



Government of Assam
Finance (Budget) Department

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No. BW. 68/95/45 Dated Dispur, the 13th October/99.

OFFICE MEMORANDUM

In view of government of India's decision to meet the expenditure on "Leave Encashment Benefits" under the head of account "2071-Pensions and other Retirement Benefits 01-Civil 115-Leave Encashment Benefits" Government of Assam is pleased to order opening of new minor head-"115-leave encashment benefits" under the major/sub-head "2071-Pension and other Retirement Benefits 01-civil-115 Leave Encashment Benefits."

All expenditure to be incurred with effect from 1-4-2004 on payment of "Leave Encashment Benefits" are to be debited under the said head of account.

Sd/-s. c. Das
Commissioner & secy. the govt. of Assam,
Finance department
No. AAP. 115/72/pt/70



GOVERNMENT OF ASSAM

FINANCE (AUDIT & FUND) DEPARTMENT

NO: FMP. 7/89/7

Dated Dispur the 23rd April/91

OFFICE MEMORANDUM

SUB: COUNTING OF STAGNATION INCREMENT AS PAY FOR THE CALCULATION OF DA, CCA, HRA AND RETURNING BENEFITS.

Governor of Assam is pleased to order that Stagnation increment shall be treated as pay for all purposes other than for fixation of pay on promotion, i.e. Stagnation increment shall be treated as pay for the purpose of D.A., C.C.R., H.R.A. and retirement benefits. This order will come into force from 1.1.89.

This Deptt's OM No. FMP 7/89/3 dt 1.4.89 stands modified to the extent aforesaid.

**Under secretary to the Govt. of Assam
Finance (Audit & Fund) Deptt.**



GOVERNMENT OF ASSAM

FINANCE DEPARTMENT

OFFICE MEMORANDUM

December 13, 1989.

Subject:- WAIVER OF OUTSTANDING ADVANCES OF GOVERNMENT SERVANTS PROCEDURE THEREOF.

The Government have been receiving a large number of proposals for waiver of outstanding House Building Advance/Motor car / Motor Cycle Advance/ T.A. Advance etc. of Government servants who die while in service. At present there is no clear policy on this and as a result, cases are disposed of individually. Government have now decided to adopt the following criteria for the future cases.

2. The claims on account of Death-Cum-Retirement Gratuity, Provident Fund and Group Insurance of the Government servant will be ascertained. If the above

claims together exceed the dues of the Government servant, applications for waiver will not be entertained. If the dues of the Government servant exceed the claim on account of Death-Cum-Retirement Gratuity, Provident Fund and Group Insurance, the difference may be written off provided the legal heirs give an undertaking to adjust the balance amount against the outstanding claims.

(S. KABILAN)

**Commissioner & Secretary to Government,
Finance Department**

NO. FMP. 13/85/22



GOVERNMENT OF ASSAM

FINANCE (AUDIT AND FUND) DEPARTMENT

: : : DATED DISPUR THE 21ST JUNE 1991

OFFICE MEMORANDUM

Subject to fulfillment of the conditions laid down in Finance Deptt. O.M. NO. FMP.13/85/15 dt 9.8.89. read with O.M.NO.FMP.13/85/6 dt14.6.85, the Governor of Assam is pleased to order that the benefit of Ex-gratia grant of Rs.1'00(Rupees one lakh) shall also be admissible to the Central Police organisations like C.R.P.F, B.S.F., Assam Rifles and Armed Police Battalions of other states operating in Assam.

This order will come into force with effect from 7.11.90.

Sd/- S. K. Purakayastha

Financial Commissioner & Secretary Assam

No. FMP. 13/85/15



GOVERNMENT OF ASSAM

FINANCE DEPARTMENT

OFFICE MEMORANDUM

Dispur, the 9th August, 1989.

In partial modification of this Deptt. O.M.No. FMP.13/85/6 dt. 14.6.85 the Governor of Assam is pleased to order families of Govt. servants killed while on duty or in connection with discharge of duties as a result of attack by extremists, antisocial elements etc. or during action against dacoits, smugglers, hostiles or other anti-social elements will irrespective of the rank of such Govt. servants to be paid an Ex-gratia grant of Rs.1,00,000/- (one lakh) each.

