



**GOVERNMENT OF ASSAM**  
**FINANCE (ESTABLISHMENT - A) DEPARTMENT**  
**DISPUR : : GUWAHATI – 6**

**NO.FEG.15/2000/90,**

**Dated Dispur, the 19<sup>th</sup> July/04.**

From : Shri A. Ghosh,  
Under Secy. to the Govt. of Assam,  
Finance (Estt. - A) Deptt.

To : The Director of Training,  
Assam Administrative Staff College,  
Jawaharnagar, Guwahati – 22.

**Sub :       Compilation of Acts/Rules/Office Memorandums.**

Ref :       Your's Memo No. AASC (EQ) 110/97-98/2046, dated  
31-05-04.

Sir,

I am directed to refer to your Memo quoted above and to furnish herewith O.M. issued from time to time so far this Deptt. is concerned as desired.

Encl: - as above.

**Under Secretary,  
Finance(Estt.- A) Deptt.**

<u>Name of the Deptt.</u>	<u>No. &amp; Date</u>	<u>Brief of the Subject.</u>
Finance(Estt.-A) Department	(1) NO.FEG. 22/94/36, dt. 8-10-1998	Stagnation
	(2) NO.FEG. 22/94/57, dt. 11-9-2003	increment
	(3) NO.FEG. 4/2000/11, dt. 21-2-2000	
	(4) NO.FEG. 20/95/60, dt. 26-11-2002	Leave matter of
	(5) NO.FEG. 4/2000/76, dt. 12-12-2002	vacation Deptt.
	(6) NO.FEG. 4/2000/pt/9, dt. 19-9-2003	
	(7) NO.FEG. 32/89/19, dt. 22-6-1999	Study Leave Rule
	(8) NO.FEG. 36/99/2, dt. 23-3- 2000	1963.
	(9) NO.FEG. 20/95/47, dt. 1-9-2000	

	(10) NO.FEG. 20/95/48, dt. 4-9- 2000	Leave Rule 1934.
	(11) NO.FEG. 20/95/58, dt. 23- 8-2001	
	(12) NO.FEG. 14/95/12, dt. 24-12-97	Extension of joining time.
	(13) NO.FEG. 25/87/132, dt. 10-9-97	Equalisation of pay.
	(14) NO.FEG. 1/98/1, dt. 7-3-1998	Advance increment.
	(15) NO.FEG. 19/94/31, dt. 23-9-1997	The APS (Ad-hoc) Appointment Rules. 1986. (Purpose increment).
	(16) NO.FEG. 19/94/49, dt. 5-5-2003	
	(17) NO.FEG. 8/2001/146, dt. 6-8-2002	
	(18) NO.FEG. 13/92/pt/13, dt. 3- 5- 04	Deputation.
	(19) NO.FEG.13/92/pt/14, dt.19-7-97	

	(20) NO.FEG. 13/92/pt/15, dt. 19-8-97	Deputation.
	(21) NO.FEG. 13/92/pt/29, dt. 16-7-99	
	(22) NO.FEG. 13/92/pt/30, dt.5-8-2000	
	(23) NO.FEG. 13/92/pt/33, dt. 30-5-2002	
	(24) NO.FEG. 3/98/46, dt. 22-3-1999	Procedure for drawal of salary
	(25) NO.FEG. 21/2001/2, dt. 14-3-2002	95, 96 to 101 of Assam Financial Rules
	(26) NO.FEG. 20/2001/4, dt. 15-12-2003	Principle of accepting tender
	(27) NO.FEG. 14/95/7, dt. 5-6-95	Extension of joining time.
	(28) NO.FEG.14/95/8, dt. 24-2-97	

-----



**THE ASSAM GAZETTE**  
**EXTRAORDINARY**  
**PUBLISHED BY AUTHORITY**

---

No.170 Dispur, Friday, 9<sup>th</sup> October, 1998, 17<sup>th</sup> Aswina, 1920 (S.E.)

---

**GOVERNMENT OF ASSAM**  
**ORDERS BY THE GOVERNOR**

**FINANCE (ESTABLISHMENT - A) DEPARTMENT**

**NOTIFICATION**

The 8<sup>th</sup> October, 1998

## **OFFICE MEMORANDUM**

**SUBJECT : STAGNATION INCREMENT**

**No.FEG.22/94/36**, — Sometime past, after the acceptance of the Report of the Assam Pay Commission, 1988, Government of Assam was actively considering the recommendations at para 5.25 to 5.31 of the report in respect of grant of Stagnation Increment, to State Government Servants stagnating at the maximum of their time scale pay and treatment thereof.

1. Government of Assam, in supersession of all previous orders on the subject has already decided vide O.M. No. FEG. 22/94/28 dated 25<sup>th</sup> September, 1998 that all State Government servants, who have opted or the A.S (ROP) Rules, 1998 after acceptance of the Report of the Subsequent pay commission of 1994, the maximum of whose pay scale is Rs. 12,625/- p.m. or below and who may reach the maximum of the revised pay scale, shall be granted one stagnation increment on completion of every two years from the date of reaching to maximum stage. The stagnation increment shall be equivalent to the rate of increment last drawn by them in their pay scales and shall be treated as personal pay and allowed in the same manner as annual increment. A maximum of three such increments shall be allowed, and the pay plus stagnation increment shall in no case exceed Rs. 13,825/- p.m.

- 2.1 The Government of Assam is now pleased to decided that stagnation increment shall be treated as pay for all purposes. This will have the effect that stagnation increment will be taken into account for all purposes for fixation/ protection of pay on promotion/appointment to higher post/another post. Dearness allowance, City Compensatory allowance, House Rent allowances and for retirement benefits etc.
- 2.2 Orders in the O.M. dated 25<sup>th</sup> September, 1998 may be treated as modified to this extent.
3. This order will come into effect from 1<sup>st</sup> January 1996 and therefore, cases of stagnation of pay w.e.f. 1.1.1996 and onwards in the Assam Services (Revision of Pay) Rules, 1998 onwards will only come under the purview of this orders.

**Commissioner & Secy. to the Govt. of Assam,  
Finance Department,  
Dispur.**





**GOVERNMENT OF ASSAM**

**FINANCE (ESTABLISHMENT -A) DEPARTMENT**

**DISPUR : GUWAHATI- 6**

No. FEG. 22/94/57.

Dated Dispur, the 11<sup>th</sup> Sept./2003

**OFFICE MEMORANDUM**

**Sub : Stagnation increment.**

In continuation of this Deptt. O.M.NO.FEG 22/94/36. dtd. the 8<sup>th</sup> October/1998, it is for further clarification to all concerned that the provision of option is also applicable for the purpose of fixation of pay on promotion/appointment to the Govt. employees according to the next due stagnation increment date. But in any way, option should be exercised within 1(one) month from the date of promotion or appointment.

