



**ASSAM UNIVERSITY
SILCHAR-788011**

NOTIFICATION

It is notified for information of all non-teaching employees that University administration is in process of preparation of a data base/profile for individual non teaching employees of the university incorporating various service related information. The profile is being prepared from the records available in Service book/Personal file of the individual employees. This data base will be a record needed sometime in a consolidated form for early disposal of different personal claims like Medical, LTC & Verification of Passport etc and also minimize the movement of file for verification of dependency etc.

In this regards, please note that proforma of personal profile required for preparing database will be available in University website. All concerned are requested to submit the filled in proforma to Section Officer Establishment-I with all your updated information within 31st October, 2017 for finalization of the profile. We look forward for your kind corporation please.

This has the approval of the competent authority.


Joint Registrar (Admn.)

113/113/2010-Estt (Part-II)/ 479-82

Date - 25/09/2017

Copy to:-

- ✓ Director, Computer for uploading in University website.
2. PS to VC for kind information of Vice Chancellor.
3. Notice Board.
4. File.


Section Officer (Estt-I)