



PINGLA THANA MAHAVIDYALAYA
Maligram, Paschim Medinipur, Pin-721140

NAAC Accredited B grade (in 2nd cycle), Govt. aided college, affiliated to Vidyasagar University

Website: pinglacollege.ac.in

Date- 30/08/24

Notice

All staff who receive their salary through the HRMS portal are required to submit one set of photocopies of the following documents, signed if available, either on 09/09/24 or on 10/09/2024 to the undersigned for the purpose of update / preparation of their service book. It is also to notify that if a service book is in possession of anybody then it should be returned to the undersigned during their submission of following documents.

1. Admit card of class 10 level examination
2. Marksheet and certificate of class 10 level examination
3. Marksheet and certificate of class 12 level examination
4. Marksheet and Certificate of graduation level examination
5. Marksheet and Certificate of Post Graduation level examination
6. Marksheet and Certificate of of M.Phil Degree, if any
7. Marksheets and Certificates of any other degree
8. Marksheet for Ph.D course work examination
9. Slet, Net qualifying ceertificate
10. Provisional and final Certificate of Ph.D. Degree
11. SC/ ST/ OBC etc. category certificate
12. Aadhaar Card
13. Photo identity card
14. Recommendation letter from College Service Commission
15. Appointment letter
16. Joining letter
17. All Pay fixation memos
18. Any other relevant documents

It is further to inform all staff that the identity card will be generated through biometric registration through face recognition with one unique id, which is to be completed by 04/09/24. Ramkrishna Guria of our Mahavidyalaya will assist with the registration process. If there are any questions about the biometric procedures or modalities, the Principal of Pingla Thana Mahavidyalaya may be contacted via email at pinglathanamahavidyalaya@pinglacollege.ac.in with the name quoted in the subject line. It should also be noted that principal@pinglacollege.ac.in is not functioning for a long time and so this email address should not be used in all future correspondence.

Principal,
Pingla Thana Mahavidyalaya