

অসম



ৰাজপত্ৰ

# THE ASSAM GAZETTE

অসাধাৰণ

## EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY AUTHORITY

নং 40 দিশপুৰ, সোমবাৰ, 23 ফেব্ৰুৱাৰী, 2004, 4 ফাগুন, 1925 (শক)  
No.40 Dispur, Monday, 23rd February, 2004, 4th Phalguna, 1925 (S.E.)

GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
DEPARTMENT OF PERSONNEL (PERSONNEL - A)  
ASSAM SECRETARIAT (CIVIL)

### NOTIFICATION

The 18th February, 2004

**No.AAP.62/99/Pt-I/221.**--- In exercise of powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is hereby pleased to make the following rules further to amend the Assam Civil Service Rules, 1998, hereinafter referred to as the principal Rules, namely :-

- Short title and commencement.** 1.(1) These rules may be called the Assam Civil Service (Amendment) Rules, 2004.  
(2) They shall come into force on the date of their publication in the official Gazette.
- Amendment of rule 3.** 2. (1) In the principal Rules, in Rule 3, for sub-rule (1), the following shall be substituted, namely :-  
“(1) The service shall consist of the following classes and cadres :  
(i) Junior Grade ;  
(ii) Senior Grade-II ;

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- (iii) Senior Grade-I ;
- (iv) Selection Grade ;
- (v) Additional Secretary to the Government of Assam ;
- (vi) Secretary to the Government of Assam ;
- (vii) Commissioner and Secretary to the Government of Assam”.

3. In the principal Rules, in rule 12, - (i) in sub-rule (4), after the existing provision, for full stop “.”, colon “;” shall be substituted and thereafter the following provisos shall be inserted, namely :-

“Provided that the officers for promotion to the Cadre of Additional Secretary to the Government of Assam, Secretary to the Government of Assam and Commissioner and Secretary to the Government of Assam shall be selected from eligible officers of Selection Grade on the basis of merit with due regard to seniority from amongst the officers who have attained the age of 54 years :

Provided further that an officer who is under suspension or against whom Departmental proceeding is pending shall not be selected to the post of Additional Secretary to the Government of Assam, Secretary to the Government of Assam and Commissioner and Secretary to the Government of Assam” ;

- (ii) in sub-rule (6), for the existing provisions, the following shall be substituted, namely :-

“(6) The Appointing Authority on receipt of the list along with character rolls and personal files of the officers concerned recommended by the Board shall consider it for promotion to the cadres of Sr. Grade-II, Sr. Grade-I and Selection Grade and approve the list unless it considers any changes necessary. If the Appointing Authority considers it necessary to make any change in the list, it shall inform the Board of the changes proposed and after taking into account the comments, if any, in its opinion, be just and proper.”

Amendment of  
rule 13.

4. In the principal Rules, in rule 13, -

(i) for the first paragraph, the following shall be substituted, namely :-

“Appointment by promotion to the cadres of Senior Grade-II, Senior Grade-I and Selection Grade, Addl. Secretary to the Government of Assam, Secretary to the Government of Assam, Commissioner and Secretary to the Government of Assam shall be made in the manner prescribed hereinafter :-”

(ii) for sub-rule (2) and (3), the following shall be substituted, namely :-

“(2) A member of the service in the Senior Grade-II time scale shall be eligible for promotion to the Senior Grade-I time scale, if he has completed fifteen year of service in the Assam Civil Service on the first day of the years in which the selection is made and the Governor is satisfied about his ability, integrity and character.

(3) A member of the service in the senior Grade-I time scale shall be eligible for promotion to the cadre of Selection Grade on completion of twenty years of service in the Assam Civil Service on the first day of the year in which the selection is made and the Governor is satisfied about his ability, integrity and character.”

(iii) after existing sub-rule (3) so amended, a new sub-rule (4) shall be inserted, namely :-

“(4) A member of the service in the Selection Grade time scale shall be eligible for promotion to the cadres of Additional Secretary to the Government of Assam, Secretary to the Government of Assam and Commissioner and Secretary to the Government of Assam on completion of twenty five years of service in the Assam Civil Service and has attained 54 years on the 1st day of the year in which the selection is made and the Governor is satisfied about his ability, integrity and character.”

Amendment of  
rule 14.

5. In the principal Rules, in rule 14, for sub-rule (2), the following sub-rules (2) and (3) shall be substituted, namely :-

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“(2) The Board for considering promotion to the Selection Grade.

- (i) Chief Secretary ... Chairman
- (ii) Additional Chief Secretary ... Member
- (iii) Two senior most Commissioners and Secretaries Members
- (iv) Commissioner & Secretary, Personel (A) Department. Member-Secretary

(3) The Board for considering selection to the cadres of Additional Secretary, Secretary or Commissioner & Secretary to the Government.

- (i) Chief Secretary ... Chairman
- (ii) Additional Chief Secretary ... Member
- (iii) Chairman, Board of Revenue Member
- (iv) Commissioner & Secretary, Personel (A) Department. Member-Secy.

Provided that the presence of at least four members including the Chairman in each meeting of the Board referred to in sub-rules (1) and (2) shall form the quorum.”

Substitution of Schedule-I. 6. In the principal Rules, for the existing Schedule-I, the following Schedule shall be substituted, namely :-

**SCHEDULE-I**

[ RULE 3 (2) ]

List of posts equivalent to and included in the cadre of the services.

