

The 28th November, 1963.

No. ABP. 21/62/23. - In exercise of the powers conferred by the proviso to Article 309 of the constitution of India, the Governor of Assam is pleased to make the following rules regulating recruitment and conditions of service of persons appointed to Grade IV staff of the Assam Secretariat-

THE ASSAM SECRETARIAT GRADE IV AND RECORD SUPPLIERS' SERVICE RULES

Preliminary.

1. Short title and commencement.-

- (1) These rules may be called "The Assam secretariat Grade IV and Record Supplier's Service Rules, 1963.
- (2) They come into force from the date of this notification.

2. Definition. -

In these rules unless there is anything repugnant in the subject or context –

- (i) Appointing Authority means the Deputy Secretary to the Government of Assam in the Secretariat Administration Department and in case there is no Deputy Secretary in the Secretariat Administration Department.

- (ii) Assam Secretariat means all Departments of the Government Secretariat including Chief Minister's Secretariat but excluding the P.W.D. Secretariat.
- (iii) Direct Recruitment means recruitment made otherwise than by promotion of persons already in service under State Government.
- (iv) Member of the Service means a member of the Assam secretariat Grade IV and Record Supplier's Service.
- (v) Service means the Assam Secretariat Grade IV and Registered Suppliers' Service.
- (vi) Literate means one who has passed the Middle vernacular or Middle English or Equivalent Examination.
- (vii) Year means the calendar year.

3. Status of the service.

The status of the members of the service is that of class IV Government Servants.


4. Status of the service.

The member and nature of posts, permanent as well temporary shall be such as may be determined by government from time to time.

At the commencement of the rules and the strength of the service permanent as well as temporary shall be as shown in Schedule I.

5. Method or recruitment. –

Recruitment to various posts as specified below shall be made by the methods noted against each namely: -

(a)	(i)	Peons		By direct recruitment.
	(ii)	Night Chowkidars			
	(iii)	Sweepers		
	(iv)	Malis.		
	(v)	Liftmen		
	(vi)	Cleaners		

- (b) (i) Duftries } By promotion strictly on
(ii) Book-Binders..... } merit cum seniority from
(iii) Menders } Literate peons who have
served for at least 5
years in the Assam
secretariat.

(iv) Jamadars-

By promotion strictly on merit-cum-seniority from peons, who have served for at least 10 years in the Assam secretariat.

(v) Record Sorter. –

By promotion strictly on merit-cum-seniority from Duftries and literate permanent Jamadars.

(vi) Record suppliers.–

By promotion strictly on merit-cum-seniority from Record Sorter.

(v) Head Night Chowkidar.–

By promotion strictly on merit-cum-seniority from permanent Night Chowkidars.

(vi) Head Sweepers.–

By promotion strictly on merit-cum- seniority from permanent Sweepers.

(vii) Head Mali.–

By promotion strictly on merit-cum-seniority from permanent Malis.

6. Procedure for direct recruitment.–

The appointing Authority will make an annual assessment of the requirement of Grade IV Staff at the beginning of each year and request the local Employment Exchange to furnish suitable names of candidates including Scheduled castes and Scheduled Tribes within a reasonable time. On receiving the names the Appointing Authority will interview the candidates and prepare a list of suitable candidates for appointment. Recruitment will be made from this list, which will remain valid for one year.

7. Condition of eligibility. –

In order to be eligible for direct recruitment, a candidate must satisfy the following conditions namely -

(i) Nationality. –

He must be a citizen of India.

(ii) Age. -

He must have attained the age of 18 years and not attained the age of 30 years on the 1st of January of the year in which the recruitment is made.

Provided that in the case of candidates belonging to a scheduled caste or Scheduled Tribe, the upper age limit will be subject to any relaxation made by Government from time to time.

(iii) Educational qualification–

He should have passed Lower Primary Examination.

(iv) He should not have more than one wife living, provided that Government may, for good and sufficient reasons exempt any candidate from the operation of this Sup-rule.

8. Procedure for promotion. –

The Appointing Authority shall prepare every year lists of persons found suitable on the basis of seniority and merit for promotion under rule 5(b) to the various categories of posts mentioned therein. The lists shall be reviewed every year.

9. Appointment to the service.

All appointments to the service shall be made by the Appointing Authority from the lists prepared for this purpose in the order in which they appear in the lists.

