

KERALA AGRICULTURAL UNIVERSITY

PROCEEDINGS

KAU – General Administration – Recruitment – Revision of Scale of Pay of Teachers/Scientists, Teachers in Physical Education and Qualified Librarian etc in Kerala Agricultural University-as per UGC 2016 scheme-Implementation - Orders issued.

GENERAL ADMINISTRATION

No.GA/K2/1090/2019

Dated, Vellanikkara, 13-12-2019.

Read: 1. GO(P) No. 18/2019/HEDN dated: 29/06/2019.

2. Notification no. 1-7/2015-U.II(I), dated 2nd November 2017 of Government of India, Ministry of HRD (Department of H.edn)

3. Notification No. F-1-2/2017 (EC/Ps), dated 18.07.2018 of UGC, New Delhi

4. Notification No. 1-4/2017-U.II. Dated 28.01.2019 of Government of India, Ministry of Human Resources Development (Department of H.edn).

5. Decision of the 580th & 583rd Executive committee Meetings held on 19.08.2019 and 13.12.2019.

6. G.O.(P) No. 28/2019/HEDN dated 29.09.2019.

7. G.O.(P) No. 29/2019/HEDN dated 30.09.2019.

ORDER

The pay scales of the teachers/Scientists, teachers in Physical Education and qualified Librarian etc in Kerala Agricultural University were revised with effect from 01.01.2016 vide order 1st & 7th paper read above as detailed below.

1. Government of India have informed that the Central Government have decided to continue to provide financial assistance to the State Governments which wish to adopt and implement the 7th UGC scheme including the revision of pay scales to college/University teachers, Physical Education teachers and Librarians in the State subject to the following terms and conditions:

(a) Financial assistance from the Central Government to State Governments opting to revise pay scales of teachers and other equivalent cadres covered under the Scheme shall be limited, by way of reimbursement to the extent of 50% (Fifty per cent) of the additional expenditure involved in the implementation of the pay revision.

(b) The State Government opting for revision of pay shall meet the remaining 50% (fifty percent) of the additional expenditure from its own sources.

(c) Financial Assistance referred to in sub-clause (a) above shall be provided for the period from 01.01.2016 to 31.03.2019.

(d) The entire liability on account of revision of pay scales etc. of University and college teachers shall be taken over by the State Government opting for revision of pay scales with effect from 01.04.2019.

(e) Financial assistance from the Central Government shall be restricted to revision of pay scale in respect of only those posts which were in existence and had been filled up as on 01.01.2016.

(f) The pay in the revised scale shall be credited to the salary account of teachers. The arrears for the period from 01.01.2016 to 31.03.2019 shall be taken later subject to the release of Central assistance in this regard and fiscal position of the State.

(g) The pay for the existing incumbents, who are in position as on 01.01.2016 in various categories of posts shall be fixed in accordance with the clause 6.1.1 of this order. For any doubt in pay fixation, the UGC order shall be final.

(h) The payment will be made after taking an undertaking from the existing incumbents that the excess amount, if any made on account of incorrect fixation of pay in the pay band or AGP shall be adjusted against the future payments due.

2. The Government have decided to accept the revised University Grants Commission Scheme for revision of pay scales and are pleased to issue the following orders.

3. Coverage :

3.1. The revised UGC Scheme is applicable to teachers in Universities, Affiliated colleges, teachers in Law colleges and Engineering colleges and Kerala Agricultural University, Kerala Veterinary and Animal Sciences University, Kerala University of Fisheries and Ocean Studies and teachers in physical Education and qualified Librarians etc. Orders implementing revised pay scales with effect from 01.01.2016 and regulations and other connected matters in respect of teachers covered under AICTE will be issued separately in accordance with orders and regulations of AICTE.

3.2 Teachers appointed to administrative posts in the Directorate of collegiate Education and office of the Deputy Director of Collegiate Education, Universities and other Statutory bodies as per existing rules shall also be covered under the scheme.

4 Date of implementation;

4.1. The revised pay and revised rates of Dearness Allowance under this scheme shall be effective from 01.01.2016. The qualification for recruitment mentioned in the regulation 6th cited and Career Advancement Scheme will be deemed to be come into force with effect from 18.07.2018, the date of gazatte notification of the regulation.

5. General

5.1 There shall be only three designations in respect if teachers in Universities and Colleges, namely Assistant Professors, Associate Professors and Professors. However there shall be no change in the present designation in respect of Library and Physical Education teachers at various levels.

