

GOVERNMENT OF ASSAM
FINANCE (ESTT-B) DEPARTMENT
DISPUR, GUWAHATI - 6

NOTIFICATION

Dated the 25th November, 2016

No. FEB. 122/2015/31: In supersession of this Department's Notification No FEB.122/2015/27 dated 27th September, 2016 and in order to streamline the process of normalisation of posts, the Governor of Assam is pleased to notify that all Administrative Departments shall take the following steps in connection with retention of temporary posts who draw their salaries from the State Treasuries: -

- i. All Administrative Departments shall first ascertain the number of **temporary posts** under their jurisdiction. Here, "Temporary Post" means a post carrying a definite scale of pay sanctioned for a limited time under F.R. 9 (30).
- ii. Secondly, the Departments shall also examine the stipulation in FR 9(30) of continuance of the posts for "a limited time" is actually relevant as such posts continued for years together and in certain cases even for decades. All such posts, irrespective of their funding by the Government of India or by the State Government can be considered for retention.
- iii. Thirdly, such temporary posts must carry a scale of pay against the notified cadres of services under the Department or such other notifications and became part of a particular cadre.
- iv. After due scrutiny as stated above, all such temporary posts be declared as 'permanent' by the concerned Administrative Departments. The consent of Finance Department would not be required in this regard. However, this is not applicable to those posts created outside the Departments such as Missions, Societies, PIUs/PCUs. etc since these are governed by the respective Rules of the Missions, Societies etc and they do not need to come for annual retention.
- v. The senior most Secretary of the Department will certify that the conditions stated above were satisfied before declaring a post, "permanent". The Administrative Department will submit a copy of such order declaring the posts "Permanent" with the certificate, name of the post, scale, original creation order and name of the incumbent to Finance Department, with a copy to Planning and Development Department, for record, showing these posts as "**Deemed Normalised**".
- vi. In case of posts created as **Personal post/personal measure to the incumbent**, the senior most Secretary of the Department will issue a notification for one time permanent retention of the post till the date of retirement of the incumbent or relinquishment of the post by him/her by any reason whoever is earlier. In the event of relinquishment of these posts by incumbents, such posts get abolished automatically and the Administrative Departments are required to intimate Finance Department and P & D Department immediately after duly notifying the same to all concerned.
- vii. All Departments shall complete the above process and submit a final report to the Finance (Estt-B) Department with a copy to Planning & Development Department by 31/12/2016 showing posts under three distinct categories, viz.
 - (i) "Deemed Normalised" posts not requiring annual retention.
 - (ii) Posts requiring annual retention.
 - (iii) Status of personal posts.

Sd-Dr. Ravi Kota, IAS
Commissioner & Secretary to the Govt. of Assam
Finance Department

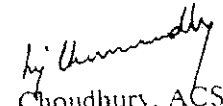
Memo NO.FEB. 122/2015/31-A,

Dated the, 25th November, 2016

Copy to: -

1. All Additional Chief Secretaries / Principal Secretaries / Commissioner & Secretaries / Secretaries to the Govt. Of Assam.
2. All Administrative Departments.
3. All senior Sr. FA / FA.
4. All Treasury Officers.
5. Finance (EC-I)/EC-II)/(EC-III)/(SIU)/(Budget)/(PRU) Department.
6. Accountant General, Assam, Maidamgaon, Beltola, Guwahati - 29.
7. Finance (e-GU) Department for uploading the Office Memorandum in Government Websites

Sivasagar Try,


(L. Choudhury, ACS)
Joint Secretary to the Government of Assam
Finance Department

GOVERNMENT OF ASSAM
FINANCE (ESTT-B) DEPARTMENT
DISPUR, GUWAHATI - 6.

NOTIFICATION

Dated the 25th November 2016

FEB.122/2015/32: In supersession of Finance Department's earlier Office Memorandum issued vide No. FEC(II) 40/2013/1, dated 09.10.2013, NO. FEB.122/2015/12 dated 03.07.2015, No. FEB. 122/2015/20 dated 04.09.2015 and **FEB.122/2015/27 dated 27th September 2016** and in order to obviate the problems associated with the retention process such as non-receipt of salaries timely and other hardships to the employees, Governor of Assam is pleased to notify that **annual retention** is hereby not required for any posts (temporary/permanent) under the following categories, once the first salary is drawn based on the pay slip issued by the Accountant General (A&E), Assam (in case of Grade-I and Grade-II employees) or after the permission granted by Finance (SIU) Department (in case of Grade-III and Grade-IV employees) at the time of joining in the post: -