The inclusion of a candidate's name in the list shall confer no right to appointment unless the appointing authority is satisfied that after such enquiry, as may be considered necessary, that the candidate is suitable in all respects for appointment to the service.

10. Confirmation.

Subject to availability of a permanent vacancy, every member of the service shall be confirmed in the category of posts to which he is appointed if he has completed at least one year of service and the Appointing Authority is satisfied that he is fit for confirmation.

11. Seniority.

- (1) The seniority of members of the Service in any class of posts included in the service shall be determined according to the order of merit in the lists if they join the appointments within 15 days of the receipt of the order of appointment.

12. Pay.

The time-scales of pay admissible to a member of the service shall be as shown in Schedule II subject to revision from time to time.

13. Leave, Pension, etc.

Except as provided in these rules, all matters relating to pay, allowances, leave, pension, discipline and other conditions of service shall be regulated by general Rules framed by Government from time to time.

14. Appeal.

An appeal against the orders of the Appointing Authority inflicting any punishment on any member shall lie to the Chief Secretary. There shall be no appeal against the orders of the Chief Secretary.

15. Powers of Government to dispense with or relax any Rule.

Where the Appointing Authority is satisfied that the operation of any of these rules would cause undue hardship in any particular case, he may dispense with or relax the requirement of that rule to such an extent and subject to such conditions, as he may consider necessary for dealing with the case in a just equitable manner.

Provided that the case of any person shall not be dealt with in any manner less favourable to him than that provided in any of these rules.

16. Interpretation.

If any question arises relating to the interpretation of these rules, it shall be referred to the Government in the Secretariat Administration Department whose decision thereon shall be final.

17. Repeal.

The Assam Secretariat Inferior Establishment Rules 1951 published under Notification No. S. 81/51/37, dated the 20th August, 1951 and all other rules corresponding to those rules in force immediately before the commencement of these rules are hereby repealed.

Provided that any order made or action taken under the corresponding provisions of these rules.

SCHEDULE I

(Rule 4)

Name of posts.	Permanent	Temporary	Total.
1. Record Supplier	9	3+1	12+1
2. Record Sorter	2	1	3
3. Binder	1	X	1
4. Mender	1	3	4
5. Duftry	11	4	15
6. Jamadar	20	11	31
7. Liftman	2	x	2
8. Head Night Chowkidar	1	x	1
9. Head Mali	2	x	2
10. Head Sweeper	1	x	1
11. Peon.	215	164	379
12.Night Chowkidar.	8	20	28

13. Mali.	9	5	14
14. Sweeper ...	9	13	22
15. Cleaner	3	2	5

SCHEDULE II

(Rule 12)

Name of post.	Time-scales of pay.
1. Record Supplier...	50-2-78-(EB)-3-90per mensem.
2. Record Sorter...	40-1-56-2-60 per mensem.
3. Binder ...	35-1-51-2-55 per mensem.
4.Mender	35-1-51-2-55 per mensem.
5. Duftry ...	35-1-51-2-55 per mensem.
6. Jamadar ...	35-1-51-2-55 per mensem.
7. Liftman	35-1-51-2-55 per mensem.
8. Head Night Chowkidar	35-1-45 per mensem.
9. Head Mali ...	35-1-45 per mensem.

10. Head Sweeper	28- ¹ / ₂ -34-1-40 per mensem. (Plus special pay of 5 per mensem).
11. Peon ...	28- ¹ / ₂ -34-1-40 per mensem.
12. Night Chowkidar	28- ¹ / ₂ -34-1-40 per mensem.
13. Mali ...	28- ¹ / ₂ -34-1-40 per mensem.
14. Sweeper ...	28- ¹ / ₂ -34-1-40 per mensem.
15. Cleaner ...	28- ¹ / ₂ -34-1-40 per mensem.

M.C. NARASIMHAN,
Deputy Secretary to the Government of Assam.

The 22nd January, 1968,
Erratum.

In the Notification No. ABP. 21/62/67, dated 2nd December, 1967 published in part IIA of the Assam Gazette, dated December 13, 1967 at page 2784, occurring in the 7th line against No. 2 the word “Grade” please read “Grade” in place of “Grade”.

Sd/ - S.N. Chaudhary.
For publisher, Assam Gazette.

The 9th September, 1966.