Sl. No.	Name of Cadres	Name of posts equivalent to and included in the cadre	Remarks
(1)	(2)	(3)	(4)
1.	Senior posts	1. Commissioner & Secretary to Government. 2. Secretary to Government 3. Additional Secretary to Government 4. Heads of Department/Additional Heads of Department. (i) Director of Employment and Craftsman Training. (ii) Director of Land Requisition, Acquisition and Reforms. (iii) Director, Municipal Administration. (iv) Inspector General of Prisons. (v) Director of Food & Civil Supplies. (vi) Secretary, APSC. (vii) Director of Sericulture (viii) Director of Handloom & Textiles (ix) Director, Small Savings (x) Director, Social Welfare (xi) Trade Adviser & Director of Movements (xii) Director of State Lotteries (xiii) Director of Man Power (xiv) Director of Tourism (xv) Director of Organisations & Methods (xvi) Director of Financial Inspection (xvii) Director of Sports & Youth Welfare (xviii) Director of Welfare of Plains, Tribes and Backward Classes. (xix) Director of Official Language Implementation Department.	

(1)	(2)	(3)	(4)
		(xx) Director of Schedule Caste	
		(xxi) Director of Fisheries	
		(xxii) Director of Border Areas	
		(xxiii) Director of Char Areas Development Authority.	
		(xxiv) Chief Valuation Officer (MAD)	
		(xxv) Director of Tea	
		(xxvi) Director of Welfare of Tea and Ex- Tea Garden Tribes.	
		(xxvii) Commissioner of Disables	
		(xxviii) Director of Science & Technology	
		(xxix) Secretary, State Election Commission.	
		(xxx) Additional Director, Land Acquisition, Requisition & Reforms.	
		(xxxi) Additional Director of Land Records.	
		(xxxii) Additional Registrar of Co- operative Societies.	
		(xxxiii) Additional Commissioner of GMC.	
		(xxxiv) Director of Culture	
		(xxxv) Director, ssam Institute of Research for SC and Tribals.	
		(i) Joint Director of Training, AASC	
		(ii) Joint Director of P&RD	
		(iii) Joint Director, Sports & Youth Welfare.	
		(iv) Joint Director, Welfare of Tea & Ex- Tea Garden Tribes.	
		(v) Joint Commissioner, GMC	

(1)	(2)	(3)	(4)
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C. Posts in the Secretariat

- (i) Joint Secretary
- (ii) Deputy Secretary
- (iii) PPS to Chief Minister
- (iv) Deputy Secretary to Governor
- (v) Special Assistant to Chief Secretary

D. Posts in the District

- (i) Deputy Commissioner
- (ii) Chief Executive Officer, Zilla Parishad.
- (iii) Additional Deputy Commissioner (G)
- (iv) Additional Deputy Commissioner (R)
- (v) Additional Deputy Commissioner (D)
- (vi) Additional Deputy Commissioner (B)
- (vii) Settlement Officer
- (viii) Principal, Assam Survey & Settlement Training.
- (ix) Project Director, ITDP.
- (x) S.A. to Commissioner of Divisions

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(1)	(2)	(3)	(4)
2. Junior posts		(i) Under Secretary (ii) Sub-Divisional Officer (C) (iii) Sub-Divisional Officer (S) (iv) Extra Assistant Commissioner (v) Election Officer (vi) Sub-Divisional Welfare Officer (vii) Senior Asstt. Settlement Officer (ix) Circle Officer/ASO (x) Additional A.S.O. (xi) Circle Officer (A) (xii) EAC (Grameen) (xiii) Sub-Deputy Collector (Survey) (xiv) Deputy Director, P&RD (xv) Deputy Director, AASC (xvi) Deputy Director, WPT & BC (xvii) Deputy Director, Sports & Youth Welfare (xviii) Assistant Director, Land Records (xix) Project Officer, Urban Basic Service, Directorate of Urban Development (xx) Valuation Officer, Directorate of Urban Development (xxi) Collector, GMC (xxii) Protocol Officer, GAD (xxiii) Compiler, District Gazetter (xxiv) OSD, Assam House, New Delhi (xxv) Liaison Officer, Assam House (xxvi) Administrative Officer, Nazarat Branch, Assam Secretariat (xxvii) Research Officer, Revenue Department (xxviii) Administrative Officer, Directorate of Health Services/Family Welfare Bureau (xxix) Revenue Officer, Irrigation Department (xxx) Private Secretary to the Chief Minister	



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**Substitution of Schedule II** 7. In the principal Rules, for the existing Schedule II, the following Schedule shall be substituted, namely :-

**“Schedule - II  
(Rule 4 & 24)**

Strength of each cadre of service & time scale

<u>Category of post</u>	<u>Time scale</u>	<u>Category of post</u>
1. Junior Grade	Rs. 4390/- -- 11425/-	562
2. Sr. Grade - II	Rs. 9075/- -- 14225/-	237
3. Sr. Grade - I	Rs. 10050/- -- 15575/-	53
4. Selection Grade	Rs. 10375/- -- 16050/-	13
5. Additional Secy. to the Govt. of Assam	Rs. 10375/- -- 16050/-	5
6. Secretary to the Govt. of Assam.	Rs. 11025/- -- 17000/-	3
7. Commissioner & Secy. to the Govt. of Assam	Rs. 11025/- -- 17000/-	2
Deputation Reserve	Leave Reserve	Training Reserve
Sr. Post --- 110 (35% of post)	16 (5% of posts)	16 (5% of posts)
Jr. post --- 39 (7% of posts)	23 (4% of posts)	22 (4% of posts)

J. P. SAIKIA,  
Commissioner & Secretary to the Govt. of Assam,  
Personnel (A) Department.