

Documents to be submitted for release of GIS

(To be submitted in the O/o the Chief Engineer, PWD (Roads), Assam, Chandmari, Guwahati-3)

(1) For Gazetted Staff:

- a) Forwarding from concerned Head of Office - Addressed to the Chief Engineer, PWD (Roads), Assam, Chandmari, Guwahati-3 (Bill Branch).
- b) For retired employees: Form No. 3 – Addressed to the Under Secretary to the Govt. of Assam, PWRD (Audit Branch), Dispur, Guwahati-06 (Duly signed by concerned Head of Office).
- c) For deceased employees: Form No. 5 – Addressed to the Under Secretary to the Govt. of Assam, PWRD (Audit Branch), Dispur, Guwahati-06 along with death certificate and next of kin certificate.
- d) GIS deduction certificate covering entire Service period.
- e) A copy of Service History.
- f) **For Chief Engineer, PWD (Roads) office under Gazetted Staff- Application Addressed to the Chief Engineer, PWD (Roads), Assam, Chandmari, Guwahati-3 alongwith documents at mention b), c), d), e) above as a applicable.**

(2) For Non- Gazetted Staff (Sub-Engineer Gr.-II/Junior Engineer under PWRD):

- a) Forwarding from concerned for Head of Office - Addressed to the Chief Engineer, PWD (Roads), Assam, Chandmari, Guwahati-3 (Bill Branch).
- b) For retired employees: Form No. 3 – Addressed to the Chief Engineer, PWD (Roads), Assam, Chandmari, Guwahati-3 (Duly signed by concerned Head of Office).
- c) For deceased employee: Form No. 5 – Addressed to the Chief Engineer, PWD (Roads), Assam, Chandmari, Guwahati-3 along with death certificate and next of kin certificate.
- d) GIS deduction certificate covering entire service period.
- e) Photo copy of Service Book (Profile page, Regularized/ Appointment/ Joining entry page, last increment entry page and retirement entry page).
- f) **For Chief Engineer, PWD (Roads) office under Non-Gazetted Staff- Application Addressed to the Chief Engineer, PWD (Roads), Assam, Chandmari, Guwahati-3 alongwith documents at mention b), c), d), e) above as a applicable.**

N Begum
01/11/2025
Superintendent (Bill Branch)
Office of the Chief Engineer, P.W.D. (Roads),
Assam, Chandmari, Guwahati-3.

Abul
01/11/25