5.2. No one shall be eligible to be appointed promoted or designated as Associate Professor unless he/she possess a Ph.D and satisfies other academic condition, as laid down by the University Grants Commission (UGC) from time to time. This shall, however, not affect those who are already designated as Associate Professor.

5.3. The pay of teachers and equivalent positions in Universities shall be fixed according to the pay matrix appended. The Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016., in various categories of posts is indicated in the table -1 in Appendix – 1.

6 Revised Pay Scales, Service Conditions and Career Advancement Scheme For Teachers and equivalent positions.

6.1. Revised pay for teachers and equivalent positions:

6.1.1. Pay Fixation Method:

The revised pay structure for different categories of teachers and equivalent position shall be has indicated below:

a) The formula followed by the 7th CPC is followed in the academic pay structure, moving from the concept of Pay Band and Academic Grade Pay to that Academic levels and Cells.

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b) The first academic level (corresponding to AGP of Rs. 6000/-) is numbered as academic level 10. Similarly, the other academic levels are 11,12,13A,14 and 15.

c) Each cell in an academic level is at 3% higher than the previous cell in that level.

d) The index of Rationalization (IOR) is 2.67 for present AGP less than Rs. 10000/- and 2.72 for the AGP of Rs. 10000/- and above.

e) The entry pay for each level is as follows:

Level	Academic Grade Pay (Rs.)	Entry Pay (Rs.)
10	6,000	21,600
11	7,000	25,790
12	8,000	29,900
13A	9,000	49,200
14	10,000	53,000
15	-	67,000

(f) The pay Matrix based on the above propositions on Academic Levels, Cells and Entry Pay is at **Appendix – I**.

(g) For fixation of pay of an employee in the Pay Matrix as on 1st January, 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31st December, 2015 shall be multiplied by a factor of 2.57. The figure so arrived at is to be located in the Academic Level corresponding to employee's Pay Band and Academic Grade Pay in the new Pay Matrix. If a Cell identical with the figure so arrived at is available in the appropriate Academic Level, that Cell shall be the revised pay, otherwise the next higher cell in that Academic Level shall be the revised pay of the employee. If the figure arrived at in this manner is less than the first cell in that Academic Level, then the pay shall be fixed at the first cell of that Academic Level.

If a situation arises whenever more than two stages are bunched together, one additional increment equal to 3 percent may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix.

6.1.2 Revised Pay for Teachers in Universities and Colleges:

Existing Pay	Revised Pay
Assistant Professor (at Rs.6000 AGP in PB Rs.15,600-39,100)	Assistant Professor (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)

Assistant Professor (at Rs.7000 AGP in PB Rs.15,600-39,100)	Assistant Professor (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Assistant Professor (at Rs.8000 AGP in PB Rs.15,600-39,100)	Assistant Professor (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Associate Professor (at Rs.9000 AGP in PB Rs.37,400-67,000)	Associate Professor (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
Professor (at Rs.10000 AGP in/PB of Rs.37,400-67,000)	Professor (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)
Professor (HAG Scale/PB of Rs.67,000-79,000)	Professor (at Academic Level 15 with rationalized entry pay of Rs.1,82,200/-)

6.1.3 Revised Pay for Librarians in Universities and Colleges:

Existing Pay	Revised Pay
Assistant Librarian/College Librarian (at Rs.6000 AGP in PB Rs.15,600-39,100)	Assistant Librarian/College Librarian (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Librarian (Sr.Scale)/College Librarian (Sr.Scale) (at Rs.7000 AGP in PB Rs.15,600-39,100)	Assistant Librarian (Sr.Scale)/College Librarian (Sr.Scale) (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (at Rs.8000 AGP in PB Rs.15,600-39,100)	Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (at Rs.9000 AGP in PB Rs.37,400-67,000)	Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
University Librarian (at Rs.10000 AGP in PB Rs.37,400-67,000)	University Librarian (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)

6.1.4 Revised Pay for Directors of Physical Education & Sports in Universities and Colleges:

Existing Pay	Revised Pay
Assistant Director of Physical Education & Sports /College Director of Physical	Assistant Director of Physical Education & Sports /College Director of Physical

