



**GOVERNMENT OF ODISHA
DEPARTMENT OF HIGHER EDUCATION

1/4

No. HE-NCENT-MISC-144-2022- 49755 /HE, Dtd. 01.12.22.

From

**Sri Sanjay Kumar Biswal
Deputy Director**

To

**The Principals
All Non-Government Aided Colleges (255+233 Category)
Odisha**

Sub:- Submission of vacancy position of Non-teaching staff)

From

**Sri Sanjay Kumar Biswal
Deputy Director**

To

**The Principals
All Non-Government Aided Colleges (255+233 Category)
Odisha**

Sub:- Submission of vacancy position of Non-teaching staff)

Sir,

I am directed to invite a reference to the subject cited above and request you to furnish the information on post wise existing vacancy position and the prospective vacancy Position of Non-teaching staff of your College (only GIA / Direct payment posts excluding Block Grant) as on 31.12.2022 and 31.12.2023 separately as per the enclosed pro-formas (Annexure-A and Annexure-B) with copies of approval order / Post creation order, on the scheduled date as per the appended list positively through special messenger for updation of staff position.

This may be treated as **MOST URGENT**.