The Governor of Assam is further pleased to order that the families of Drivers/Handymen or other employees of vehicles requisitioned by Police authorities for Law and order duty, if killed, while performing such duty, by extremists or anti-social elements will also be paid an ex-gratia grant of Rs.50,000/- each. Similarly families of Home Guards deployed by Govt. along with the Police personnel for Law

and Order duty, if killed in the like manner will also be paid an ex-gratia grant of Rs. 1,00,000/- each.

Such ex-gratia grant shall be paid to one of the following family members in order of preference on receipt of a claim/obtaining a claim in the enclosed form: -

1. Widow/Widower.
2. Son/Un-married daughter.
3. Father/Mother.
4. Brother/Un-married sister.

All such sanctions shall be communicated by the Administrative Deptt. with the concurrence of Finance (E.C-II) Deptt.

The expenditure on account of Ex-gratia grants will be debitable to the head of account "2235-Social Security & Welfare-200- Other Schemes (b) Other miscellaneous expenditure-9-grants-in-aid-Non-Plan."

This will come into force with immediate effect.

Sd/-J. C. Das

Joint Secretary to the Govt. of Assam.



GOVERNMENT OF ASSAM

FINANCE (ESTABLISHMENT) DEPARTMENT.

No-FFC, 65/09/2, Dated Shillong the 3rd October, 1999.

The Government have been considering for some past the question of protecting the interests of temporary Government servants who go for better 'appointment' elsewhere on their own application. After considering all aspects of the matter the Governor of Assam is pleased to order that a person who has put in at least 3 (three) years of temporary service in a scheme which is not purely temporary or experience in nature should be given quasi-lien in post when he takes up appointment elsewhere as under the F.Rs such Government servants are not entitled to get lien. This would mean that if the person wants to return to the same post and that post is still in existence, he should be allowed to joint it. If the post is male permanent in the meantime, confirmation should be offered to his, even though he is on quasi-lien.

This takes effect from the 1st April, 1967, except where the post has been filled substantively in the meantime.

Sd/-

Under Secretary to the Govt. of Assam
Finance (Establishment) Department.



GOVERNMENT OF ASSAM

FINANCE DEPARTMENT :: ESTABLISHMENT BRANCH

No.FEG.65/69/35

Dated Dispur, the 3rd July, 1976.

OFFICE MEMORANDUM

Some time past Government have been considering about the time upto which quasi-lien can be granted to a Government servant in terms of O.M.No.FEG.65/69/2 dated 3rd October, 1969. After considering all aspects of the matter the Governor of Assam is pleased to decide that in usual course quasi lien can be granted for 3 years only in instalment of one year at a time and any extension beyond that should be decided in consultation with Finance.

This taken effect from the date of issue.

Sd/- R. M. Bhattacharjee.

**Under Secretary to the Govt. of Assam
Finance (E) Department.**



GOVERNMENT OF ASSAM

FINANCE (AUDIT AND FUND) DEPARTMENT.

OFFICE MEMORANDUM

NO. FMP.17/74/275

Dated Dispur, the 13th December,

Subject:- MAINTENANCE OF SHORT-TERM LOANS AND
ADVANCES-PROCEDURE THEREOF.

In continuation of this Deptt. O.M. No. FMP. 17/74/260 dated 2.5.89 and O.M.NO.FMP.17/74/268 dated 25.5.89, the Governor of Assam is pleased to order that, besides maintenance of the accounts of Motor Cycle/Scooter advance of Non-Gazetted Government servant and Gazetted Government servants whose pay and allowances are drawn in establishment pay bills, it will hence forth be the responsibility of the Head of Deptt. (Administrative Deptt. when they are themselves Drawing and disbursing officers) to maintained the accounts of the Motor Cycle/Scooter advance sanctioned to a self drawing Gazetted officers shall

be maintained by the respective Head of Deptt., account of such advances to A.C.S. officers shall maintained by Personnel (A) Deptt. Itself who shall henceforth be the sanctioning authority of Motor Cycle/Scooter advance to A.C. officers.