Education & Sports. (at Rs.6000 AGP in PB Rs.15,600-39,100)	Education & Sports (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Director of Physical Education & Sports (Sr.Scale)/College Director of Physical Education & Sports (Sr.Scale) (at Rs.7000 AGP in PB Rs.15,600-39,100)	Assistant Director of Physical Education & Sports (Sr.Scale)/College Director of Physical Education & Sports (Sr.Scale) (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports (Selection Grade)/College Director of Physical Education & Sports (at Rs.8000 AGP in PB Rs.15,600-39,100)	Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports (Selection Grade)/College Director of Physical Education & Sports (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports (Selection Grade)/College Director of Physical Education & Sports (at Rs.9000 AGP in PB Rs.37,400-67,000)	Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports (Selection Grade)/College Director of Physical Education & Sports (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
University Director of Physical Education & Sports (at Rs.10000 AGP in PB Rs.37,400-67,000)	University Director of Physical Education & Sports (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)

6.1.5. Revised Pay Pro-Vice Chancellor and Vice Chancellor of Universities:

- i. Pro-Vice Chancellor: The pay of the Pro-Vice Chancellor of a University, presently at existing AGP of Rs.10000 in PB Rs.37,400-67,000/- HAG scale, shall be fixed at Academic level 14/Academic level 15, as the case may be, with the existing special allowance of Rs.4000/- per month and with a revised special allowance of Rs.9000/- from 28/01/2019 as per the notification read as 4th paper above.
- ii. Vice Chancellor: The pay of the Vice Chancellor shall be fixed at Rs.2,10,000/- (fixed) (Figures obtained by using the IOR of 2.81 on 75000/- and rounding off the figures to nearest five thousand), with the existing special allowance of Rs.5000/- per month and with a revised special allowance of Rs.11,250/- from 28/01/2019 as per the notification read as 4th paper above.

6.1.6. Revised Pay of Principals in Colleges:

The Pay of Principals in Under Graduate and Post Graduate colleges shall be:

- i. Under Graduate Colleges: The Pay of Principals shall be equivalent to the pay of Associate Professor i.e, Academic Level 13 A with rationalized entry pay of Rs.1,31,400/- with the existing allowance of Rs.2000/- per month and with a revised special allowance of Rs.4500/- from 28/01/2019 as per the notification read as 4th paper above.
- ii. Post Graduate college: The Pay of Principal shall be equivalent to the pay of Professor. i.e. at Academic Level 14 with rationalized entry pay of Rs.1,44,200/- with the existing special

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allowance of Rs.3000/- per month and with a revised special allowance of Rs.6750/- from 28/01/2019 as per the notification read as 4th paper above.

Note:

1. The existing pay scale of person appointed as Principal shall be protected.
2. Principals would continue to have lien in their main academic post where they would continue to get notional promotions while they are functioning as principals. After completion of their tenure as principals, they would go back to their academic post and draw salary due in such respective academic posts, and would not continue to have the Principal's pay.

6.1.7 Incentive increment for higher qualification

The incentive structure is built-in the pay structure itself wherein those having M. Phil, or Ph. D Degree will progress faster under CAS. Therefore there shall be no incentives in the form of advance increments for obtaining the degrees of M. Phil or Ph.D.

7. Increment

(i) The annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. The annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.

(ii) There shall be two dates for grant of increment namely, 1st January and 1st July of every year, instead of existing date of 1st July, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial up-gradation.

8. Promotion

When an individual gets a promotion, his new pay on promotion would be fixed in the pay Matrix as follows:

On promotion, he would be given a notional increment in his existing Academic Level of Pay, by moving him to the next higher cell at that level. The pay shown in this cell would now be located in the new Academic level corresponding to the post to which he has been promoted. If a cell identical with that pay is available in the new level, that cell shall be the new pay; otherwise the next higher cell in that level shall be the new pay of the employee. If the pay arrived at in this manner is less than the first cell in the new level, then the pay shall be fixed at the first cell of that level.

9. Other Terms and Conditions

9.1. Allowances

9.1.1 Dearness Allowance: The employees who opt for the UGC scheme with effect from 01/01/2016 will be eligible for the following rates of Dearness Allowance from the date mentioned below:

Date from which Payable	Percentage rate of DA per month(%)
01/01/2016	NIL
01/07/2016	2
01/01/2017	4
01/07/2017	5
01/01/2018	7
01/07/2018	9
01/01/2019	-

The payments of DA from the dates indicated above shall be made after adjusting the installments of DA already paid. The DA rates shall be as applicable to 7th CPC, but shall be released as per the orders issued by the state government.

