

GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION (B) DEPARTMENT
DISPUR ::: GUWAHATI

ORDERS BY THE GOVERNOR

NOTIFICATION

Dated Dispur the 19th April, 2018

No.GAG(B)127/2015/216 : In the interest of public service, the Governor of Assam is pleased to constitute a Circuit House Management Committee (CHMC) in the Districts and Sub-Divisions with following terms & conditions detailed in the subsequent paragraphs.

The Circuit Houses in the District headquarters and Sub Divisions across the State of Assam have been one of the most important infrastructures under Government machinery since pre-independence period catering to the needs of both high dignitaries and common people. However, with the passage of time, the demand for sophisticated accommodation and allied services has gone manifold. On the other hand, the Government has to bear the recurring burden of repair and renovation of the Circuit Houses every year which results in a considerable expenditure from government exchequer. In view of the above, The General Administration Department has decided to constitute a Circuit House Management Committee (CHMC) in each District and Sub Division of the state to look after the overall management of the respective Circuit Houses for better an efficient services and management.

1. It is decided to create an institutional mechanism in the form of **Circuit House Management Committee (CHMC)** for each and every Circuit House with the twin purposes of improving the quality of management of the Circuit Houses and ensuring availability of the financial wherewithal with the management. The CHMCs will be given the responsibility of management and maintenance of the Circuit Houses and the resources generated from room rent and other facilities will be placed at the disposal of these Committees. They will exercise autonomy to a large extent having power on expenditure to be incurred from the revenue collected by the Circuit House in the shape of donation, user charge, Govt. grants etc.

2. The Circuit House Management Committee will have following members.

Sl. No.		Designation
1.	Deputy Commissioner/ Sub-Division Officer (Civil)	Chairperson
2.	Addl. Deputy Commissioner/Assistant Commissioner in-charge of Nazarat Branch	Member Secretary
3.	Superintendent of Police/Sub divisional Police Officer (SDPO)	Member
4.	Senior-most officer of PWD in the district/Subdivision, both from Building and Electrical Division.	Member

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5.	Representative of Tourism Department	Member
6.	District Forest Officer (Social Forestry)	Member
7.	Senior-most officer of Public Health Engineering Department in the district/subdivision	Member
8.	Representative of Municipal Corporation/Municipal Board/Town Committee	Member
9.	Senior-most officer of Food inspectorate in the district/Subdivision	
10.	One expert from Tourism/Hospitality sector nominated by the Chairperson	
11.	Representative of APDCL	Member
12.	Finance and Accounts Officer of D.C Office/Tesury Officer of Subdivisional Treasury.	Member

3. The tenure of the official members will be co-terminus with their tenure in the specified post and they will not be eligible to resign. The membership of the Ex-officio members of the Committee shall terminate when he/she ceases to hold office by virtue of which he/she was a member and his/her successor shall become a member instead.

Term of non-official member will be for one year from the date of their nomination. Non-official member shall be cease to be such member if he/she

- i. resigns from membership
- ii. is of unsound mind
- iii. fails to attend two consecutive meetings without leave.

4. The non official member of the Committee shall be nominated by the Chairman of the Committee on the recommendation of the members of the Committee considering their contribution towards hospitality issues in the State as well as district in the past.

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- i. To improve service quality, system efficiency and satisfaction in the Circuit House.
- ii. To ensure discipline and accountability amongst staff.
- iii. To generate revenue by providing services and charging from the Guests/Tourists/Users.
- iv. To maintain and expand the existing infrastructures including furniture.
- v. To encourage community participation in the management of institutions.
- vi. To arrange training for staff.
- vii. To maintain and expand the facilities and services.
- viii. To supervise the implementation of improvement programme in the Circuit House.
- ix. To maintain cleanliness of the premises.
- x. To generate funds by public donation, fixation and collection of tariff for services.
- xi. To look in to the public grievances and provide remedial measures.

6. The existing assets of the Circuit House shall continue to be the property of the State Govt.

The income and property of Committee, however, derived shall be applied towards promotion of the aims and objectives stated above.

No portion of the income and property of the Committee shall be paid or transferred, directly or otherwise to the person who at any time have been member of the Committee or any of them or any person claiming through them.

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7. The source of the funds of the Committee will be:
- I. Funds collected through rent for accommodation and other facilities.
 - II. Govt. aids and grant in aids.
 - III. Donations or contributions from the public.

The funds collected by the Committee shall be deposited in a local Nationalized Bank in Saving Account in the name of the Circuit House Management Committee. The account shall be jointly operated by the Chairperson of the Committee and the Member Secretary of the Committee.

The fund so collected shall be used exclusively for the maintenance and improvement of the Circuit House.

8. The vacancy resulting from resignation or other way in the Committee from non-official member, the place shall be filled in with other non-official member in the manner given above.

9. At least two- third of the members shall have to be present in any meeting of the Committee to form the quorum and to have valid decision.

For any adjourned meeting there will be no fixed quorum.