(H. Ali)

Secretary to the Govt. of Assam,  
Finance(Estt. - A) Department



**GOVERNMENT OF ASSAM**

**FINANCE (ESTABLISHMENT- A) DEPARTMENT**

**DISPUR : GUWAHATI- 6**

No. FEG. 4/2000/11.      Dated Dispur, the 21<sup>st</sup> February, 2000.

**OFFICE MEMORANDUM**

**Sub :      Cash payment in lieu of un-utilised earned leave on the date of superannuation in respect of Government servants in vacation Department.**

1. After careful consideration of the demands from the Government servants of the vacation departments for payment of cash-equivalent of un-utilised earned leave, the Governor of Assam is pleased to extend the benefit of leave encashment of unutilized earned leave at the credit of the Government servant's in vacation Departments.

2. The decision contained in this O.M. will be applicable to the State Government Servants of vacation Department retiring on superannuation on or after 29-2-2000.
3. The concession will be subject to the following conditions :
  - (i) The payment of cash-equivalent to leave salary shall be limited to a maximum of 80 days earned leave accrued at credit on the date of retirement.
  - (ii) The cash-payment under this order will be equal to leave salary as admissible for earned leave and dearness allowance admissible on that leave salary at the rates in force on the date of retirement.

No city compensatory allowance and or house rent allowance shall be payable.
  - (iii) The authority competent to grant leave shall issue order-granting cash-equivalent of earned leave at credit on the date of retirement.
4. This orders shall not apply to the cases who are compulsorily retired as a measure of punishment under disciplinary rules.

(S. C. Das)

Commissioner & Secretary to the  
Government of Assam,  
Finance (Estt-A) Deptt.



**GOVERNMENT OF ASSAM**

**FINANCE (ESTABLISHMENT- A) DEPARTMENT**

**DISPUR : GUWAHATI- 6**

No. FEG. 20/95/60. Dated Dispur. The 26<sup>th</sup> November, 2002.

From : Sri R. L. Duarah, ACS.  
Joint Secretary to the Govt. of Assam.  
Finance (Estt-A) Department.

To : The Commissioner and Secretary to the  
Govt. of Assam,  
Education Department, Dispur.

**Sub : Sanction of Leave encashment benefit in  
respect of Principal, Vice-Principal, Head-  
Master and Asstt. Head-Master.**

Ref : Your notification No. B (3) S.273/2000/6 dt.  
3.8.2000.

Sir,

In inviting a reference to the above, I am directed to request to withdraw your notification under No. B(3)S.273/2000/6 dtd. 3.8.2000 regarding sanction of leave encashment benefit etc, by the Inspector of Schools instead of the appointing authority with immediate effect. Henceforth, all such sanction shall be issued by the Director of Secondary Education who is the competent authority in case of Class II Officer of Education Department.

Yours faithfully,

Joint Secretary to the Govt. Of Assam,  
Finance(Estt-A) Department,



**GOVERNMENT OF ASSAM**

**FINANCE (ESTABLISHMENT- A) DEPARTMENT**

**DISPUR : GUWAHATI- 6**

**OFFICE MEMORANDUM**

No. FEG. 4/2000/76.

Dated Dispur, the 12<sup>th</sup> December/02

As provided under SR.115 of FRs and SRs there is a provision of preventing a Govt. servant of vacation Deptt. From availing himself of a vacation or a portion of it. Finance Deptt. Is receiving proposals for leave encashment benefit in respect of Govt. servant of vacation Deptts based on such prevention/restriction in availing vacation, which create some confusion in Finance Deptt.

So, to overcome the difficulty faced by Finance Deptt. henceforth all Administrative Deptts are requested to obtain prior approval of Finance Deptt. before imposition of restriction on availing vacation by a Govt. servant of a vacation Deptt.

The proposal for imposition of restrictions shall be submitted well in time in a consolidated list with proper justification.

(H. S. DAS)

Commissioner & Secy. to the Govt. of Assam.

Finance(Estt.-4) Department.



**GOVERNMENT OF ASSAM**

**FINANCE (ESTABLISHMENT- A) DEPARTMENT**

**DISPUR : GUWAHATI- 6**

**OFFICE MEMORANDUM**

No. FEG. 4/2000/pt/9.      Dated Dispur, the 19<sup>th</sup> Sept/2003.

**Sub :      Imposition of restriction on availing vacation by a  
Govt. servant of a vacation Deptt. under SR. 115.**

In continuation of this Deptt. O.M. No. FEG.4/2000/76 dtd..12.12.02. on the afore said subject it is clarified that the O.M. No.FEG.4/2000/76 dtd.12.12.02. issued on imposition of restriction on availing vacation shall be affective from 29.2.2000,



i.e., the date from which the leave encashment benefit was extended to the Govt, servant of vacation Department under O.M. No.FEG.4/2000/11 dtd. 21.2.2000.

The imposition of prevention/restriction in availing vacation under SR.115 of the FRs and SRs are in exercise of power under FR.8 of the FRs and SRs.

Sd/— H. S. DAS

Commissioner & Secretary to the Govt of Assam

Finance (Estt-A) Department.

# **Assam Study Leave (Amendment) Rules, 1999**

**The 22<sup>nd</sup> June, 1999.**

**No FEG. 32/89/19** — In exercise of the power conferred by the provision to the Article 309 of the Constitution of India and under the Fundamental Rule 84 and subsidiary Rule 117 of the Fundamental Rules and subsidiary Rules, the Governor of Assam s hereby pleased to make the following rules to amend the Assam Study Leave Rules, 1963, hence after referred to as the principal Rules, namely : –

## **1. Short title and Commencement :**

- (1) These rules may be called the Assam Study Leave (Amendment) Rules, 1999.
- (2) They shall come into force on the date of their publication in the Official Gazette.

## **2. Amendment of rule 4 :**

In the principal rules, in rule 4 —

- (i) for sub-rule (1) the following shall be substituted, namely :-

“(i) The period of study leave shall be limited to 24 (twenty four) months for any admissible course of study, once during entire service life of a Government servant.”

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

“(2) If any longer period of leave is required to complete the course of study, for reasons beyond the control of the Government servant, to which the Government in the Finance Department, is satisfied the Government servant shall be permitted to combine any leave due and admissible to him under leave rules with Study Leave.

### **3. Amendment of Rule-6 :**

In the principal rules 6 in rule 6 : —

(i) for sub rule(1), the following shall be substituted, namely :-

“(1) A study allowance shall be granted to a Government servant who has been granted study leave to prosecute

admissible course of study in recognized institutions outside India for the period actually spent for study purpose :”

- (ii) for sub-rule (2) (a), the following shall be substituted, namely

“(2) (a) The rate of study allowances shall be at the same rate in force for the relevant period and for the relevant country, for the employees of the Central Government under rule 58 of the Central Civil services (Leave) Rules, 1972.”

- (iii) for sub-rule (2), (b) the following shall be substituted, namely :-

“(2) (b) No study allowances shall be granted to a Government servant who has been granted study leave to prosecute studies within India.”

