


NOTICE

(For all college paid *Guest* teachers and Contractual whole time teachers)

All college paid *Guest* teachers and Contractual whole time teachers (as per their initial appointment) of this college are requested to submit the documents mentioned below within 10th of July, 2020 in the college office. These are essential for creation of **HRMS ID**, required to put 'Salary claim' for State Aided College Teachers (SACTs).

1. Properly filled-in '**Employee Information Sheet**' (available in college website)
2. Self attested copy of **cancelled cheque**.
3. Self attested copy of **PAN Card**.
4. Self attested copy of **Aadhar Card**.
5. Mention **mobile phone number, e-mail address and caste** in the Employee Information sheet.



Dr. Satyabrata Sahoo
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28.06.2020