10. The functions of the Committee shall be as follows:

- a) The Committee shall take general Policy decisions for improvement of the Circuit House services.
- b) It shall approve the Annual Budget of the Circuit House in respect of revenue generated by the Circuit House.
- c) It shall approve all proposals of the Committee for (a) new construction/renovation and for (b) providing state of the art facilities in the Circuit Houses.
- d) The Committee shall exempt people from user fees as per State Govt. instruction issued in the matter from time to time.
- e) It shall implement the Circuit House improvement plan.
- f) It shall procure equipment and other consumable necessary for the Circuit House as per the rules and procedures of the Govt. of Assam and ensure proper utilization of the same.
- g) It shall have the power to engage contract persons/firms for various services for which payment shall be made from Circuit House revenue. This will include security, cleanliness and other services.
- h) It shall ensure discipline, accountability, punctuality of the staff. Employees other than those engaged on contract shall remain under the State Govt. Committee shall report any violation of discipline to the respective appointing authorities as the case may be for taking disciplinary action.
- i) It shall resolve all type of public grievances related to Circuit House services.
- j) It shall implement all guidelines/instructions issued by the General Administration Department; Govt. of Assam in respect of the Circuit Houses equipment's and shall keep the equipment in good condition.
- k) The Committee shall spend the fund released by the Government for maintenance of the Circuit Houses with the approval of the Committee.

11. The Committee shall sit every month in the Circuit House premises on regular basis and as and when necessary with permission of the chairman of the committee.

Two-Third members should be present to form the quorum.

Member Secretary of the Committee shall issue notice of the meeting with agenda and circulate it to the members 3 days ahead of the meeting.

Recording and circulation of the minutes of the meeting shall be done within 72 hours of the meeting.

Follow up action of minutes shall be responsibility of the Member Secretary.

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12. Following will be the functions of the office bearers.

a) **Chairperson of the Committee** shall preside over the meeting and will monitor all activities of the Committee. He shall delegate financial power to the Member Secretary of the Committee to run the day-to-day activities. He shall operate the account of the Committee jointly with the Member Secretary.

b) **Member Secretary:**

The Member Secretary of the Committee shall work as per the guidance of the Chairperson of the Committee. He/She will prepare the day to day activity plan for the Circuit House and submit it to the Committee meeting for approval monthly. He shall monitor day to day expenditure of the Circuit House and shall be responsible for reporting the same to the Committee meeting. He shall jointly operate the account of the Committee with the Chairperson of the Committee.

The Member Secretary shall be responsible for calling the meeting, preparation of its agenda, maintaining the records and proceedings of the meetings.

He shall be responsible for overall supervision of employees and properties of the Circuit House on behalf of Committee.

He shall be the custodian for all records related to the Committee.

13. Financial norms for the functions of the Committee are as follows:

a. The Annual statement of Expenditure (Budget) for revenue collected by the Circuit House shall be prepared by the Member Secretary of the Committee on a yearly basis.

b. The Committee shall approve expenditure to be incurred during the month in its monthly meeting.

c. The funds received by the Committee shall be deposited in the **BANK ACCOUNT** and any expenditure out of this account shall be incurred with the approval of Circuit House Management Committee. The Chairperson can however authorize expenditure out of this account for some urgent works in anticipation of the approval of the Committee. Ex-Post facto approval for all such expenditure shall have to be taken in the very next meeting of the Committee

d. As far as grants from State Govt./Central Govt. are concerned, the Committee will have full power to utilize the funds as per instruction of the Govt. procurement is to be made in compliance with "The Assam Public Procurement Act, 2017 & relevant norms of said rules.

e. The Payment for any individual work involving expenditure above Rs.1000/- shall be made by cheque only through A/C cheque signed jointly by Chairperson of the Committee and Member Secretary.

f. The rates of room rent and other facilities, like, Conference Room for various Circuit Houses will be as determined by the State Government from time to time.

14. Transparency shall be the hallmark of the functioning of the Committee. In order to boost the people's faith in the system, procurement and accounting procedures shall be transparent. The accounts shall be audited annually by CAG empanelled CAs and the accounts have to be submitted to the Govt. of Assam, General Administration Department after completion of financial year. Internal audit by the Committee shall be applicable from time to time. Annual report of the Committee shall be kept open for the people.

15. The annual Report & Account duly approved by the Committee shall be furnished to the Govt. within 6 months of the end of the Financial Year.


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The Deputy Commissioner in the district and the Sub Divisional Officer (Civil) will take necessary steps to form the Circuit House Management Committee (CHMC) within a period of one month from the date of issue of this notification based on the framework prepared by the General Administration Department as per point No.2 of this Notification.

Circuit House Management Committee so formed shall exercise autonomy to a large extent having power on expenditure to be incurred from the revenue collected by the Circuit House in the form of user charges, donation, government grants etc.

Sd/-

(JISHNU BARUA, IAS)

Principal Secretary to the Govt. of Assam,
General Administration Department.

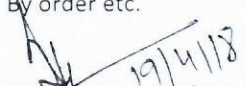
Dated Dispur the 19th April, 2018

Memo No.GAG(B)127/2015/216-A,

Copy to :

1. All Deputy Commissioners/ All Sub-Divisional Officers (Civil).
2. PPS to Hon'ble Chief Minister, Assam for kind information.
3. SO to Chief Secretary, Assam for kind appraisal of CS.
4. PS to Principal Secretary to CM for kind perusal.
5. PS to Principal Secretary, GAD for kind perusal.
6. PS to Commissioner & Secretary, GAD for kind perusal.
7. The Director, Assam Govt. Press, Bamunimaidam, Guwahati-21 for publication of the Notification in the next issue of the Assam Gazette and to submit 200 (two hundred) copies of the said notification to this department.
8. The Director, Information and Public Relation, Dispur with request to give wide publicity through media.

By order etc.


Joint Secretary to the Govt. of Assam
General Administration Department

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