S. C. DAS

Commissioner & Secy. to the Govt. of Assam

Finance (Estt.-A) Department

**SUB-DIVISIONAL S.T. DEVELOPMENT BOARD, BIJNI**

1. Smti. Sambari Khaklary, Bijni-1.	Chairman
2. Smti. Ahailya Roy Basumatary, Village. S/Abadipara.	Vice- Chairman
3. Shri Harkeswar Brahma Goayari, Village No. 3 Dakhin Makra.	Member
4. Shri Ramesh Narzary, Village. Kumarsali.	do
5. Shri Majen Hazong, Village. Jakhati.	do
6. Shri Prabin Basumatary, Village. Bariawgaon.	do
7. Miss Ranewari Brahma, Bijni Ward No.1.	do
8. Shri Bimal Brahma, Village. Panbari.	do
9. Shri Nagen Basumatary, Village. Noapara.	do

10. Smti Jayanti Hazong, Village. Pub Baripara.	do
11. S.D.O. (G) Bijni or his representative.	do
12. Heads of all Development Department's of the Sub-Division.	Ex-Office Member.
13. Sub-Division Welfare Officer, Bijni.	Member- Secretary.

A. K. VARMA,  
Under Secy. to the Govt. of Assam,  
WPT & BC Department, Dispur, Guwahati.

# **Assam Study Leave (Amendment) Rules, 1963**

**The 14<sup>th</sup> September 2000**

**No. FEG. 32/89/PT/25** — In exercise of the powers conferred by the provision to the Article 309 of the Constitution of India and under the Fundamental Rule 84 and Subsidiary Rule 117 of the Fundamental Rules and Subsidiary Rules. the Governor of Assam is hereby pleased to make the following rules to amend the Assam Study Leave Rules, 1963, here in after referred to as the Principal Rules, namely:-

1. (i) These rules may be called the Assam Study leave (Amendment) Rules,2000.
  - (ii) They shall come into force on the date of their publication in the Official Gazette.
- 2. Amendment of Rule-10-**

In the principal rules, in rule 10

For sub-rule(1) following shall be substituted, namely :-

“Leave salary during study leave :-(1) During study leave availed of outside India, a Government servant shall draw leave salary equal to the pay that the Government servant drew while on duty with Government immediately before proceeding on such leave and in addition the dearness allowance and house rent allowance”.

For sub-rule (2), the following shall be substituted, namely :-

- “(ii) (2)(a) During study leave availed of in India, a Government servant shall draw leave salary equal to the pay that the Government servant drew while on duty with Government immediately before proceeding on such leave and in addition the dearness allowance and house rent allowance as admissible.
- (b) Payment of leave salary at full rate under clause (a) shall be subject of furnishing of a certificate by the Government servant to the effect that he is not in receipt of any scholarship, stipend or remuneration in respect of any part time employment.
- (c) The amount, if any, received by a Government servant during the period of study leave a scholarship or stipend or remuneration in respect of any part time employment shall be adjusted against the leave salary payable under this sub-rule subject to the condition that the leave salary shall not be reduced to an



amount less than that payable as leave salary during half-pay leave.

**3. Amendment of Rule II-**

- (i) In sub-rule (2) the words “Other than half pay leave under Rule 13 (a) of the Leave Rules 1934 appearing at the end shall be omitted
  
- (ii) In sub-rule (3) the word “On half average pay and will not be taken into account in reckoning the aggregate amount of leave on half average pay taken by Government servant towards maximum period admissible under Fundamentals Rules” appearing at the end shall be omitted.

A.K THAKUR

Commissioner and Secy. to the Govt. of Assam.

Finance(Estt-A) Department

# **Assam Aided College Management Rules, 1976**

**The 3<sup>rd</sup> August 2000**

**No. B (2) H. 54/99/69-** In exercise of the powers conferred under Rules 2 and 3 of the Assam Aided College Management Rules, 1976 the Governor of Assam is pleased to re-constitute a Special Body of Sonapur College, Sonapur, District Kamrup with the following members for smooth management of the affairs of the College with immediate effect.

The Special Body constituted vide Government Notification No B(2) H. 63/98/7 dated 4<sup>th</sup> April 1998 is hereby dissolved.

1. Shri Bhupen Goswami, Ex. D.D.P.I., Assam	President.
2. Principal of the College	Secretary.
3. Shri Nomeswar Boro, (Topotoli)	Member
4. Shri Robin Choudhury, (Sonapur)	Do
5. Shri Dipak Das, Barkhut, Sonapur	Do
6. Shri Basanta Kalita, Erabari, Sonapur	Do
7. Smti Karmala Goswami, Councillor lady	Lady do
8. Shri Danjit Medhi, Lecturer Sonapur College	Do

P. K. TAMULI

Deputy Secy. to the Govt. of Assam.

Education (H) Department.

## **NOTIFICATION.**

**The 31<sup>st</sup> July 2000**

**No.TAD/BC/78/97/8**—The Governor of Assam is pleased to reconstitute the Sub Divisional S.T. Development Board, Bijni as per enclosed list with effect from the date of issue of this Notification.

The Governor of Assam is further pleased to order that any one of the members present may preside over the meeting in the absence of Chairman on being unanimously agreed upon by them and one third of the total member present shall form quorum for holding a meeting.

The terms of reference of the Sub-Divisional Tribal Development Board are:-

1. To distribute different grants under Backward Classes Sector of the State Plan as authorized by Government from time to time.

2. To watch the implementation of :-
  - (a) Grants under (1) above
  - (b) Plan implementation and review of the Development Schemes of Tribal Development in the Sub-Division.
  - (c) Schemes under taken by the Assam Plains Tribes Development Corporation Limited.
  - (d) Building grant sanctioned to School and College under the TSP Sector of the State Plan.
  - (e) Various Stipends Scholarship sanctioned to School and Colleges under TSP.
  - (f) Any other matter referred to by the Advisory Council for Welfare of Scheduled Tribes (Plains) Assam.
3. To implement schemes for Tribal Development as may be placed at the disposal of the board by different Development Department's of Government.
4. To ensure proper utilization of grants received by Schools and Colleges and to report to the Government to the Non-utilisation of such grants along with the reasons.

5. To open Sub-Divisional Tribal Development fund to be opened by the concerned Sub-Divisional Welfare Officer.
6. To do all other duties as may be entrusted by the Government from time to time.

This cancels this Department's Notification issued earlier in connection with the constitution of concerned Sub-Divisional Tribal Development Boards



**GOVERNMENT OF ASSAM**

**FINANCE (ESTABLISHMENT- A) DEPARTMENT**

**DISPUR : GUWAHATI- 781006**

**OFFICE MEMORANDUM**

**No. FEG. 20/95/47. Dated Dispur, the 1<sup>st</sup> September, 2000.**

Consequent upon the decision taken by the Government of India in respect to enhancement of the ceiling of the accumulation and encashment of the earned leave in case of the Central Government employees, the Governor of Assam is pleased to decide that the existing provision of the Rule 9 (1) (b) and the State Revised Leave Rules, 1934 may be revised as follows :-

- (a) The existing maximum limit of 240 days on accumulation of earned leave provided under Rule 9 (1) (b) of the Revised Leave Rules 1934 shall be enhanced to 300 days.
  