Accounting and reconciliation procedures for maintenance of accounts of Motor Cycle/Scooter advance to such self-drawing officers shall remain the same as laid down in this Deptt. O.M. FMP. 17/74/260 dated 2.5.89 except that the Head of Deptt./Administrative Deptt. Shall obtain a statement from the Loanee regarding recovery towards Motor Cycle/Scooter advance sanctioned to him showing Treasury Voucher No. and date or a certificate from Treasury Officer regarding recovery towards such advance.

This will come into force with effect from 1.1.1990.

Sd/-

Joint Secretary to the Govt. of Assam.

Finance (A.& F) Department.



GOVERNMENT OF ASSAM

FINANCE DEPARTMENT : : : ESTABLISHMENT (A) BRANCE

NO. FEG.118/75/Pt/4

Dated Dispur 12th Septt./84.

OFFICE MEMORANDUM

Subject:- Voluntary retirement with weight age of 5 years services.

At present a Govt. servant may, be giving atleast 3 months notice in writing to the appropriate authority, retire from service after he has attained the age of 50 years or after he has completed 25 years of service, whichever is earlier as per provision of F.Rs 56(c). Pursuant to the recommendation of the Pay Commission 1979, it has been decided by the Govt. that the minimum requirement of qualifying service for the purpose of voluntary retirement be reduced to 20 years from 25 years with weightage of 5 years of service, other conditions remaining unchanged.

Accordingly the Governor of Assam is now pleased to order as follows :-

- 1) A Govt. servant may, be giving notice of not less than 3 months in writing to the appropriate authority, retire from service at any time after he has attained the age of 50 years or after he has completed 20 years of qualifying service, whichever is earlier.
- 2) In the case of a Govt. Servant retiring on completion of 20 years of qualifying service, the qualifying service in his case for the purpose of pensionary benefit shall be increased by period not exceeding 5 (five) years subject to the condition that the total qualifying service rendered by the Govt. Servant does not in any case exceed 33 years and also it does not take him beyond the date of superannuation.
- 3) National increase in the qualifying service shall not entitle a Govt. Servant to any national fixation of pay for the purpose of calculating Pension and Death-cum Retirement Gratuity, which will continue to be regulated on the basis of the emolument with reference to his actual date of retirement as defined in the Assam Services (Pension) Rules, 1969.
- 4) The benefit envisaged above will not, however, be admissible Govt. servants retiring on attaining 50 years of age having less than 20 years of qualifying

service at their credit and also to those who are prematurely retired by the Govt. in the public interest under F.R.56 (b) of F. Rs and S.Rs.

- 5) The relevant provision of the State F.R. & S.Rs. and Assam Services (Pension) Rules, 1969 may be deemed to have been amended to the extent of the provisions of this Office Memorandum, Formal amendment to the relevant Rules will be issued in due course.

This will take effect from 1st September, 1982.

Sd/- P.K. Bora,
Financial Commissioner & Secretary
to the Govt. of Assam.



GOVERNMENT OF ASSAM

FINANCE ESTABLISHMENT (A) DEPARTMENT

No.EEG.65/60/100

Dated Dispur, the 31st Dec./87.

OFFICE MEMORANDUM

Subject:- Forwarding of applications of Govt. Servants working in a Deptt./office of the State Govt. to posts in other State Govt. Deptts/Offices, Central Govt. Offices and in public sector undertakings, autonomous bodies etc. both under State & Central Govts.–Question regarding the retention of lien etc. in the parent department.

