



# OFFICE OF THE PRINCIPAL NORTH LAKHIMPUR COLLEGE

(An Autonomous College Affiliated to Dibrugarh University)  
COLLEGE WITH POTENTIAL FOR EXCELLENCE PHASE -II  
P.O.- KHELMATI - 787031, North Lakhimpur, Assam  
(Accredited by NAAC with B++ grade, 2.9 CGPA)



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RefNo: NLC/UGC/NEP 2020/2022/Eng/4311

Date: 26/10/22

From:

Dr. Biman Ch. Chetia, Principal  
North Lakhimpur College (Autonomous)  
Khelmati, North Lakhimpur (Assam)- 787031

To:

Dr. Binda Sah, Assistant Professor  
Department of English  
North Lakhimpur College (Autonomous)  
Khelmati, North Lakhimpur (Assam)- 787031

Ref : D.O.No.2-86/2022 (CPP-II), Dtd-10-10-22

Subject: **Engagement Advice**

**Dear Dr. Sah,**

With reference to the subject cited above, you are hereby engaged as a **Compliance Officer** to take charge of **Foreign Students Helpdesk** and coordinate with Foreigners Regional Registration Offices (FRROs)/Foreigners Registration Offices (FROs).

As a Compliance Officer, your duty is to coordinate with FRROs/FROs for ascertaining facts in respect of foreign students during grant of various services like visa registration, visa extension, exit permit etc. along with their attendance, academic performance and other academic records.

Yours faithfully,

Principal  
(Dr. Biman Ch. Chetia)  
North Lakhimpur College (Autonomous)  
Khelmati, North Lakhimpur (Assam)- 787031

**Principal**  
**North Lakhimpur College**  
**(Autonomous)**  
**North Lakhimpur (Assam)**

Copy to,

1. Dr. Bhabajit Bhuyan, Member Secy., Academic Council, NLC(Auto).
2. Dr. Raghab Parajuli, Co-ordinator, IQAC, NLC(Auto).
3. Person concerned
4.  Guard file

