant General (A&E) Assam, Maidamgaon, Beltola, Guwahati-29.
6. The Mission Director, SSA, Kahilipara, Guwahati-19.
7. The Deputy Commissioner, (All), _____
8. The Principal Secretary, DHAC, Haflong / KAAC, Diphu / BTC, Kokrajhar.
9. The Director of Elementary Education, Assam, Kahilipara, Guwahati-19 for information & necessary action.
10. The Director of Higher / Secondary / Madrassa Education, Assam, Kahilipara, Guwahati-19.
11. The Director of Education, BTC, Kokrajhar / Additional Director of Education, Hills, Haflong.
12. The District Elementary Education Officer (All).
13. The Deputy Inspector of Schools, (All)

By Order etc.


(Fulbar Ali)

Deputy Secretary to the Government of Assam
Elementary Education Department.

Annexure - A

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APPLICATION FOR PROVINCIALISATION OF SERVICES OF TEACHER/TUTOR IN LOWER PRIMARY SCHOOL

[Under the Assam Education (Provincialisation of Services of Teachers and
Re-Organisation of Educational Institutions) Act, 2017]

1.	Name and address of the Lower Primary School		
2.	Date of establishment of the School [Sec. 3(1)(i)]		
3.	DISE CODE 2009-10 and prior to 2009-10 [Sec. 2 (zb) & Sec. 3 (3)]	Year:	Code No:
4.	Date of receiving Permission from the competent authority. Copy to be attached including Inspection Report [Section 3(1)(i)]		
5.	Name and address with phone no. of the President & Members of the Managing Committee. (Separate sheet to be attached for Committee)		
6.	Whether the School charges any fees from the student? If yes, the particulars of such fees must be furnished?		
7.	Land details whether is Sarkari/ Government land [Section 3(1)(iii)]	(a) Area and location of land (B-K-L)	
		(b) Date of allotment of land	
		(c) Date of taking over possession of land. [Possession certificate from competent authority be attached]	
8.	Land details in case of Forest Land/Tea garden land [Section 3(1)(iii)]	(a) Area of land(B-K-L)	
		(b) Location of Land	
		(c) Date of taking over possession of land. [Possession certificate from the competent authority be attached]	
9.	Land details if the land is Patta land [Section 3(1)(iii)]	(a) Area and location of land (B-K- L)	
		(b) Date of Registration of Deed, for purchase/Gift in favour of the institution.	
		(c) Date of mutation of land in the name of the institution. (certificate to be attached)	
		(d) Date of taking over possession of land	
10.	Whether the School is located on its own land. GPS data (Latitude and longitude of the School) to be furnished.		
11.	Name of the nearest Govt./ provincialized Lower Primary School / Upper Primary School / High School (with distance)		
12.	Building details of the School [Section 3(1)(ii), 3(3), 3(4)]		
	(a) Whether the Building is RCC/ Assam Type or temporary structure.		
	(b) Area of Building (In square feet)		
	(c) No. of Class-room for each Class with area in square feet		

	(d) Area under play ground						
	(e) Whether Separate toilet for girls/ boys is available						
	(f) Whether separate Library is available						
	(g) Whether Boundary wall is permanent / temporary structure						
14.	Particulars of teaching and non-teaching staff of the School [(Sec: 4 (1), 2 (i, ii, iii & iv)]	As per list at Appendix-I & II					
15.	Particulars of enrolment of students in the Institution during last three years. As per DISE code. [Section 3(iv)] In case of Mixed Medium school separate sheet of enrolment should be furnished as per [Sec. 3 (xiii)]	2014	2015	2016	Current year 2017		
	(i) Class-I						
	(ii) Class-II						
	(iii) Class-III						
	(iv) Class-IV						
	(v) Class-V						
	TOTAL						
16.	Particulars showing result of Class V Examination during last three years. [Sec. 3(iv)]	2014		2015		2016	
		Total students appeared	Total students passed	Total students appeared	Total students passed	Total students appeared	Total students passed

I, Shri.....S/o..... resident of Now working as Headmaster, do here by solemnly affirm and declare that the information furnished above is true and correct to the best of my knowledge and belief and that I have not provided any misleading i.e false information, nor have I suppressed any information. I am aware that in case the information furnished above is found to be incorrect or false, I am liable to be prosecuted under the appropriate penal law, and I also fully understand that furnishing of misleading, incorrect or false information and suppression of material information is an offence punishable with imprisonment extending up to three years under this Act.

Signature of the Headmaster,
_____ LP Schools

(with office seal)

Dated: _____

[Section 4, 6]

Dated: _____

The Form should be filled-up having no overwriting and correct information.
Note:- Date of joining shall be supported with appointment letter, resolution of SMC, attendance register from 31.12.2011 till date.]

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Appendix-II

Recent Passport
photo (colour)

INDIVIDUAL INFORMATION TO BE FURNISHED BY EACH EMPLOYEE

1	Name of the employee	
2	Present Post held	
3	Date of birth (Copy of Matriculation Certificate/ Admit Card be attached)	
4	Whether SC, ST, OBC/ MOBC (Certificate from competent authority be attached)	
5	Whether differently able person. If yes, attach certificate.	
7	Date of joining in the School/ Institution (Copy of the appointment order be attached)	
8	Period of service in the present School/ Institution as on 01.01.2017	
9	Whether continuously service in the present institutions and since when?	
10	Educational and Professional Qualification	As below

Name of Examination	Year of passing	Name of Board/ Council/ University	Division/ Class	Percentage of marks obtained
HSLC				
HSSLC or equivalent				
Graduate degree				
TET qualified				
D.El. Ed./ B.Ed degree				

I do here by solemnly affirm and declare that the information furnished above is true and correct to the best of my knowledge and belief and that I have not provided any misleading or false information, nor have I suppressed any information. I am aware that in case the information furnished above is found to be incorrect or false, I am liable to be prosecuted under the appropriate penal law, and I also fully understand that furnishing of misleading, incorrect or false information and suppression of material information is an offence punishable with imprisonment extending up to three years under this Act.