The question as to what procedure should be followed in respect of Govt. servants working in a particular Department or office who apply in response to advertisements or circulars inviting applications in other Govt. Departments/offices both Central or State, in public sector undertakings under State and Central Govt. whether incorporated or not, which are wholly or

substantially owned by the Govt. and to autonomous, semi Govt. corporations, has been under consideration for sometime past, It has been decided that the following procedure should be followed in respect of such Govt. Servants:-

1. In the case of Govt. servants on permanent posts, their lien may be retained in the parent Department/Office for a period of two years. They should either revert, to the parent Department/Office within that period or resign from the parent Department/Office etc. at the end of that period. An undertaking to abide by those conditions may be taken from them at the time of forwarding the applications to other Govt. Departments/Offices etc.
2. In the case of Govt. servants eligible for quasi-lien vide this Deptt. O.M.FEG.65/69/2, dt.3.10.69 wish to revert to the parent Department/Office within a period of two years they may be taken back in the prior Department/Office, provided the posts held by them prior to their joining the new Department or Office continue to exist. In any case, at the end of two years, from the date of release from the parent Department/office, they will have to resign from the parent Department/office if reversion does not take place. An undertaking to

abide by these conditions may be taken from time at the time of following the applications.

3. As for temporary employees who are not eligible for quasi-*lien*, they should be asked to resign from the parent Department/office at the time of release from the parent Deptt./Office. An undertaking to the effect that they will resign from the parent Department/Office in the event of their selection and appointment to the post applied for, may be taken from them at the time of forwarding the applications.

4. The officers who are released on *lien*/quasi-*lien* for appointment under the public sector undertakings (Central or State Government), autonomous bodies and the like will have to bear the leave salary and pension contribution and other financial liabilities during the period of their service thereunder either by the undertakings/organisations or by the Government servant concerned himself. This Deptt's O.M.No.FEG/65/69/28, dt. 11.2.1974 is hereby superseded.

5. If it is prepared to absorb the Govt. servant permanently in the Govt. Departments/offices before the expiry of the period of 2(two) years mentioned above. It would be incumbent on the part of the absorbing Department/office to

consult the parent office before issuing orders absorbing the Govt. servant permanently and the orders of permanent absorption should be issued only after the concurrence is given by the parent Department.

6. If it is proposed to absorb the Govt. servant both permanent and holder of quasi-lien permanently in the public sector undertaking Mugs/autonomous semi-Govt. organisations before the expiry of the period of 2(two) Years, it would be incumbent on the part of the foreign employer to consult the parent office before issuing orders absorbing the Govt. servant permanently and the order of permanent absorption should be issued by the foreign employer only after the resignation of the Govt. servant and with effect from the date of such acceptances. Since the transfer in such cases is not in the public interest, the Govt. will not accept any liability to pay any retirement benefits or for carry forward of leave for the period of service rendered under the Govt.
7. State Govt. also will not accept any liability to pay any retirement benefits for carry forward of leave for the period of service **** (sentence is not visible) **** Servants being to the Central Govt. under these orders.

8. In exceptional cases, where it would take sometime for the other Govt. Departments/offices including Public Sector undertaking etc. to permanently absorb such Govt. servants due to administrative pensions, the Govt. servants on permanent posts may be permitted to retain their lien in the parent Department/Office for one more year. While granting such permission afresh an undertaking similar to the one referred to in earlier parts may be taken from the Govt. Servants permanent posts by the parent Department/Offices. A similar treatment may be accorded to the Govt. servants holding question.
9. An undertaking should also be obtained from the appointing authority where employment is sought for by the Govt. servant to the effect that after completion of the lien/quasi-lien period, he should immediately release the Govt. servant to join in his parent Department/Office unless the Govt. servant is permanent and is under him from the post in the parent Department/office as per terms of this O.M.
10. In respect of *(word is not visible)* A.C.S.M etc. where appointment be not made on the basis of

inviting applications and forwarding thereof, the reversion of such officer to the parent Deptt. will only be considered if they are found unstable by the authority where the Govt servant is serving on Men.

11. These instructions will be applicable to all State Govt. employees of all the Departments of the State Govt. and all concerned are requested to follow the guidelines seriously.

This taken effect from the date of issue of the instructions. In respect of the persons who are already lien, quasi-lien and completed 2 years of service there, may be asked to revert or to (*****) in the Deptt./office where they have examine lien/quasi-lien, his Deptt, O.M.No.FEG.65/69/35 dt.30/1976 is hereby superseded.

Sd/-

Secretary to the Govt. of Assam.

Finance Estt. Deptt.