- (b) The existing ceiling of 240 days for availing the benefit of encashment of unutilized earned leave now in force in case of State Government employees and as provided under Rule 12(D) OF THE revised Leave Rules, 1934 and in the O.M. No. FEG.23/78/1 dated 19.7.78 shall be increased to 300 in due course.

Necessary amendment to the Revised Leave Rules, 1934 will be issued in the form of Notification/ Correction Slip in due course.

This amendment provision will come into force with effect from the date of notification.

Sd/- R.K. Bora

Commissioner & Secretary to the Government of Assam  
Finance Department



**GOVERNMENT OF ASSAM**

**FINANCE (ESTABLISHMENT- A) DEPARTMENT**

**DISPUR : GUWAHATI- 6**

**No. FEG. 20/95/48.      Dated Dispur, the 4<sup>th</sup> September,2000**

**NOTIFICATION**

In exercise of the powers conferred by the provision of Article 309 of the constitution of India, the Governor of Assam is pleased to direct that the following amendment shall be made to Assam Fundamental Rules and Subsidiary Rules.



- (1) The existing provision of Rule 9 (1)(b) of the Revised Leave Rules, 1934 shall be substituted by the following:-

Leave carried forward plus the credits for the half-year do not exceed the maximum limit of 300 days.

- (2) The existing provision of Rule 12(d) of leave Rule 1934 shall be substituted by the following :-

No exceeding leave for 300 days shall be paid to his family subject to reduction because of pension equivalent to death-cum retirement gratuity.

This takes effect from the date of issue of the notification.

Sd/- P.D. Kalita,

Deputy Secretary to the Government of Assam  
Finance (Estt.-A) Department



## **GOVERNMENT OF ASSAM**

### **FINANCE (ESTABLISHMENT- A) DEPARTMENT**

#### **DISPUR : GUWAHATI- 6**

##### **OFFICE MEMORANDUM**

**No. FEG. 20/95/58.                      Dated Dispur, the 23<sup>rd</sup> August/2001.**

Consequent upon the issue of OM No. FEG. 20/95/47 DT. 1-9-2000 and notification No. FEG 20/95/48 DT 4-9-2000 for enhancement of ceiling on accumulation of earned leave from 240 days to 30 days. Leave encashment benefit etc for the month of September/2000, shall be counted as a full month for the purpose of calculation of earned leave in respect of all State Govt. Employees falling under the preview of Leave Rules , 1934.

Sd/- Rajiv Bora

Commissioner & Secretary to the Govt. of Assam

Finance(Estt-A) Deptt.



## **GOVERNMENT OF ASSAM**

### **FINANCE (ESTABLISHMENT- A) DEPARTMENT**

#### **DISPUR : GUWAHATI- 6**

**No. FEG. 14/95/12. Dated Dispur, the 24<sup>th</sup> December 1997.**

#### **OFFICE MEMORANDUM**

**Sub : PROPOSAL FOR EXTENSION OF JOINING TIME**

Admissibility of joining time on transfer from one post to another has been laid down in FR & SR vide SR 139. Accordingly, maximum joining time admissible under normal course is 30 days.

Finance Department however, receive a number of proposals from almost all the Departments to extend joining time beyond the maximum limit of 30 days, some-time for several

months. On examination of such cases, Finance Deptt, observes that such extension of joining time is required for frequent changes of transfer/posting orders, for not handing over charges by the officers to be relieved. Some times, extension of joining time is sought for, for not issue of posting orders well in time on return from training/higher studies/deputation etc.

Extension of joining time means payment of full salaries without any work. It is, therefore, impressed upon all the Administrative Department to implement the transfer order once issued and when a change is considered necessary in the interest of public service, this should also be taken for issue of posting orders for posting of officer on reversion of officer from training/higher studies/deputation so that they can join in the now place of posting immediately after reversion.

Moreover, the Administrative Deptts. are requested to ensure that the stay/cancellation/modification of original transfer order, if at all necessary, should be issued within 30 days before released of the officer and after his release if the officer has reported for duty in his now place of posting within the permissible joining time period (except for Hills district) the relieved officer should be instructed to handover charge within 15 days failing watch the officer already joined in his now place of posting shall be doomed to have takeover charge unilaterally.

Considering the huge number of proposals received by Finance Department for extension of joining time. It has been decided that Finance Department may not be grant extension of joining time beyond certain period as may be decided by Finance Department depending upon the circumstances of the case and may advise the department to approach Cabinet for approval including fixing responsibility for the delay caused and incorporating the same in the Cabinet Memorandum.

Sd/- S.C. DAS

Commissioner & Secy. to the Govt. of Assam  
Finance (Estt.-A) Department

Have taken over charge unilaterally.

Considering the huge number of proposals received by Finance Department for extension of joining time, it has been decided that Finance Department may not to grant extension of joining time beyond certain period as may be decided by Finance Department depending upon the circumstances of the case and may advise the department to approach Cabinet for approval including fixing responsibility for the delay caused and incorporating the same in the Cabinet Memorandum.

Sd/- S.C. DAS

Commissioner & Secy. to the Govt. of Assam  
Finance (Estt.-A) Department



## **GOVERNMENT OF ASSAM**

### **FINANCE (ESTABLISHMENT- A) DEPARTMENT**

#### **DISPUR: GUWAHATI- 6**

**No. FEG. 25/87/132. Dated Dispur, the 10<sup>th</sup> September, 1997**

#### **OFFICE MEMORANDUM**

Finance Department receive a number of proposals for equalization of pay of Senior Govt. Employee with his Junior or for Stopping up of pay of Sr. Govt Employees to equalize his pay with that of his Jrs. On examination of such proposals it has been observed that the Administrative Deptt. Refer such cases to Finance Deptt in a routine manner without examining its merit or some times without the relevant papers.

Equalisation of pay of Sr. Govt. Employee or stepping up of pay of Sr. Govt Employee with Jrs. Is admissible on the

following cases only. It is therefore, impressed upon all the Administrative Deptt. To examine each proposal carefully and refer to Finance Deptt. Only those cases which fulfill the following points:-

1. Both the Sr. & Jr. Govt. employee whose equalization/stepping up of pay is proposed should be recruited to the same cadre post initially and should be promoted from the same source.
2. When the disparity is attributed directly due to fixation of pay under RR.22 (I) (a) (1) or under any other provision of the FRs & SRs.

No equalization/ stepping up of pay is admissible in the following cases no such cases should be referred to Finance Department :-

- (i) When the pay of Jr. is fixed with the benefit of Advance increment (a) sanctioning under special orders/ existing provision.
- (ii) When this Jr. gets pay protection for services rendered elsewhere prior to joining the present cadre post.
- (iii) When a Jr. Govt. Servant promoted to a higher post prior to his Sr. as per special Rules/Spl. Orders, he can not claim equalization with his Jrs. Who is in fact Sr. to him in the case post.