- i. All non-plan posts
 - ii. All plan posts
 - iii. All posts, irrespective of funding by Government of India / State Government where, salaries are drawn from Treasury and not from a Society / Mission etc.
 - iv. All posts carrying a pay scale.
 - v. All employees whose first salary was drawn from the Treasury after Finance (SIU) Department's approval.
 - vi. Posts which were earlier approved for creation by the State Level Committee (S.L.C.) prior to the constitution of Finance (SIU) Department shall not require fresh retention.
 - vii. Posts which were created as a personal measure to the incumbent. However such posts will get automatically abolished on relinquishment of these posts by the incumbent by any reason whatsoever.
2. However, the following 3 (three) categories of employees shall continue to need annual retention:
- i. Regularized Work-Charged / Muster Roll employees holding personal posts (appointed prior to 01.04.1993) and other employees receiving wages due to Court case etc which will be treated as exceptional cases.
 - ii. Any posts that does not have a scale of pay.
 - iii. Any posts of Grade - III & Grade IV against which the drawal of first salary from Treasury was not approved by Finance (SIU) Department.

This will come into force from the date of issue of this Notification.

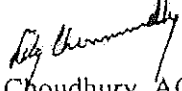
Sd/-Dr. Ravi Kota, IAS
Commissioner & Secretary to Govt. of Assam
Finance Department

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Copy to: -

1. All Additional Chief Secretaries / Principal Secretaries / Commissioner & Secretaries / Secretaries to the Govt. Of Assam.
2. All Administrative Departments.
3. All senior Sr. FA / FA.
4. All Treasury Officers.
5. Finance (EC-I)/EC-II)/(EC-III)/(SIU)/(Budget)/(PRU) Department.
6. Accountant General, Assam, Maidamgaon, Beltola, Guwahati - 29.
7. Finance (e-GU) Department for uploading the Office Memorandum in Government Website

Sivasagar Try.


(L.Choudhury, ACS)
Joint Secretary to the Govt. of Assam
Finance Department

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GOVERNMENT OF ASSAM
FINANCE (ESTT-B) DEPARTMENT
DISPUR, GUWAHATI

NOTIFICATION

Dated the 25th November 2016

No. FEB. 122/2015/33: In relaxation of Finance Department's earlier Office Memorandum issued vide No.FS1.5/2005/Vol-VI/76 dated 30th March,2012 and FS1.5/2005/Vol-VI/99 Dated 7th July,2015. in supersession of this Department's Notification No.FEB.122/2015/28 Dated 27th September,2016 and in order to streamline the process of releasing the first salary for ensuring timely release of salaries to the newly joined employees, the Governor of Assam is pleased to notify as follows:

- (a) All Grade -I & Grade-II posts against which pay slips are issued by the Accountant General, Assam, drawal of salaries including first salary from the Treasury is permitted based on the pay-slip issued by the Accountant General, Assam. Such cases shall not be sent to Finance (SIU) Department for issuing instruction to the Treasuries for releasing the first salary as no such separate permission from the Finance (SIU) Department is required.
- (b) Permission of Finance (SIU) Department shall be mandatory only for Grade -III & Grade-IV category of posts for drawl of first salary from the Treasury.
- (c) In case of **transfer of Grade-III and Grade-IV employees** from one place of posting to another involving drawl of salary from different Treasury ,**the procedure detailed in Finance(Budget) Department OM No.BB.261/2014/50 dated 04/10/2016 should be strictly adhered to.**

This will come into force from the date of issue of this Notification and Finance (SIU) Department may return all such cases falling under category (a) above under its examination to the line departments immediately.

Sd/-Dr. Ravi Kota, IAS
Commissioner & Secretary to the Govt. of Assam
Finance Department

Dated the 25th November, 2016

Memo NO.FEB. 122/2015/33-A,

Copy to: -

1. All Additional Chief Secretaries / Principal Secretaries / Commissioner & Secretaries / Secretaries to the Govt. Of Assam.
2. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati - 29.
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6. Finance (EC-I)/EC-II)/(EC-III)/(SIU)/(Budget)/(PRU) Department.
7. Finance (e-GU) Department for uploading the Office Memorandum in Government Website(s).
8. Office Copy

Sivabagar Try.

L. Choudhury
(L. Choudhury, ACS)
Joint Secretary to the Govt. of Assam
Finance (Estt.-B) Department