No. ABP. 21/62/58. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is pleased to make the following amendments to the Assam Secretariat Grade IV and Record Suppliers' Service Rules, 1968, namely: -

In the said Rules –

- 1.** In the nomenclature and in sub-rule (1) of Rule 1 –

The apostrophe (') occurring in the word 'Suppliers' shall be deleted; a coma and the word "1963", shall also be inserted after the words "Service Rules" in the nomenclature.

- 2. In rule 2.** – A definition for the word 'Government' shall be inserted as sub-rule (iv) as follows and the existing sub-rules (iv), (v), (vi) and (vii) shall be renumbered as sub-rules (v), (vi), (vii) and (viii) respectively: -

“(iv) 'Government' means the State Government of Assam”.

- 3. In rule 4.**–

The words 'is and' shall be inserted before the word 'shall' in

the last line of the 2nd paragraph.

4. In clause (v) of sub-rule (b) of rule 5 –

The words ‘Book-Binders and Menders’ shall be inserted between the words ‘Duftries’ and ‘and’. The existing clause (xi) shall be read as “Clause (ix)”.

5. In sub-rule (ii) of rule 7 –

The words “a Scheduled Caste or Scheduled Tribe” appearing in the proviso there under shall be substituted by the words “special categories” and the following Note shall be inserted below the proviso: -

“Note.– Special Categories means – persons belonging to scheduled Castes/Scheduled Tribes, Political Sufferers, War Service candidates and such other persons or class of persons as may be notified by Government from time to time.”

The word ‘will’ occurring in the second line of the proviso between the words ‘limit’ and ‘be’ shall be substituted by word ‘shall’.

6. In rule 9.-

The word 'that' occurring in the third line of the second paragraph between the words 'necessary' and 'the' shall be deleted.

7. In rule 10. -

The words 'at least' occurring in the third line between the words 'completed' and 'one' shall be deleted.

8. In rule 15. -

The words 'Appointing Authority' appearing in the first line between the words 'the' the 'is' shall be substituted by word 'Government' and the word 'he' appearing in the second and fourth lines shall be substituted by the word 'it'.

These amendments shall be deemed to have come into force with effect from the 28th November, 1963.

Sd/- A. C. KIDWAI,

Chief Secretary to the Govt. of Assam.

The 2nd December, 1967.

No. ABP. 21/62/67. – In exercise of the powers conferred by also to Article 309 of the constitution of India, the Governor ****is pleased to make the following further amendments to the Secretariat Grade IV and Record Suppliers Service Rules, 1963.namely: -

In the said Rules.

- 1.** In the preamble the words, “and Record Suppliers” shall inserted between the words “Grade IV” Staff “and” of the Assam Secretariat”.
- 2.** In the nomenclature the word “Grade” occurring after the word “Secretariat” shall be substituted by the word “Grade”.
- 3.** For rule 3, the following rule shall be substituted, namely: -

“3. Status of the service. – The status of the member of the service while holding post other than that of Record Supplier shall be that of Class IV Government Servant and while holding post of Record supplier shall be that of Class III Government Servant.
- 4.** For Schedule II the following shall be substituted, namely: -

SCHEDULE II

(Rule 12)

Name of post.	Time scale of pay
1. Record Supplier	Rs.100-3-115-EB-3-142-4-150-p.m.
2. Record Sorter..	Rs.90-2-98-3-140 p.m.
3. Binder	Do.
4. Mender	Do.
5. Liftman	Do.
6.Duftry	Rs.85-1-90-2-100-2.50-105-3-135 p.m.
7. Jamadar	Do.
8. Head Night Chowkidar	Do.
9. Head Mali.	Do.
10. Head Sweeper	Rs.80-1-90-2-100-2.50-115-3-130 p.m. (plus special pay of Rs.5 p.m.)
11.Peon.	Rs.80-1-90-2-100-2.50-115-3-130 p.m.

12. Night Chowkidar	Do.
13. Mali	Do.
14. Sweeper	Do.
15. Cleaner	Do.

These amendments shall be deemed to have come into force with effect from the 1st April, 1964.

Sd/- A. N. KIDWAI,
Chief Secretary to the Govt. of Assam.

The 28th November, 1963

Amended vide No. ABP. 21/62/67/, dt.2.12.67. No.

ABP. 21/62/23 – In exercise of the powers conferred by the proviso to Article 309 of the constitution of India, the Governor of Assam is pleased to make the following rules regulating recruitment and conditions of service of persons appointed to Grade IV staff and Record Suppliers of the Assam Secretariat. –

THE ASSAM SECRETARIAT GRADE IV AND RECORD SUPPLIERS SERVICE RULES, 1963.

