

GOVERNMENT OF ASSAM

DEPARTMENT OF PERSONNEL ::: PERSONNEL (B)

DISPUR:::GUWAHATI-6

No.ABP.113/2023/81

Dated Dispur, the 28<sup>th</sup> February, 2024

OFFICE MEMORANDUM

**Sub: Conversion of Posts of L.D. Assistants/Junior Assistants in District and Sub-ordinate Offices and in the Offices of Heads of Departments.**

The Government in the Personnel (B) Department had issued instructions vide Office Memorandum No.ABP.325/83/3 dated 30/04/1984 regarding conversion of posts of L.D. Assistants in the District and Sub-ordinate Offices as well as in the Offices of Heads of Departments by changing the ratio of U.D. Assistants to L.D. Assistants to 2:3.

The abovementioned O.M. No.ABP.325/83/3 dated 30/04/1984 has been kept in abeyance with immediate effect until further orders vide O.M. No.ABP.280866 dated 03/03/2023.

The Government has since reviewed the matter and after careful consideration of all aspects of the matter, the Governor of Assam is pleased to order that the ratio of the posts of U.D. Assistants/Senior Assistants to the posts of L.D. Assistants/Junior Assistants in the District and Subordinate Offices as well as in the Offices of the Heads of Departments shall be maintained to 2:3. The Governor of Assam is pleased to further order that the posts of L.D. Assistants/Junior Assistants shall be converted to the posts of U.D. Assistants/Senior Assistants in such a way that the ratio remains intact to 2:3. For such conversion, no fraction shall be taken into consideration.

With a view to ensuring strict adherence to the aforementioned ratio, all the Departments shall act in accordance with the following guidelines:-

1. The ratio of 2:3 of U.D. Assistants/Senior Assistants to the posts of L.D. Assistants/Junior Assistants will be maintained/calculated against the cadre strength of concerned cadre under the appointing authority in the District, Sub-ordinate Offices and in the Offices of Heads of Departments.

To illustrate, suppose there are 30 posts of U.D. Assistants/Senior Assistants and 60 posts of L.D. Assistants/Junior Assistants under an appointing authority 'A'. In such a case, the number of U.D. Assistant posts to be entitled by the appointing authority will be two-fifths of 90 posts (i.e. 30+60) and hence, will be entitled to 36 posts of U.D. Assistants/Senior Assistants. As there are already 30 posts of U.D. Assistants/Senior Assistants under the appointing authority, it may convert 6 posts (36-30) of L.D. Assistants/Junior Assistants to U.D. Assistants/Senior Assistants.

2. In case of shortage of manpower vis-a-vis the cadre strength of the concerned cadre under the appointing authority in District, Sub-ordinate Offices and in the Offices of Heads of Departments, the aforementioned ratio will be maintained/calculated against the available men-in-position only.

To illustrate, suppose there are 20 number of U.D. Assistants/Senior Assistants against the cadre strength of 30 posts and 40 number of L.D. Assistants/Junior Assistants against the cadre strength of 60 posts under an appointing authority 'A'. In such a case, the number of U.D. Assistant posts to be entitled by the appointing authority will be two-fifths of 60 posts (i.e. 20+40) and hence, the appointing authority will be entitled to 24 posts of U.D. Assistants/Senior Assistants. As there are already 20 filled-up posts of U.D. Assistants/Senior Assistants under the appointing authority, it may convert 4 posts (24-20) of L.D. Assistants/Junior Assistants to U.D. Assistants/Senior Assistants.

3. The appointing authorities will examine the authorized cadre strength of UDA and LDA, existing men in position and reservation in those posts and thereafter, they will formulate a list of eligible LDAs/Junior Assistants, who may be otherwise qualified, with due regard to their ACRs and vigilance status, for such up-gradation on successful completion of minimum years of service as prescribed in the Service Rules/Service Orders.
4. A converted/upgraded post of U.D. Assistant/Senior Assistant will automatically revert to the post of L.D. Assistant/Junior Assistant as and when the incumbent holding the post of U.D. Assistant/Senior Assistant vacates it on account of retirement or relinquishment or for any other reason. The appointing authorities will maintain an updated register with details of such upgradation, incumbents so upgraded and reversion of the upgraded posts to LDA/Junior Assistant level.
5. The requisition for appointment in the posts of Junior Assistants/L.D. Assistants should be based on the existing vacancies in the cadre of Junior Assistants/L.D. Assistants only and the reservation therein may be worked out accordingly.
6. All Administrative Departments will constitute appropriate level committees in the offices of the appointing authorities such as of Heads of Departments, District Heads of Offices/Sub-ordinate Offices to look into the matter of implementation of this Office Memorandum. These Committees will thoroughly scrutinize the proposal for upgradation of posts, finalize list of eligible employees to be up-graded with due regard to existing provisions of reservation and submit a detailed report to the administrative department for approval of the Government.

All the appointing authorities will mandatorily obtain prior approval of Government for any creation/up-gradation of such posts.

This Office Memorandum shall come into force with immediate effect.

Sd/- Shri. M. S. Manivannan, IAS  
Commissioner & Secretary to the Govt. of Assam  
Personnel Department

**Memo.No. ABP.113/2023/81-A**

**Dated Dispur, the 28<sup>th</sup> February, 2024**

Copy forwarded to:

1. All Additional Chief Secretaries to the Government of Assam, Dispur.
2. The Principal Secretary to the Chief Minister, Assam, Dispur.
3. All Principal Secretaries/Commissioner and Secretaries/Commissioner & Special Secretaries/Secretaries to the Government of Assam.
4. All the Heads of Departments.
5. All District Commissioners.
6. Principal Secretaries, KAAC, Diphu/ Bodoland Territorial Council, Kokrajhar/Dima Hasao Autonomous Council, Haflong.
7. The Secretary, Co-ordination, Office of the Chief Secretary, Assam, Dispur.
8. P.S. to the Ministers/ Minister of State, Assam, Dispur.
9. The Superintendent, Assam Government Press, Bamunimaidan, Ghy-21 for favor of publication of the above Notification in the extra ordinary Assam Gazette and submit 50 (fifty) copies to this Department.

By order etc.

  
Secretary to the Govt. of Assam  
Personnel Department