I further undertake that I will abide by the conduct rules as would be made applicable in my case from time to time by the Government and that I shall faithfully and sincerely discharge my duties as may be assigned to me from time to time under the authority of Government.

Signature of the Employee

Counter signature of the Headmaster & office seal
Dated: _____

APPLICATION FOR PROVINCIALISATION OF SERVICES OF TEACHER/TUTOR IN UPPER PRIMARY SCHOOL

[Under the Assam Education (Provincialisation of Services of Teachers and
Re-Organisation of Educational Institutions) Act, 2017]

1.	Name and address of the Upper Primary School		
2.	Date of establishment of the School [Sec. 3(1)(i)]		
3.	DISE CODE 2009-10 and prior to 2009-10 [Sec. 2 (zb) & Sec. 3 (3)]	Year:	Code No:
4.	Date of receiving Permission from the competent authority. Copy to be attached including Inspection Report [Section 3(1)(i)]		
5.	Date of receiving Recognition from the competent authority. Copy to be attached. [Sec. 3(1)(i)]		
6.	Name and address with phone no. of the President & Members of the Managing Committee. (Separate sheet to be attached for Committee)		
7.	Whether the School charges any fees from the student? If yes, the particulars of such fees must be furnished?		
8.	Land details whether is Sarkari/ Government land [Section 3(1)(iii)]	(a) Area and location of land (B-K-L)	
(b) Date of allotment of land			
(c) Date of taking over possession of land. [Possession certificate from competent authority be attached]			
9.	Land details in case of Forest Land /Tea garden land [Section 3(1)(iii)]	(a) Area of land(B-K-L)	
(b) Location of Land			
(c) Date of taking over possession of land. [Possession certificate from the competent authority be attached]			
10.	Land details if the land is Patta land [Section 3(1)(iii)]	(a) Area and location of land (B-K-L)	
(b) Date of Registration of Deed for purchase/Gift in favour of the institution.			
(c) Date of mutation of land in the name of the institution. (certificate to be attached)			
(d) Date of taking over possession of land			
11.	Whether the School is located on its own land. GPS data (Latitude and longitude of the School) to be furnished.		
11.	Name of the nearest Govt. / provincialized Lower Primary School/Upper Primary School/ High School (with distance)		
12.	Building details of the School [Section 3(1)(ii), 3(3), 3(4)]		
	(a) Whether the Building is RCC/ Assam Type or temporary structure		
	(b) Area of Building (In square feet)		
	(c) No. of Class-room for each Class with area in square feet		
	(d) Area under play ground		

	(e) Whether Separate toilet for girls/ boys is available					
	(f) Whether separate Library is available					
	(g) Whether Boundary wall is permanent / temporary structure					
14	Particulars of teaching and non-teaching staff of the School [(Sec. 4 (1), 2 (i, ii, iii & iv)]	As per list at Appendix-I & II				
15	Particulars of enrolment of students in the Institution during last three years. As per DISE code. [Section 3(iv)] In case of Mixed Medium school separate sheet of enrolment should be furnished as per [Sec. 3 (xiii)]		2014	2015	2016	Current year 2017
	(i) Class-VI					
	(ii) Class-VII					
	(iii) Class-VIII					
	TOTAL					
16	Particulars showing result of Class VIII Examination during last three years. [Sec. 3(iv)]	2014		2015		2016
		Total students appeared	Total students passed	Total students appeared	Total students passed	Total students appeared

I, Shri.....S/o..... resident of Now working as Headmaster, do here by solemnly affirm and declare that the information furnished above is true and correct to the best of my knowledge and belief and that I have not provided any misleading i.e false information, nor have I suppressed any information. I am aware that in case the information furnished above is found to be incorrect or false, I am liable to be prosecuted under the appropriate penal law, and I also fully understand that furnishing of misleading, incorrect or false information and suppression of material information is an offence punishable with imprisonment extending up to three years under this Act.

Signature of the Headmaster,

_____ UP Schools

(with office seal)

Dated: _____

EDUCATIONAL AND PROFESSIONAL QUALIFICATION OF TEACHERS/TUTOR

[Section 4, 6]

Sl No	Name of Teacher/Tutor	Post held	Date of joining	Educational qualification	Percentage of marks obtained in HSSLC	Percentage of marks obtained in Graduation	Whether TET qualified or not	Whether qualified as per NCTE norms	Whether D.El.Ed./ B. Ed.	Whether there is any extra qualification	Name of subject taught	Enrolment of the classical subject & Language etc. (last 3 years)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

Signature of the Headmaster,
UP Schools
(with office seal)

Dated: _____

The Form should be filled-up having no overwriting and correct information.

Note:- Date of joining shall be supported with appointment letter, resolution of SMC, attendance register from 31.12.2011 till date.]

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Signature of the Employee

Counter signature of the Headmaster & office seal
Dated: _____