9.1.2 Other Allowances: Allowances other than Dearness Allowance shall be as applicable to State Government Employees.

9.2 Study Leave: The study leave with pay for acquiring higher qualifications for incumbent teachers shall be in accordance with the regulations framed by UGC from time to time in this regard.

9.3 Research promotion Grant: The Research Promotion Grant is applicable to teachers shall be in accordance with the regulation framed by UGC from time to time in this regard.

9.4 Consultancy Assignment: The Consultancy assignments applicable to teachers shall be in accordance with the regulation framed by UGC from time to time in this regard.

9.5 Age of Superannuation: The age of superannuation shall continue as at present.

9.6 The Pension, Family Pension, Additional Quantum of Pension to senior pensioners, Gratuity and Encashment of leave, Ex-gratia Compensation, Provident Fund etc. will be in the rate as applicable to State Government Employees.

9.7 Anomalies of the Last PRC: Anomalies and unimplemented recommendations of the last pay review committee if any shall be decided in accordance with the orders and guidelines issued by UGC in this regard from time to time.

9.8 Anomalies of the Seventh Pay implementation:

Anomalies if any in the implementation of the pay scales may be brought to the notice of the Department of Higher Education for clarifications/decisions in accordance with UGC orders and guidelines issued from time to time.

9.9 Ensuring Accountability: Recommendations made by the Pay Review Committee and the UGC in regard to the various selection processes, appointment, service, working conditions and work load of teachers, training/refresher courses etc. and other conditions for career advancement, code of conduct and norms of professional ethics in Universities and

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Colleges shall be as per regulations framed in this regard by UGC from time to time, as approved and notified by the Government of Kerala.

The relevant Rules and Orders of the Government of Kerala and Statutes, Ordinances and Regulations of the Universities shall be accordingly amended within such periods as directed by Government.

As per the 5th paper read above, the Executive Committee of Kerala Agricultural University has decided to implement the Government Orders read Ist, 6th and 7th paper above in the University. Based on this the following orders are issued.

i). Revised Scale of Pay under UGC 2016 scheme as per the G.O(P) No. 18/2019/HEDN dtd 29/06/2019 is hereby implemented in Kerala Agricultural University with effect from 01/01/2016. The Government orders GO(P) No. 28/2019/HEDN Dated 29.09.2019 and GO(P)No/29/2019 HEDN Dated 30.09.2019 are also implemented in Kerala Agricultural University.

ii). The Comptroller, Kerala Agricultural University will take necessary action to issue pay slips to the staff coming under the Scheme.

iii). The guidelines and orders in this regard issued by UGC as approved and notified by the Government of Kerala from time to time shall be applicable in Kerala Agricultural University also.

//By Order of the Executive Committee//

Sd/-

REGISTRAR

To

1. The Principal Secretary, Higher Education Department with C/L.
2. The Principal Secretary, Agricultural (Farms) Department, with C/L.
3. The Comptroller, Kerala Agricultural University.
4. All Heads of Offices under Kerala Agricultural University.

Copy to: PS to VC/P A to VC/PA to Registrar/PA to Comptroller/Steno to Director of Research/ Steno to Director of Extension/The Joint Director, KSAD/Joint Registrar Admn (I&II)/Deputy Comptroller Internal Audit Circles (CR), (NR), (SR)/ Deputy Comptroller (P&L)/Joint Registrar (Acad)/All Assistant Comptrollers/Assistant Registrars (Admn I & II)/PRO/Recruitment Officer/Labour Officer/SO GA(C), ES, GA (K) & (M) , BG (A), BG (B), EAP, All Assistants in GA K/ES/GAC/General Secretaries of all Teachers Organizations/SF/Spare.

Encl: Appendix I to V.

//Forwarded by Order//

Narayanan TR
SECTION OFFICER

Appendix-1(As per read 2 and its Corrigendum)