GOVERNMENT OF ASSAM

FINANCE ESTT. (A) DEPARTMENT

OFFICE MEMORANDUM

No.FEG.31/86/105 Dated Dispur, the 18th September,1997

Sub:- Revision of fixed salary admissible to Casual Employees and Bunglow Peons.

Ref : Memo No FEG.31/86/73 Dated 30.10.91

1. The Governor of Assam is pleased to revise the fixed salary of Rs.900/- admissible to the casual employees in Assam Secretariat, various District offices and Offices of Heads of Department appointed on whole time basis to Rs.1440/- per mensem with effect from 1.9.97.

2. The Governor of Assam is further pleased to enhance the monthly consolidated pay of Bungalow Peon from Rs900/- to Rs.1440/- p.m. with effect from 1.9.97.
3. No other allowances will be admissible over the fixed salary/consolidated pay of Rs.1440/- p.m.
4. This revised rate would be applicable to the casual workers appointed before 1.4.93 and those appointed there after with approval of Finance Department.

M C Koch
Joint Secy. to the Govt. of Assam
Finance Estt. (A) Department

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GOVERNMENT OF ASSAM

FINANCE (ESTABLISHMENT. A) DEPARTMENT

NO. FFG. 22/91/22, Dated /Dispur, the 7th April, 1997

OFFICE MEMORANDUM

**SUB: CASH EQUIVALENT OF LEAVE SALARY-
CLARIFICATION REGARDING**

A number of reference have been received in the Finance Department seeking clarification as to whether difference for any increase in Pay/Dearness Allowance sanctioned by the Govt. with retrospective effect will be admissible to those Government Servants, who have already been paid Leave Salary in one lump sum as one-time settlement in lieu of unutilized earned leave on retirement/ death.

2. In this context, it is clarified that the words "will be paid in one lump sum as one-time settlement" occurring in Govt. O.M.NO.FEG. 23/78/47 dt.

19/7/78, on the cash equivalent of leave salary and in the subsequent Office Memoranda on the same subject need not be taken to mean that if any increase in pay or in Dearness Allowance is allowed with retrospective effect after the final settlement of the cash equivalent of leave salary, it should be denied to the employee who was in service on the date from which such increase was made applicable.

3. Accordingly, if any increase in pay due to any revision or any increase in Dearness Allowance is sanctioned by the Government with retrospective effect, and the Government Servant concerned was eligible for the same on the date of his retirement/death, while in service, then the difference between the cash equivalent of leave salary already paid and the cash equivalent of leave salary payable according to the new rates, will be admissible to the Government Servant concerned, notwithstanding the fact that one-time settlement has already been made prior to the date of issue of orders regarding increase in any due to revision or increase in Dearness Allowance.

Under Secy. to the Govt. of Assam

Finance (Estt. A) Deptt.

NO. FEG. 14/95/7



GOVERNMENT OF ASSAM

FINANCE (ESTABLISHMENT.A) DEPARTMENT

DISPUR: GUWAHATI

OFFICE MEMORANDUM

Dated Dispur, the 15th June'95

SUB : EXTENSION OF JOINING TIME MATTER THEREOF

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 :-

- (i) Frequent modification of transfer/posting orders and 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 officers from higher studies/deputation.
- (iii) Wilfully non-compliance of Government transfer/posting orders by the involved officers, defying Government directives 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 or handing over charge of the post also effect the interest of public services. Administrative Departments, 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, fell that such process of allowing joining time beyond permissible limit of 30 days has resulted in wasteful and infructuous expenditure from state excheque 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 of public services, it is urged upon All Administrative Departments to arrange issuance 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 day. 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/-NIRAONJON GHOSE

15/6/95

Secretary to the Govt. of Assam

Finance Department



GOVERNMENT OF ASSAM

FINANCE (ESTABLISHMENT.A) DEPARTMENT

DISPUR : GUWAHATI

NO. FEG. 14/95/8,

Dated Dispur, the 24th Feb'1997

OFFICE MEMORANDUM

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 on scrutiny of these proposals it is further found that the instructions contained in this Department's O.M.NO.FEG. 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 extension of joining time beyond the limit of 30 (thirty) days does not arise at all, if under any special circumstances it becomes

unavoidable 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 enclosed for ready reference.