- (iv) When disparity cropped up due to exercising option in different ways for fixation of pay under provision of PR & SR on promotion.
- (v) When a new R.O.P. Rules come into effect, anomaly occurred prior to the date of the effect of the new pay rules will not be considered unless there is genuine ground for delay.
- (vi) Claim of equalization will not be considered after one year of promotion in case of those for whom no pay slip from A.G. is necessary and one year from the date of receipt of the pay slip, where A.G.'s pay slip is necessary for drawal of pay.

It has also come to the notice of the Govt. that equalization/ stepping up of pay are being agreed to by subordinate authorities including District Level Officers like Inspector of Schools. It may be noted that only the authority having power to create posts, i.e. Finance Deptt, without whose concurrence no post can be created has the power of equalization of pay/ stepping up of pay by way of sanctioning adv. Increment. As such equalisation/stepping up of pay by subordinate authorities without concurrence of Finance, is irregular. Accountant General / Director of Audit (IF) Assam has accordingly been requested not



to accept such irregular equalization/ stepping up of pay.

This restriction, however does not include advancement of date of increment of Srs. As per provision of ROP Rules, after revision of pay scale of the Govt. Employees.

Sd/-

10.9.97

Commissioner & Secretary to the Govt of Assam  
Finance(Estt. A) Department



## **GOVERNMENT OF ASSAM**

### **FINANCE (ESTABLISHMENT- A) DEPARTMENT**

#### **DISPUR : GUWAHATI- 6**

**No. FEG. 1/98/1.**

**Dated Dispur, the 7<sup>th</sup> March 1998**

#### **OFFICE MEMORANDUM**

Advance increments are granted to Govt. servants of same cadres of different services under the State Govt. as per Assam Service (Revision of pay) Rules for acquiring higher qualification Govt. of Assam since 20-1-88 (I e the date of issue of O M No. feg.27/86/3 DTD. 21/1/88) introduced procedure of furnishing option by the Govt servant to give effect to the advance increment either from the date of acquiring the higher degree or from the date of his next annual increment. In either case however, the next increment would have to be granted after twelve calendar months of the grant of advance increment.

Since there was no specific instruction regarding the date from which the advance increments will be granted in respect of cases prior to 20-1-88 a number of references are made to Finance Deptt. On this issue.

Govt. of Assam is pleased to order that for all such cases of sanction of advance increment for acquiring higher qualification, such advance increment shall be sanctioned w.e.f. date of next annual increment irrespective of the date of acquiring higher qualification.

Commissioner & Secretary  
Finance Department



**GOVERNMENT OF ASSAM**

**FINANCE (ESTABLISHMENT- A) DEPARTMENT**

**DISPUR : GUWAHATI- 6**

**No. FEG. 19/94/31.**

**Dated Dispur, the 23<sup>rd</sup> Sept' 1997**

**OFFICE MEMORANDUM**

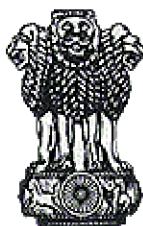
**SUB : GRANT OF INCREMENTS FOR AD-HOC SERVICE  
APPOINTED AS PER PROVISION UNDER AD-HOC  
APPOINTMENT RULES, 1986 ( SINCE REPEALED)**

Admissibility or other-wise of incremental benefits for the services rendered as ad-hoc appointees, appointed under Ad-hoc appointment Rules 1986 (since repealed), whose services were/ are extended from

time to time with or without break, was under active consideration of Finance Department for some time Governor of Assam is pleased to decide that no incremental benefit can be extended in case of ad-hoc service rendered as an ad-hoc appointee, appointed under the Ad-hoc .Appointment Rules 1986 (since – repealed)

2. Consequent upon above decision, the Accountant General, Assam / All Administrative Departments and all Heads of Departments will have to review the cases of appointees under ad-hoc Rules 1986, and to re-fix the pay reducing the incremental benefit sanctioned earlier, if any.
3. However, considering the hardship that a Government Employee would face, due to refund of amount as per re-fixation the Governor of Assam is pleased to waive refund of the excess drawn till the date of issue of this office memorandum.
4. The review and re-fixation of the past cases are to be started immediately and should be completed as early as possible and may be intimated to the Finance Department.

Commissioner & Secretary  
Finance (Estt. A) Department



**GOVERNMENT OF ASSAM**

**FINANCE (ESTABLISHMENT- A) DEPARTMENT**

**DISPUR : GUWAHATI- 6**

**No. FEG. 19/94/49.**

**Dated Dispur, the 25<sup>th</sup> May, 2003.**

**OFFICE MEMORANDUM**

**SUB : Counting of periods of ad-hoc services rendered prior to regular appointment by employees appointed under the APS(Ad-hoc) Appointment Rules, 1986(since repealed) for the purpose of increments.**

In the spirit of the Judgment and order dt 19.01.01 passed by the Hon'ble Gauhati High Court in the Civil Rue No 2948 of 1998 and consequent upon withdrawal of the O.M. No. FEG 19/94/31 dt 23.9.97

w.e.f. 23.9.97 by notification No.8/2001/146 dt.6.8.2002, it is clarified hereby that the period of ad-hoc service rendered by employees appointed under the Assam Public Services (Ad-hoc) appointment Rules, 1986 (since repealed ) prior to their regular appointments will be counted for the purpose of increment in accordance with the provisions of F.R. 24 and F.R. 26.. As regards the breaks in the ad-hoc services caused due to the operation of Rule 5 of the .A.P.S.(Ad-hoc) Appointment Rules, 1986 (since repealed ) read with the Personnel (B) Deptt's O.M No 4 BP .19/87/62 dt . 13.12.88, the proviso to F.R. 26(a) will apply.

Commissioner & Secretary to the Govt. of Assam  
Finance(Estt-A) Department



**GOVERNMENT OF ASSAM**

**FINANCE (ESTABLISHMENT- A) DEPARTMENT**

**DISPUR : GUWAHATI- 6**

**ORDERS BY THE GOVERNOR**

**NOTIFICATION**

**Dated Dispur, the 6<sup>th</sup> August, 2002.**

**No. FEG. 8/2001/146:-** In compliance with the Judgment and order dt.19.1.2001 passed by the Hon'ble Gauhati High Court in Civil Rule No.2948 of 1998, the Governor of Assam is pleased to withdraw the O.M. No FEG19/24/31 dt. 23.9.1997 on the issue of increments for ad-hoc appointments made under the APS(Ad-hoc) Appointment Rules, 1986(since repealed). It shall be deemed to have come into force on and from 23.9.1997.

Commissioner & Secretary to the Govt. of Assam,  
Financial (Estt.-A) Department.