Table-1
Pay Matrix

Pay Band (Rs.)	15,600-39,100		37,400-67,000		67,000-79,000	
Grade Pay (Rs.)	6000	7000	8000	9000	10000	0
Index of rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	57700	68900	79800	1,31,400	1,44,200	1,82,200
Academic Level	10	11	12	13A	14	15
Rationalized Entry Pay (Rs.)	57700	68900	79800	1,31,400	1,44,200	1,82,200
2	59400	71000	82200	1,35,300	1,48,500	1,87,700
3	61200	73100	84700	1,39,400	1,53,000	1,93,300
4	63000	75300	87200	1,43,600	1,57,600	1,99,100
5	64900	77600	89800	1,47,900	1,62,300	2,05,100
6	66800	79900	92500	1,52,300	1,67,200	2,11,300
7	68800	82300	95300	1,56,900	1,72,200	2,17,600
8	70900	84800	98200	1,61,600	1,77,400	2,24,100
9	73000	87100	1,01,100	1,66,400	1,82,700	
10	75200	89900	1,04,100	1,71,400	1,88,200	
11	77500	92600	1,07,200	1,76,500	1,93,800	
12	79800	95400	1,10,400	1,81,800	1,99,600	
13	82200	98300	1,13,700	1,87,300	2,05,600	
14	84700	1,01,200	1,17,100	1,92,900	2,11,800	
15	87200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89800	1,07,300	1,24,200	2,04,700		
17	92500	1,10,500	1,27,900	2,10,800		
18	95300	1,13,800	1,31,700	2,17,100		
19	98200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,600	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,900	1,77,100			
29	1,31,700	1,57,500	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				

37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

Appendix - II

Form of Option

[See G.O.(P) No.....dated.....]

*1. I,(Name) hereby elect
the revised pay structure with effect from 1st January 2016.

*2. I,(Name) hereby elect to
continue on Pay Band and Grade Pay of my substantive/ officiating post mentioned below until:

*the date of my next increment/ the date of my subsequent increment raising my pay to
Rs...../ I vacate or cease to draw pay in the existing pay structure/ the date of my
promotion/ up gradation to the post of

Existing Pay Band and Grade Pay.....

Signature.....

Name.....

Designation.....

Office in which employed

*To be scored out, if not applicable

Appendix – III

UNDERTAKING

[See G.O.(P) No.....dated.....]

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in these Rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature.....

Name.....

Designation.....

Date:.....

Place:.....

Appendix – IV**STATEMENT OF FIXATION OF PAY UNDER THE REVISED UGC
SCHEME, 2016**

(See GO(P) Nodated.....)

1. Name of the College/University:
2. Name of the Employee:
3. Designation of the post with AGP in which pay is to be fixed:
4. Pre-revised pay band & academic grade pay (AGP) applicable to the post:
5. Existing emoluments as on 01.01.2016:
 - (a) Basic Pay (Pay in the pay band + AGP):
 - (b) Dearness Allowance applicable:
 - (c) Total existing emoluments [(a) + (b)]:
6. Applicable academic level in Pay Matrix:

(Corresponding to pay band and academic grade pay as shown at Sl. No. 4)
7. Amount arrived at by multiplying basic pay at Sl. No. 5(a) by 2.57:
8. Applicable Cell in the academic level either equal to or just above the amount at Sl. No. 7:
9. Revised Basic Pay as per Sl. No. 8
10. Stepped up pay of junior with reference to the revised pay of the junior, if applicable
(Name of the junior is to be included distinctly)
11. Personal pay, if admissible:
12. Special pay, if admissible:
13. Non-Practicing allowance, if admissible:
14. Date of next increment:

Date of increment	Pay after increment in applicable level of Pay Matrix

15. Any other information:

Name and Signature of the Head of the Office

Station:

Date:

(Office Seal)

5. The Appendix V (seen below) is additionally included in the Government Order read as above.

Appendix - V

STATEMENT OF FIXATION OF PAY DUE TO FURTHER PLACEMENT

(See GO(P) Nodated.....)

1. Name of the College/University:
2. Name of the Employee:
3. Designation of the present post:
4. Academic level of the present post:
5. Date of placement to the higher post:
6. Designation of the higher post in which pay is to be fixed:
7. Academic level of Higher post:
8. Applicable Cell of the present post:
9. Existing Basic Pay in the applicable cell:
10. Figure in the next higher applicable cell:
(After adding a notional increment of 3% of the existing basic pay & rounded off to the nearest hundred)
11. Applicable academic level after placement:
12. Applicable cell number in the higher academic level containing the amount equal to or higher obtained in Serial No. 10:
13. The figure arrived as per Sl. No. 12:
14. Basic Pay fixed for the higher post
(The amount as per Sl. No. 13)
15. Personal pay, if admissible:
16. Special day, if admissible:
17. Non-practicing allowance, if admissible:

18. Date of next increment :

Date of increment	Pay after increment in applicable level of Pay Matrix

19. Any other information:

Name and Signature of the Head of the Office

Station:

Date:

(Office Seal)

MS. LAP