Secretary to the Govt. Assam
Finance Department



GOVERNMENT OF ASSAM

FINANCE (AUDIT & FUND) DEPARTMENT

OFFICE MEMORANDUM

NO. FM. 15/95/30, Dated : Dispur the 27th June, 1995

Subject: Financial discipline in Government Office.

In course of a test-check in 63 (sixty-three) Government Offices in Guwahati during the month of November, 1994, last by the Officials of the Directorate of Accounts & Treasuries, it has come the notice of Government that, in many of these establishments, cash books are not upto-date and heavy cash balances are retained. Besides there are other financial irregularities like, maintaining of more one Cash Book and even non-maintenance of Cash Book etc. Also, almost in all these offices, no cash analysis is done. This has been happening inspite of existence of specific provisions in different financial rules including Rules 95 to 102 of the Assam Financial Rules and Government instructions issued in this regard from

time to time. An Office Memorandum issued by Finance (Budget) Department recently O.M. No. BB. 173/94/44, dated 6-2-95, restring retention of heavy balance, may also be referred to in this regard.

Government view this very seriously and impress upon Government to other to relevant financial rules/instructions

Further, it has also come to the notice of Government important financial matters are not routed through the Financial Officers(F & A. Os) posted in many establishments with salehelping and guiding these establishments in all financial matters.

It is therefore, urged upon all concerned to allow to F & A Os to discharge their assigned duties as prescribed in Annex of the Delegation of Financial Power Rules, 1960. Besides, they may also be allowed to look into the following matters :-

1. Passing of all bills.
2. Monitoring of all sanctions, budget and ceiling.
3. As a member of Purchase Board, they are to ensure observance of all formalities.
4. Checking of Cash Book.

5. Checking of Stock Register to ensure that it is signed by a responsible officer.
6. Bills not to be spilt up.
7. Budget may lapse but expenditure not to be allowed to be incurred without observing all requisite formalities particularly no claim with false certificate is to be passed.
8. Ceiling must be both in figure and words.
9. Ceiling is not to be allowed to lapse.
10. From Ceiling for office expenses, Electricity and Telephone Bills are to be paid first.
11. Supplementary Demand proposal should be submitted within specific date.
12. Advance from Contingency Fund should be restricted.

Sd/- Niranjan Ghose
Secretary to the Government of Assam,
Finance Department



GOVERNMENT OF ASSAM

FINANCE (A.P.F) DEPARTMENT : PENSION BRANCH

OFFICE MEMORANDUM

Dated Dispur, the 15th May, 1985

Sub:- Pre-audit of lat pay of Gazetted Govt. Servant.

No. FMP. 58/83/pt/39. The undersigned is directed to refer to Note 2 below rule 135 of the Assam Financial Rules which requires that the last pay bill of a gazetted Government servant (or those drawing pay on bill from of Gazetted Officer) cannot be paid without pre-audit by the Accountant General. In case of Non-Gazetted Govt. servants payment of their last pay may be made without reference to the Accountant General on the responsibility of the head of office concerned.

The requirement of pre-audit of last pay of a Govt. servant on retirement before payment has been reviewed in the light sing his last pay, as also his pension and gratuity. The existing procedure (Para 8 of

FAP/ SC/9/76/5, dtd. 29/4/76) already provides for adjustment of Govt. dues, if any, on account of outstanding advance, overpayment of pay and allowances or other recoveries due, from death-cum-retirement gratuity that may be admissible to the retired Officer. Where the actual dues are not known or not fully assessed the existing instruction provide for holding up a minimum amount of D.C.R. Gratuity pending final assessment of the dues.

Since the existing procedure already seeks to provide safeguard for recovery of Govt. dues from the Death-cum-retirement Gratuity, it is felt that holding back the payment of last pay on retirement, for pre-audit would be unnecessary in most of the cases and can be avoided to mitigate the immediate hardship of the Office after retirement.