## **GOVERNMENT OF ASSAM**

### **FINANCE ESTABLISHMENT (A) DEPARTMENT**

**NO.FEG.13/92/pt/13**

**Dated Dispur, the 3<sup>rd</sup> May, 1994.**

#### **OFFICE MEMORANDUM**

**Subject :- Transfer of State Govt. employees to other Govt's Companies, Corporation etc. Deputation (Duty) allowance.**

In partial modification of the OM. No. FEG. 102/61/ 13 Dtd.10.5.65 & O. M. NO. FEG. 102/61/304 Dtd.20.7.77, the Governor of Assam is pleased to make revision of some terms and conditions of deputation as mentioned below :

(1) **Period of deputation :**

The initial period of deputation will be 3 years which may further be extended by 2(two) years, one year at a time subject to both the borrowing and lending authorities desiring it. Under no circumstances, the

maximum period of deputation shall be allowed to exceed 5 years henceforth.

No deputation shall be allowed in the case of the post carrying lower pay scale than that of the concerned Govt. employee in his parent Department.

**(2) Deputation Allowance :**

The Deputation allowance will be at 20% of basic pay subject to a maximum of Rs.600/- P.M. for deputation post carrying higher than parent Deptt's pay scale and 10% of basic pay, subject to a maximum of Rs.300/- P.M. for deputation post carrying pay scale equal to the parent Deptt's pay scale subject to the condition that in any case of deputation of any category, the basic pay plus deputation allowance shall not exceed Rs.6,600/- P.M.

The modified conditions will be applicable with immediate effect.

Deputy Secretary  
Finance (Estt.-A) Deptt.



**GOVERNMENT OF ASSAM**

**FINANCE (ESTABLISHMENT-A) DEPARTMENT**

**DISPUR, GUWAHATI.**

**No.FEG.13/92/pt/14.**

**Dated Dispur, the 19<sup>th</sup> july/97**

**OFFICE MEMORANDUM**

**Sub :            TRANSFER            OF            STATE            GOVERNMENT  
EMPLOYEES            TO            OTHER            GOVERNMENT  
COMPANIES, CORPORATION ETC. ON DEPUTATION  
PROCEDURE THEREOF.**

A State Government employee may be sent on deputation to serve under Central Government, other state Government, other State Government, or bodies incorporated or not, wholly or substantially owned or controlled by the Government. The detailed procedure of such deputation has been laid down finance department's O.M.No.102/61/132 dated 10.5.65

followed by O.M.No.feg.102/61/304 dated 20.7.77 No. FEG. 13/92/pt/13 dated 3.5.94 and NO. FEG. 29/74/100 dated. 25.1.77.

To simplify and streamline processing of the proposals for deputation of State Government employees the governor of Assam pleased to lay down following further procedures to be followed strictly while deputating State Government employees :-

1. Maximum period of deputation will be for a period of 5 years. After expiry of 5 years the employee must revert to his parent department failing to which he/she shall deem to be permanently absorbed in the deputed organisation. In no circumstances, finance will accept proposal for deputation beyond 5 years.
2. Terms and conditions of deputation for the first term should be fixed in consultation with finance (Estt.-A) Department. No government employee be released on deputation without first fixing the terms & conditions of deputation.
3. Once initial deputation is finalised in consultation with finance department, an administrative department will be competent to extend deputation up to the 4<sup>th</sup> year on terms and conditions of initial deputation. Deputation

for the 5<sup>th</sup> year where considered necessary in the interest of public service may be allowed only with prior approval of finance (Estt.-A) department.

4. Employees with less than 10 years of continued regular service will not be considered for deputation.
5. No. Employee having less than 10 years of service for superannuation should be sent on deputation and no such proposal should be initiated by Administrative Department.
6. The vacant post, due to the deputation, should not be filled up.
7. No employee/officer should be allowed to go on deputation more than two times in his service life.

Sd/-

S.C. Das.

19/7/97

Commissioner & secretary  
To the government of Assam,  
Finance (Estt.-A) Department



**GOVERNMENT OF ASSAM**

**FINANCE (ESTABLISHMENT -A):DEPARTMENT**

**DISPUR :::GUWAHATI-6.**

**NO.FEG.13/92/pt/15,**

**Dated Dispur, the 19<sup>th</sup> August, 97.**

**OFFICE MEMORANDUM**

**Subject : TRANSFER OF STATE GOVT. EMPLOYEES TO  
OTHER GOVT. COMPANIES. CORPORATION ETC.  
ON DEPUTATION PROCEDURE THEREOF-**

The undersigned is directed to refer to the office memorandum NO.FEG.13/92/pt/14, dtd.19.7.97 on the subject cited above and to say that the Governor of Assam is pleased to modify condition No.4 & 5 of the said memorandum as below :-

- 1) Employees with less than 3 years continuous regular service will not be considered for deputation..
  
- 2) Employees having less than 3 years services for superannuation should not be sent on deputation and no such proposal should be initiated by Administrative Department.

Al other conditions will remain the same.

Sd/- S. C. DAS

19.8.97

Commissioner & Secy. to the Govt. of Assam,  
Finance (Estt-A) Department



## **GOVERNMENT OF ASSAM**

### **FINANCE (ESTT.-A) DEPARTMENT**

#### **DISPUR :: GUWAHATI-6**

**No.FEG.13/92/pt/29,**

**Dated Dispur, the 16<sup>th</sup> July/99.**

#### **OFFICE MEMORANDUM**

**Sub :       Transfer of State Govt. employees to other Govts.  
Companies, Corporations etc. deputation (duty)  
allowance/special pay.**

In supersession of O.M. No.FEG.29/74/81.9<sup>c</sup> dtd. 22.1.91 and in partial modification of the O.M. No.FEG.13/92/pt/81.10<sup>c</sup> dtd. 3.5.94, the Governor of Assam is pleased to revise the rates of deputation allowance as mentioned below.



Deputation allowance will be at 10% of the employee's basic pay subject to a maximum of Rs.500/- (Rupees Five hundred) only per month when the transfer is within the same station and at 20% of the employee's basic pay subject to a maximum of Rs. 1000/- (Rupees one thousand) only P.M. in other cases on the condition that deputation allowance plus basic pay shall not exceed Rs. 17,000/- (Rupees seventeen thousand) only p.m.

However, during deputation to State Govt. undertakings or authorities which receive financial assistance from the State Govt. in any form whatsoever, the employees shall be entitled to special pay in lieu of deputation allowance at the following rates :-

(1) For employees in the revised pay scales with maximum stage of Rs.15,575/- or above.	Rs. 375/- p.m. (Rupees three hundred seventy five) only p.m.
(2) For employees in the revised pay scales with maximum stage of Rs.11,425/- or above.	Rs. 300/- p.m. (Rupees two hundred ) only p.m.

(3) For employees in the revised pay scales with maximum stage of Rs.9075/- & above but below Rs.11,425/- p.m.	Rs.200/- p.m. (Rupees two hundred only p.m.)
(4) All other posts.	Rs. 100/- p.m. (Rupees one hundred only) p.m.

It will be effective from the date of notification & the employees already on deputation prior to this date will be covered by the existing rates.

