

Guideline for Teachers Day Token Distribution.

Education Department, Govt. of Assam is going to celebrate Teachers Day on 5th September 2017. On the occasion, the Department of Secondary Education, Assam would like to sell Teachers Day Token amongst the Student Community and Faculty members. In this regards following guidelines are issued for smooth distribution of tokens and collection thereof.

1. All the Nodal Principal of Colleges of Assam or his representative has to collect the Teacher's Day Token on or before 31/08/2017 from the Office of the Directorate of Higher Education, Assam. Kahilipara, Guwahati-19.
2. District Nodal Principal of colleges will distribute the Token for sale @ Rs. 10/- among districts colleges on or before 4th September and they will maintain proper record of the flag.
3. After selling out the tokens, the district colleges will have to submit the amount to their District Nodal Principal with a sale statement on or before 15th September, 2017.
4. The District Nodal Principals have to deposit the amount collected to the DIR OF SECONDARY EDUCATION in A/C No. 10821414856, SBI, Dispur, Ghy-6 with IFSC Code SBIN0003030 and send a consolidated sale statement as below to the Director of Higher Education, Assam on or before 20th September directly or via e-mail directorhigherassam123@gmail.com.

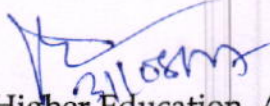
Consolidated Sale Statement of Teachers Day Token

Sl. No.	College Name	No. of Token received	No. of token sold	No. of token returned	Total Amount Received
1	2	3	4	5	6

Signature of Nodal Principal

Tokens not sold are to be returned to the undersigned along with a sale statement by 30th September, 2017.

5. The Director of Higher Education after receiving the Consolidated Statement of Teachers Day Token from all the Nodal Principals will submit the same to the Director of Secondary Education, Assam for further necessary action.


Deputy Director, Higher Education, Assam,
Kahilipara, Guwahati-19.