The Governor of Assam is therefore pleased to or the last pay of a Govt. servant whether under suspension or ...on his retirement death or finally quitting service can be paid by the head of office in the case of non-gazetted Govt. servant or such Gazetted Govt. servant whose pay is drawn in establishment pay bill form and in the case of self-drawing officer on the countersignature by the head of department or in case the self drawing officer himself is the head of department, on countersignature by the administrative department. Such payment of last pay bill may

generally be allowed by the head of office, or head of department or administrative department, as the case may be if there is no dues outstanding against the officer or if the death-cum-retirement Gratuity to the officer/family is likely to be sufficient for adjustment of Govt. dues in which case the said authority will send intimation about outstanding Govt. dues and of authorization of last pay to the pension sanctioning authority.

Formal amendment to the rules in being issued separately.

Commissioner & Secretary to the Govt. of Assam
Finance (A.P F.)Deptt.

NO. EBP. 246/84/8 Dated Dispur, the 10th December, 84

Office Memorandum

Government have viewed with concern for quite some time past the practice of relating officers and staff in various Department of the Secretariat, Head of Department and District/sub-Divisional an other Subordinate offices in the same station/table beyond the normal tenure of 3 years and in many cases for a period exceeding 5 years at a stretch in contravention of Government instructions issued in the matter from time to time. Such practice of retaining officers and staff in same station/table gives rise to vested interest and is against the interest of public service.

After careful consideration the following instructions are laid down in supersession of the earlier ones :-

- 1) officers/members of staff should be transfer upon completion of 3 years of service at one place/table.
- 2) In any excepeptional case where transfer order is made before completion of 3 years, reasons for such transfer should be recorded in writing. Similarly, if an officers/member of the staff is a particular station/table, reason for allowing so such continuance should also be recorded in writhing.

- 3) Transfer should, no normal occasion be affected in such a manner that the academic session of the children of the transferred employee is not wasted.
 - 4) For purpose of calculating the above period of 3 years service rendered in all posts at a station/Department/Branch/Cell even if in different rates should be taken together.
 - 5) Transfer order issued on the principals indicated above should be implemented within the specified time.
3. Government would like to emphasize the absolute necessity of implementing the above instructions any violation will be seriously viewed by Government.

Sd/- A. K. Patil.

Chief Secretary to the Govt. of Assam.



GOVERNMENT OF ASSAM

FINANCE (AUDIT AND FUND) DEPARTMENT

OFFICE MEMORANDUM

Dated Dispur, the 13th December/1991.

NO. FMP. 32/87/113 considering the hardship that may be faced by the family of a Government servant, who dies while in services as a result of adjustment of entire claim of the family on account of Death-cum-Retirement Gratuity, Provident Fund and Group Insurance towards Government loans and advances etc. in terms of Government Office Memorandum No. PMP. 32/87/9. dated 13-12-89 the Government of Assam is pleased to make the following revised procedure for adjustment of Government dues and waiver/writing off of outstanding government loans and advances of deceased government servant.

1. If the total claim of a family of such deceased Government servant on account of Death-cum-Retirement Gratuity, Provident fund and Group

Insurance, together is Rs. 1.90 lakh or less, no adjustment will be made against outstanding Government loans and advances etc. Such outstanding dues shall be written off by Government in the Finance (Audit and Fund) Department.

2. If, whoever, the total claim of the family of such deceased Government servant, an aforesaid, exceeds Rs. 1.00 lakhs, the amount beyond Rs. 1.00 lakh, but to the extent of the admissible amount of Death-Cum-Retirement Gratuity, shall be adjusted against, outstanding Government dues. The amount payable to the family of such deceased Government, servant on account of Provident Fund and Group Insurance, which cannot be adjusted against outstanding Government dues, shall however, be left untouched even if such dues together with the Death-Cum-retirement Gratuity exceed Rs. 1.00 lakh and the Government dues left unrecovered. The balance of the Government dues after adjustment, as aforesaid, shall be written off by Government in the Finance (Audit and Fund) Department.

This order will come into force with effect from 13.12.89 but cases already settled finally shall not be reopened.

Forwarded by

Sd/-
Superintendent
Finance (a & F) Deptt.