Preliminary.

1. Short title and commencement. –

- (1) These rules may be called “The Assam Secretariat Grade IV and Record Supplier’s Service Rules, 1963.
- (2) They come into force from the date of this notification.

Amended vide No. ABP. 21/62/58, dtd. 9.9.66

2. Definition. –

In these rules unless there is any – thing repugnant in the subject or context. –

- (i) Appointing authority means the Deputy Secretary to the Government of Assam in the Secretariat Administration Department and in case there is no Deputy Secretary in the secretariat Administration Department, under Secretary, Secretariat Administration Department.

- (ii) Assam Secretariat means all Departments of the Government Secretariat including Chief Minister's Secretariat but excluding the P.W.D. Secretariat.
- (iii) Direct Recruitment means recruitment made otherwise than by promotion of persons already in service under State Government.
- (iv) Government means the State Govt. of Assam.
- (v) Member of the Service means a member of the Assam Secretariat Grade IV and Record Supplier's service.
- (vi) Service means the Assam Secretariat Grade IV and Record Suppliers' service.
- (vii) Literate means one who has passed the middle Vernacular or Middle English or Equivalent Examination.
- (viii) Year means the calendar year.

Amended vide No. ABP. 21/62/67, dtd. 2.12.67.

3. Status of the Service. –

The Status of the member of the service while holding the post other than that Record Supplier shall be that of Class

IV Government Servant and while holding the post of Record Supplier shall be that of Class III Government Servant.

4. Strength of the service. -

The member and nature of Posts, permanent as well temporary shall be such as may be determined by Government from time to time.

At the commencement of the rules the strength of the service permanent as well as temporary shall be as shown in schedule I.

Amended vide No. ABP. 21/62/58, dtd 9.9.66

5. Method of recruitment. -

Recruitment to various posts as specified below shall be made by the methods noted against each namely: -

(a) (i) Peons	By direct recruitment.
(ii) Night Chowkidars	
(iii) Sweepers	
(iv) Malis	
(v) Liftmen	
(vi) Cleaners	

(b)	
(i) Duftries	By promotion strictly on
(ii) Book-Binders	merit cum-seniority from
(iii) Menders	literate peons who have
	served for at least 5 years
	in the Assam Secretariat.
(iv) Jamadars	By promotion strictly on
	merit-cum-seniority from
	peons, who have served for
	at least 10 years in the
	Assam Secretariat.
(v) Record Sorter	By promotion strictly on
	merit-cum-seniority from
	Duftries, Book Binders and
	Menders and literate
	permanent Jamadars.
(vi) Record Suppliers.	By promotion strictly on
	merit-cum-seniority from
	Record Sorter.
	By promotion strictly on

(vii) Head Night Chowkidar	merit-cum-seniority from permanent Night Chowkidars.
(viii) Head Sweeper	By promotion strictly on merit-cum-seniority from permanent Sweepers.
(ix) Head Mali	By promotion strictly on merit-cum-seniority from permanent Malis.
(x).....	

6. Procedure for direct recruitment. –

The appointing Authority will make an annual assessment of the requirement of Grade IV staff at the beginning of each year and request the local Employment Exchange to furnish suitable names of candidates including scheduled Castes and Scheduled Tribes within a reasonable time. On receiving the names the Appointment Authority will interview the candidates and prepare a list of suitable candidates for appointment. Recruitment will be made from this list, which will remain valid for one year.

Amended vide No. ABP. 21/62/58, dtd 9.9.66

7. Condition of eligibility. –

In order to be eligible for direct recruitment, a candidate must satisfy the following conditions namely –

(i) Nationality. –

He must be a citizen of India.

(ii) Age -

He must have attained the age of 18 years and not attained the age of 36 years on the 1st January of the year in which the recruitment is made.

Provided that in the case of candidates belonging to Special Categories the upper age limit shall be subject to any relaxation made by Government from time to time.

Note. –

Special Categories means- persons belonging to Scheduled Castes/Scheduled Tribes, Political Sufferers, War service candidates and such other persons of class of persons as may be notified by Government from time to time.

(iii) Educational qualification –

He should have passed Lower Primary Examination.

- (iv)** He should not have more than one wife living, provided that Government may, both good and sufficient reasons exempt any candidate from the operation of this Sub-rule.