Deputation allowance or special pay in lieu of deputation allowance shall be drawn for a maximum period of 5 (five) years only.

Sd/- Rajiv Bora,  
Secretary to the Govt. of Assam.  
Finance (Estt.-A) Deptt.



## **GOVERNMENT OF ASSAM**

### **FINANCE (ESTABLISHMENT- A):DEPARTMENT**

#### **DISPUR :::: GUWAHATI-6.**

**No.FEG.13/92/pt/30,      Dated Dispur, the 6<sup>th</sup> August, 2000.**

#### **OFFICE MEMORANDUM**

**Sub :**      **Transfer of state Govt. employees, to other Govt. Companies, Corporation etc. on deputation – implications of Violation of procedure thereof – reg.**

It has come to light that many Deptts. Are allowing deputation without prior consultation and concurrence of Finance Department and also without fixing the terms and conditions of deputation. In fact, Finance Deptt. Is often approached after a long gap for ex-post-facto approval to regularise deputation and to fix terms and conditions of deputation. Such practice not only

violates normal rules but also creates several problems.

A State Govt. employee may be sent on deputation to serve under central Govt. other State Govts. Or Bodies incorporated or not, wholly or substantially owned or controlled by the Govt. The detailed procedures of such deputation have been laid down, vide Finance Deptt's O>M. No. FEG,102/61/132/ dt. 10.5.65 followed by O>M> No. FEG.102/61/304 dt. 20.7.77 No.FEG.29/74/100 dt. 25.1.77 No.FEG.13/92/pt/13 dt. 3.5.94. No.FEG.13/92/pt/14 dt. 19.7.97 and No. FEG. 13/92/pt/15 dt. 19.8.97.

The Governor of Assam is pleased to further lay down that henceforth if any employee be allowed to go on deputation without prior concurrence of the Finance (Estt-A) Deptt. He or she will not be entitled to any deputation allowance/special pay/deputation benefit etc. and the concerned Deptt. Would be responsible for the lapses.

Sd/Rajiv Bora

Commissioner & Secy. To the Govt. of  
Assam, Finance (Estt-A) Department.



## **GOVERNMENT OF ASSAM**

### **FINANCE (ESTABLISHMENT - A) DEPARTMENT**

#### **DISPUR ::: GUWAHATI - 6**

**No. FEG. 13/92/pt/33.**

**Dated Dispur, the 30th May, 2002**

#### **OFFICE MEMORANDUM**

**Sub :- Payment of Leave salary and pension contribution in respect of officers on foreign service on deputation.**

It has come to the notice of this Deptt that a number of officers of various Deptts. are sent on deputation/foreign service on specific terms and conditions of deputation. As per agreed terms and conditions laid down in Finance Deptt's O.M.s issued from time to time, the borrowing deptts/under - taking/corporations/Bodies and Agencies are supposed to bear the Leave Salary and Pension

Contribution of the officers sent on deputation. But, surprisingly, it has been observed that the borrowing Deptt./under – taking/Corporations etc. have not remitted the Leave salary and pension contribution of the officers even after their reversion to parent Department. Further, it has also been noticed that the Leave salary and pension contribution are still remaining outstanding in some cases even after their retirement from service leading to an unusual delay in disposal of the pension cases as well as the retirement benefits of the officers who went on deputation. As per SR 151, contribution towards Leave salary and pension contribution due in respect of Govt. Servant on foreign services/on deputation is to be paid annually and if the payment is not made within the specified period, the interest accrued thereon must be paid to Govt. at the rate of two paisa per day per Rs. 100 from the date of expiry of the term of deputation.

In view of above, it has therefore been impressed upon all the Administrative Department to note the statutory provision of SR 151 of state Sr and FR which stipulates that the contribution for Leave salary and pension contribution in respect of officers on deputation must be paid annually within fifteen days at the end of each financial year or from the date on which the officers reverts on completion of the deputation terms whichever is earlier. If the payment is not made within the stipulated period, the interest

on unpaid contribution should invariably be paid to Govt. in time,

It is, requested to take prompt action on the matter and ensure that the borrowing Departments will take timely action for remittance of Leave salary and pension contribution accordingly to avoid unnecessary delay in settling up the pension cases and other retirement benefits of the officers already on deputation and who had already retired after reversion.

Commissioner & Secretary to the Govt of Assam,  
Finance (Estt-A) Department.



## **GOVERNMENTN OF ASSAM**

### **FINANCE (ESTABLISHMENT-A):: DEPARTMENT**

#### **DISPUR ::: GUWAHAT – 6**

#### **OFFICE MEMORANDUM**

**No.FEG.3/98/46,**

**Dated Dispur, the 22<sup>nd</sup> March, 1999.**

Refer this Department's OM No.FEG.3/98/39 dated Dispur the 8<sup>th</sup> February, 1999 regarding drawal of pay of self-drawing officer in establishment pay bill by DDO. In addition to the procedure prescribed therein, the following procedure is also to be followed :-

- (1) In case of officer, whose pay is transferred to their bank- accounts instead of cash drawal, the advice slip as shown in Annexure 1 of the Office Memorandum should be prepared and attached to the bill in duplicate. The treasury officer in taken of transfer of the pay to the respective bank account will sign one



copy of the advice slip and return it to the DDO. The DDO in receipt of the same will preserve it as acquittance.

- (2) The provision under para (IV) (K) is also modified as follows.

Separate bills should be prepared service wise, even if there is only one/two self-drawing Gazetted Officer.

Sd/-

Commissioner & Secretary to the Govt of Assam

Finance Department.



## **GOVERNMENT OF ASSAM**

### **FINANCE (ESTABLISHMENT- A)::DEPARTMENT**

#### **DISPUR ::: GUWAHATI-6**

**No.FEG.21/2001/2**

**Dated Dispur, the 14<sup>th</sup> March, 2002.**

#### **OFFICE MEMORANDUM**

As per provision of Rule 95 and 96 to 101 of the Assam Financial Rules, it is mandatory to maintain a cashbook in Financial Rule form No. 2 by all Deptts. (except) those Deptt. For which a special form of cashbook is prescribed) for recording all moneys received by Govt. servants in their official capacity and their subsequent remittances to the treasury or the bank either. By bill or by cheques and their subsequent disbursements.

The cashbook is to be closed and the balanced each day by the head of an office or his duly authorised representative

and his dated initial is to be recorded in the cashbook every day. In either case, the head of office will be responsible for the accuracy of the cashbook and of the cash balance.

However, it has come to the notice of the Govt. in Finance Deptt. That many offices have shown negligence in maintaining and up dating of cashbooks. In many cases, cashbooks do not even reflect day to day transactions for months together. This leads to financial irregularities and financial indiscipline. It is therefore, impressed upon all concerned to ensure proper maintenance and up dating of cash book in accordance with rules.

