

**OFFICE MEMORANDUM**

Dated Dispur, the 18<sup>th</sup> July/2018

**Sub : Engagement of Retired Government Officers on Contractual Assignment.**

The State Government has reviewed the existing strength of the employees against the current increased volume and demand for efficient & timely disposal of works by various Departments. In the last three decades, due to certain constraints and other procedure related issues, the recruitment for various levels of posts in the State Government has not been regular, systematic and as per the requirements of the public service delivery. At the same time, of late, it has been noticed that the attrition rate of employees of the State Government due to superannuation has hastened due to the increase in the average age of the existing employees. A serious shortage has been felt mostly at the Grade-I and Grade-II level which has created a serious challenge in implementing various development schemes. Although the State Government has started the process of regular recruitment of the existing vacancies, this would take considerable time and new recruits also require sufficient time to gather expertise and skill in their respective fields.

In the above circumstances, while it is expedient that wherever needs arises, the State Government shall make all possible efforts to increase the overall capacity of its administration through new recruitment, timely promotions and increasing the capacity building, it is also felt necessary to utilise the services of outstanding and willing officers, for a reasonable period of time beyond their superannuation. However, the engagement of retired officers should be made only in rare and exceptional circumstances.

In view of the above, Governor of Assam is pleased to notify the following guidelines for engagement of suitable retired Government Officials on contractual basis in supersession of the earlier Government OM No. AAP/182/2012/49 dated 20 May 2015 and the same will be reviewed after three years.

Therefore, superseding the earlier Govt OM No. AAP/182/2012/49 Dated 20<sup>th</sup> May 2015, the following guidelines are issued for engagement of suitable retired Govt. Officials on contractual basis.

1. Period of Contractual engagement

The period of engagement will not be more than 1(one) year. Engagement can be terminated by the appointing authority at the notice of 1(one) month or honorarium in lieu thereof without assigning any reason whatsoever at any time.

2. Remuneration

Remuneration of the contractual person will be decided on the basis of last pay and allowances drawn as they would have been at present minus pension. Other benefits like GPF, GIS and other additional allowances will not be admissible to the officer engaged. Medical reimbursement will be allowed as per the rules of the Service to which the retired officer belonged before retirement.

18/7/18

3. Procedure of engagement

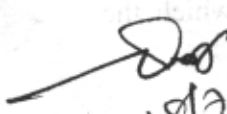
- (A) Administrative Departments will assess the need for employment of retired Govt. Officers upto the age of 65 or below and prepare a proposal with eligibility criteria like work experience required to man the position. Initial appointment shall be maximum for one year and the same can be renewed annually subject to the satisfactory performance of the person so engaged. However, overall tenure of such engagement shall not exceed 5 years or 65 years of age whichever is earlier.
- B) The proposal for re-employment will be placed by the Senior Most Secretary for consideration and approval of the Minister- in-Charge of the Department.
- C) On the basis of the proposal so approved, the Department will submit detailed proposals including Bio-data of the officer proposed to be engaged, justification for employment, deliverable, copy of agreement etc. to the Personnel (A) Department.
- D) Personnel (A) department will place all such proposals both fresh and renewal before State Empowered Committee (SEC) for consideration/approval.

Composition of SEC will be as follows:-

- |  |   |                  |
|--|---|------------------|
| (i) Chief Secretary                                | - | Chairman.        |
| (ii) Senior most Secretary of Personnel Department | - | Member-Secretary |
| (iii) Senior most Secretary of Finance Department  | - | Member.          |
| (iv) Senior most Secretary of Department concerned | - | Members.         |

- (E) After approval of the SEC, the Personnel Department will seek approval of HCM and intimate the Department concerned accordingly.
- (F) Thereafter, Department concerned may engage the retired officers so approved through an agreement.
- (G) The officers so engaged may be assigned a suitable designation like Consultant, Officer on Special Duty, Special Executive Officer etc. as deemed fit by the Department.
- (H) Each Department will draw the remuneration/honorarium of the so engaged employees officers from their own budget.

4. The re-employed officer may be allotted the works by the Senior Most Secretary as per the official exigencies.
5. The above provisions principles should strictly be adhered to by all authorities without any exception.
6. Under no circumstances in-service promotion of any employee should be allowed to be affected due to re-employment of retired Govt. Officer in any department.

  
18/3/18

Sd/-T.Y. Das, IAS.  
Chief Secretary, Assam

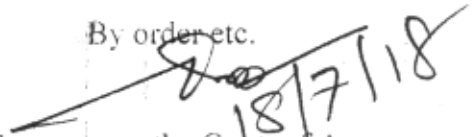
Memo No. AAP.98/2017/30 -A

Dated Dispur, the 18<sup>th</sup> July/2018

Copy to:-

1. The Accountant General, Assam, Guwahati-29
2. The Chairman, Assam Administrative Tribunal.
3. The Chairman, Assam Board of Revenue, Guwahati.
4. The Chairman, Assam State Electricity Board, Guwahati.
5. All Principal Secretaries/ Commissioner & Secretaries/ Secretaries to the Government of Assam
6. The Principal Secretary to the Chief Minister, Assam.
7. The Chief Electoral Officer, Assam, Dispur.
8. The Resident Commissioner, Governemnt of Assam, Assam House, New Delhi.
9. The Agricultural Production Commissioner, Assam.
10. All Commissioners of Divisions, Assam.
11. The Comm. & Secy to the Governor of Assam, Guwahati.
12. The Secretary, Assam Legislative Assembly, Dispur.
13. The PPS to Chief Minsiter Assam
14. All Principal Secretaries of the Autonomous Councils Assam
15. All Deputy Commissioners/ Sub-Divisionals Officers Assam.
16. The Secretary, State Election Commission , Assam
17. All Heads of Department/Departments of Assam Secretariat.
18. The Deputy Director, Assam Govt Press, Guwahati-21 for publication.
19. The PS to Chief Secretary, Assam
20. The PS to Chief Information Commissioner, Assam.
21. The PS to Addl. Chief Secretaries Assam
22. The PS to Minister/ Ministers of State Assam
23. The PS to Adviser (I & PR) to the Chief Minister Assam
24. Department concerned.
25. Personal File of the Officer
26. The Personnel Management information System/Assam Online Portal, Personnel(A) Department, Guwahati-6

By order etc.

  
Secretary to the Govt. of Assam,  
Personnel (A) Department