Sd/-
(S. K. Choudhury)
Under Secretary to the
Govt. of Assam,

6. Several instances have come to the notice of the Government in the WPT & BC department that the departments carried forward backlog as well as current vacancies even extent beyond permissible entitled quota for ST(P), ST(H) .. which have shown exaggerated figures of backlog/current vacancies for reserved categories. All appointing authorities are respect to carry but a review for correct assessment of backlog/current vacancies in respect of SC, ST(P) & ST(H) both by direct requirement and promotion and to make concerted efforts to fill up back-log/current vacancies under reserved categories.

Sd/- K. D. Tripathi,
Commissioner & Secy. to the Govt. of Assam
WPT & BC Department



GOVERNMENT OF ASSAM

FINANCE DEPARTMENT : GENL. ESTT. BRANCH

NO. FEG. 58/64/45,

Dated Shillong, the 29th June, 1967

OFFICE MEMORANDUM

Subject: Leave facilities to T.B., Cancer and Leprosy Patients.

The undersigned is directed to refer to para 64.4 of the Pay Committee's recommendation 1964 regarding leave facilities to Government servants as accepted by Government vide para 7 of the Resolution No. FEP. 3/64/96, dated 29.12.64 and to say that pending issue to necessary amendment to the Rules regarding Medical Examination and Treatment of Tubercular Govt. servants in the T. B. Sanatorium and Clinics, Shillong and other recognized Institutions in Assam as laid down in appendix 31 of the F. Rs. And S. Rs., the Governor of Assam is pleased to order that the

temporary Govt. servants who suffer proceed on leave because of their being attacked by T. B. should be given the benefit of leave and other concession enjoyed by permanent Govt. servants as envisaged in rule 3 of Appendix 31 of F. Rs. And S. Rs. Similarly the permanent Govt. servants and the temporary Govt. servants having completed one year's service and suffering from Cancer and Leprosy should also be given the same benefit of leave and other concession as admissible in the case of T.B. Patients.

This will take effect from 1.4.64.

Sd/- G.C. Phukan,
Secretary to the Govt. of Assam
Finance Department



GOVERNMENT OF ASSAM

FINANCE (ESTABLISHMENT-A) DEPARTMENT

DISPUR : GUWAHATI-6

NO. FEG. 20/95/47

Dated Dispur, 1st September, 2000.

OFFICE MEMORANDUM

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 12 (d) of the State 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 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. 23/78/17 dated 19.7.78 shall be increased to 300 days.

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

This amended 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, 4th 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 credit 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 :-

Not exceeding leave for 300 days shall be paid to his family subject to reduction on account 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 (AUDIT AND FUND) DEPARTMENT

NO. FM. 165/03/311 Dated Dispur , the 7th February, 2000.

From : Shri S. C. Das. I.A.S,
 Commissioner and Secretary to the Govt. of
 Assam,
 Finance Department,
 Dispur, Guwahati-6

- To: 1) All special Commissioner and Special Secretary/
 Commissioner & Secretary/Secretary to the
 Govt. of Assam
- 2) Commissioner of Divisions.
- (3) Chairman, Administrative Tribunal/Board of
 Revenue.
- (4) All Administrative Departments.

- (5) All Heads of Departments.
- (6) All Deputy Commissioners/Sub-Divisional Officers.
- (7) All District and Session Judges in Assam.
- (8) All Treasury Officers in Assam.
- (9) Accountant General (Audit), Assam, Maidamgaon, Beltola, Guwahati-29.
- (10) Accountant General (A &E), Assam, Maidamgaon, Beltola, Guwhati-29
- (11) All F. A./ F. A. Os.

Subject:- Leave Travel Concession-suspension thereof.

In partial modification of this department letter No. FM. 165/83/207 dated 13-3-92 the Govt. after careful considerations of all aspects, have decided that the ban imposed on availing L.T.C. for all India visit by Govt. servants will continue until further orders.

However, Govt. servant due for retirement are exempted from the said ban and they may be allowed

to avail of the D. T. C. *** 4(Four) years before the date of retirement.

This will come into force with immediate effect.

Yours faithfully,

(S. C. Das)

Commissioner and Secretary to the Govt. of Assam,

FINANCE DEPARTMENT