In order to ensure that the provision of the Assam Financial Rules are strictly complied with, and also to ensure that proper financial discipline and propriety is maintained, all Deputy Commissioners shall inspect the cash book of at least two district Sub-divisional/block level offices during a month. All Heads of Deptt. Shall also accordingly inspect the cashbooks of the offices/bodies under their administrative control.

All Deputy Commissioners and Heads of Departments shall submit a report to the Finance Department stating among other, the offices inspected, cash balance available, whether the cash books are being maintained properly on a daily basis as per the rules, and whether the actual cash balance tallies with the cash book at the end of every quarter.

Instances of Financial irregularity or impropriety should be clearly stated in the reports.

The first quarterly report for the quarter ending in March/2002 should be submitted to the Finance Deptt by the first week of April 2002.

Commissioner & Secy. To the Govt. of Assam  
Finance (Estt-A) Department.



## **GOVERNMENT OF ASSAM**

### **FINANCE (ESTABLISHMENT-A) DEPARTMENT**

#### **DISPUR ::: GUWAHATI-6**

**No.FEG.20/2001/4      Dated Dispur, the 15<sup>th</sup> December, 2002.**

#### **OFFICE MEMORANDUM**

It is often seen that while tenders are invited for execution of construction work or supply of materials by the Government Departments, the works are allotted not to the lowest tender, but to a tenderer quoting a higher rate, without placing on record the reasons for doing so. Besides increasing Government expenditure and raising the possibility of audit objections, this has also lead to a good deal of avoidable litigation against the Government. In some instances, there may be sufficient grounds for not accepting the lowest rate; while doing so, the grounds should invariably be stated and signed by the appropriate authority,

Similarly, while deciding on bids for lease or auction often it is not the highest bidder who is allotted the work, nor are any reasons states for such rejections.

A-s a matter of principle, it should be followed by all concerned scrupulously that the lowest tenderer or the highest bidder, as the case may be, should be allotted the work. In case any exception has to be made, the reasons, the reasons should be clearly recorded and signed properly by the appropriate authority.

Sd/-

Chief Secretary to the Govt. of Assam,

Dispur.



**NO. FEG. 14/95/7**

**GOVERNMENT OF ASSAM**

**FINANCE ( ESTABLISHMENT. A) DEPARTMENT  
DISPUR :::::GUWAHATI 781006**

**OFFICE MEMORANDUM**

**Dated Dispur, the 15<sup>th</sup> june'95.**

**Sub : EXTENSION OF JOINING TIME MATTER THERE OF**

Finance Department has been receiving a number of proposals from almost all the Administrative Department for sanction of extension of joining time beyond admissible limits fixed under the provision of FRs and SRs. On scrutiny it is found that such proposals attributed mostly to the following reasons :

- (1) Frequent modification of transfer/posting orders non-issuance of modified order timely by Administrative Deptts.

- (ii) Non-issuance of posting orders timely by the Department on return or reversion of the officer from higher studies/deputation.
- (iii) Willful non-compliance of Government transfer/posting orders by the involved officers, defying Government directive issued from time to time on the subject and also the provisions of the Assam Civil Service (Conduct) Rules, 1965.

During the period of joining time, the officers do not perform any duty and hence, extension of joining time beyond the permissible limit, sometimes for months together, means payment of pay and allowances without performance of any duty. Such delay in joining to to handing over charge of the post also affects the interest of public services. Administrative Department, however, as a routine manner propose extension of joining time without proper examination of the case, inspite of clear provision under F.R.108. Even in case where promotion of the concerned officers also involved. Departments propose higher pay scale retrospectively by way of granting joining time against the spirit of F.R.107.

Finance Department, therefore, felt that such process of allowing joining time beyond permissible limit of 30 days has resulted in wasteful and infructuous expenditure from state exchaqure and this should be stopped forthwith, keeping the



position in view, all Administrative Department are requested not to modify transfer/modify transfer/posting orders frequently in the simplest pretext of the officers, when such modification is extremely necessary, in remote cases, in exigencies to arrange issueance of modified order immediately to facilitate the officer to join new place of posting within stipulated 30 days time, so that, the actual spirit of the rule governing grant of joining time as embodied in the FRs and SRs are not violated. Further, in cases of posting of an officer either on return from higher studies or on reversion from deputation, the Department should issue posting order immediately so that the officer can resume his duties within the stipulated 30 days. However, in cases where promotion is involved and if joining time is allowed in such cases pay of the officer concerned will be governed strictly under FR.107. Finance Deptt. Will not entertain any proposals of joining time under the provision of S. R. 146 beyond the aforesaid period where the general spirit of the rule is violated.

This will come into force with immediate effect.

Sd/- NIRANJAN. GHOSH

15/6/95.

Secretary to the Govt. of Assam

Finance Department.



**GOVERNMENT OF ASSAM**

**FINANCE ( ESTABLISHMENT. A) DEPARTMENT**

**DISPUR :::::GUWAHATI**

**781006**

**OFFICE MEMORANDUM**

**No. FEG. 14/95/8**

**Dated Dispur, the 24<sup>th</sup> Feb'1797..**

**Sub : EXTENSION OF JOINING TIME**

It is found that some Administrative Departments are still coming up with the proposals for extension of joining time of the transferable Government Servants under them and an scrutiny of these proposals it is further found that the

instructions contained in this Department's O.M. No. F EG. 14/95/7. DTD. 15/6/95 are not being followed fully.

It is once again reiterated that the instructions contained in the above mentioned O. M. should be followed without any deviation by all concerned, so that the necessity for extension of joining time beyond the limit of 30 ( thirty ) days does not arise at all. If under any special circumstances it becomes unavoidably necessary to extend the joining time of a Government Servant beyond the admissible limit of 30 days, the proposal for the same will have to be submitted to the Finance Department with the required information in the proforma enclosed.

A copy of the O. M No. FEG. 14/95/7. dtd. 15/6/95 is also proposed for ready reference.

Secretary to the Govt. of Assam  
Finance Department.

## **PERFORMA**

1. Name & Designation :-
2. Period of joining time required :-
3. Original transfer order dated :-
4. Date of handing over of charge of the post from which he/she is transferred :-
5. Date of reporting to duties in new place of posting :-
6. Date of intimation to the authority concerned about non-receipt of charge of new post/ assignment :-
7. Action taken by the authority for non-compliance of Govt. order by the officer in whose place the officer named at para I was posted. :-
8. Whether any representation was submitted by the officer named at para I was posted for study/ modification of his transfer order &

if so, on which date ? :-

9. Date and manner of disposal of the representation by the Deptt./ authority concerned. :-

10. Subsequent action taken by the Deptt. Or posting the incumbent by modifying original transfer order vide Notification dated..... ....with the approval of Minister/ Commissioner/Secy. at page..... :-

11. Date of taking over charge in the new place of posting. :-

12. Reason for the delay at any stage viz (i) delay in handing over charge by the officer in whose place the officer named at para I was posted (ii) delay in disposal of any representation, (iii) delay in issuing revised transfer orders to. :-

\* \* \* \* \*