8. Procedure for promotion. –

The appointing Authority shall prepare every year lists of persons found suitable on the basis of seniority and merit for promotion under Rule 5 (b) to the various categories of posts mentioned therein. The lists shall be reviewed every year.

9. Appointment to the service. -

All appointments to the service shall be made by the Appointing Authority from the lists prepared for this purpose in the order in which they appear in the lists.

The inclusion of a candidate's name in the list shall confer no right to appointment unless the appointing authority is satisfied that after such enquiry, as may be considered necessary, the candidate is suitable in all respects for appointment to the service.

10. Confirmation. -

Subject to availability of a permanent vacancy, every member of the service shall be confirmed in the category of posts to which he is appointed if he has completed one year of service and the Appointing Authority is satisfied that he is fit for confirmation.

11. Seniority. -

- (1) The seniority of members of the service in any class of posts included in the service shall be determined according to the order of merit in the lists if they join the appointments within 15 days of the receipt of the order of appointment.

Provided that, in case a member is prevented from joining within the said period of 15 days by circumstances of a public nature or for reasons beyond his control, the Appointing Authority may extend it for a further period of 15 days. If the period is not so extended, the seniority will be determined according to the date of joining.

12. Pay. -

The time- scales of pay admissible to a member of the service shall be as shown in schedule II subject to revision from time to time.

13. Leave, Pension, etc. –

Except as provided in these rules, all matters relating to pay, allowances, leave, pension discipline and other conditions of service shall be regulated by general Rules framed by Government from time to time.

14. Appeal. –

An appeal against the orders of the Appointing Authority inflicting any punishment on any member shall lie to the Chief Secretary. There shall be no appeal against the orders of the Chief Secretary.

15. Powers of Government to dispense with or relax any rule.-

Where the Government is satisfied that the operation of any of these rules would cause undue hardship in any particular case, it may dispense with or relax the requirement of that rule to such an extent and subject to such conditions, as it may consider necessary for dealing with the case in a just and equitable manner.

Provided that the case of any person shall not be dealt with in any manner less favourable to him than that provided in any of these rules.

16. Interpretation. –

If any question arises relating to the interpretation of these rules, it shall be referred to the Government in the Secretariat Administration Department whose decision thereon shall be final.

17. Repeal. –

The Assam Secretariat Inferior Establishment Rules 1951 published under Notification No. S. 81/51/37, dtd. The 20th August, 1951 and all other rules corresponding to those rules in force immediately before the commencement of these rules are hereby repealed.

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

SEHEDULE – I

(Rule 4)

Name of post	Permanent	Temporary	Total
1. Record Supplier	9	4	13
2. Painter	-	-	-
3. Record Sorter	2	1	3
4. Binder	1	X	1
5. Mender	11	4	15
6. Duftry	20	11	31
7. Jamadar	20	1	31
8.Liftman	2	X	2
9. Head Night Chowkidar	1	X	1
10.Head Mali	2	X	2
11. Head Sweeper	1	X	1
12. Peon	215	164	379
13. Night Chowkidar	8	20	28
14. Mali	9	5	14
15. Sweeper	9	13	22
16. Cleaner	3	2	5

SCHEDULE – II

(Rule 12)

Amended vide No. ABP 21/62/67, dt. 2.1267

Name of post		Time scale of pay
1. Record supplies	-	Rs.100-3-115-EB-3-130- EB-142-4-150 p.m.
2. Record Sorter	-	Rs.90-2-98-3-140/- p.m.
3. Painter	-	-do-
4. Binder	-	-do-
5. Mender	-	-do-
6. Liftman	-	-do-
7. Duftry	-	Rs.85-1-90-2-100-2.50-105- 3-135/- p.m.
8.Jamadar	-	-do-
9. Head Night Chowkidar	-	-do-
10. Head Mali	-	-do-
11. Head Sweeper	-	Rs.80-1-90-2-100-2.50-115- 3-130/-p.m.

12. Peon	-	Rs.80-1-90-2-100-2.50- 115—130/-p.m.
13. Night Chowkidar	-	Rs.80-1-90-2-100-2.50-115- 3-130/-p.m.
14. Mali	-	-do-
15. Sweeper	-	-do-
16. Cleaner	-	-do-

M. C. NARASIMAHAN

Deputy Secy. To the Govt. of Assam