

No. ABM.172/61/71: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 regarding recruitment and conditions of service of persons appointed to the Assam secretariat Service.

THE ASSAM SECRETARIAT SERVICE RULES, 1963.

Preliminary

1. Short title & commencement. -

- (1) These rules may be called "The Assam Secretariat Service Rules, 1963".
- (2) They shall take effect from the date of this notification.

2. Definition.-

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

- (1) **Appointing authority**-means
 - (a) Governor of Assam, in respect of the posts of Under Secretaries and Deputy Secretaries.
 - (b) Chief Secretary to the Government of Assam, in respect of the post of the Superintendents in the Secretariat.

- (2) **Chief Secretary**-means the Chief Secretary to the Government of Assam.
- (3) **Committee**-means the Selection Committee constituted under Rule 9 of these rules.
- (4) **Government**-means the State Government of Assam.
- (5) **Members**- means a member of the Assam Secretariat Service appointed to the Service either before or after the commencement of these rules.
- (6) **Secretariat**- means all the Departments of the Secretariat of the Government including the Chief Minister's Secretariat and the Public Works Department Secretariat.
- (7) **Service** - means the Assam Secretariat Service.
- (8) **Year**-means the Calendar Year.

CADRE

3. Constitution-

- (1) The Service shall consist of the following three categories of posts: -

Category I - Deputy Secretary.

Category II- Under Secretary.

Category III- Superintendent.

(2) Each of the three categories in sub-rule

(1) shall form an independent cadre. Members of any category shall have no claim for appointment to a higher category except in accordance with the provisions of these rules.

4. Status. -

Members belonging to categories I and II, shall be class I officers of gazetted rank and members belonging to category III shall be Ministerial officers of Class II gazetted rank.

5. Strength of the service.-

(1) The number of posts, permanent as well as temporary, under each of the categories, shall be such as may be determined by Government from time to time.

(2) On the commencement of these rule the strength of the service, permanent as well as temporary shall be as shown in Schedule.

RECRUITMENT.

6. Deputy Secretary. -

Recruitment to the post of Deputy secretary shall be made by promotion from the Select List prepared for this purpose under Rule 10 from amongst members of the service confirmed in a post of Under Secretary on or before the first day of the year in which the selection is made.

7. Under Secretary. -

Recruitment to the post of Under Secretary shall be made -

- (1) by promotion from the Select List prepared for this purpose under Rule 10 from amongst members of the service confirmed in a post of Superintendent on or before the first day of the year in which the selection is made.
- (2) by selection from amongst persons serving in connection with the affairs of the Government who are of outstanding merit and ability and who have completed not less than 5 years of continuous service under the Government in a post involving duties and responsibilities comparable to that of the Assam Civil Service, Class-I.

NOTE 1. -

Not more than 10 percent of the cadre strength of category II and more than one post in a year shall be filled under this Sub-Rule.

NOTE 2. -

Appointments under this sub-rule will be made from the Select List prepared for this purpose under Rule 10.

8. Superintendents. -

Recruitment to the post of Superintendents shall be made by promotion from the select list prepared for this purpose under Rule 10, from amongst Upper Division Assistant in the Secretariat who have rendered at least 5 years of Service as Upper Division Assistant and confirmed in that cadre.

PROCEDURE FOR SELECTION.

- 9.** For purposes of preparing the Select Lists mentioned in Rule 6.7 (1), 7 (2) and 8 there shall be a Selection Committee, consisting of the following members: -

1.	Chief Secretary	Chairman.
2.	A Secretary to the Government to be nominated by Chief Secretary	Member.
3.	Secretary or Additional Secretary or Joint Secretary or Deputy Secretary to Government in the Appointment Department	Secretary of the Committee.

- 10.** (1) The Appointing Authority shall refer to the Committee, the approximate number of vacancies Likely to occur during the year in each of the categories and furnish the Committee with the Character Rolls and Personal Files of all eligible candidates. The Committee shall examine the Character Rolls and Personal Files of the candidates and prepare Select lists of names in order of preference for recruitment under Rules, 6, 7(1), 7 (2) and 8. These lists shall be forwarded by the Committee to the Appointing Authority.

- (2) The Appointing Authority shall consider the lists so prepared by the Committee along with the Character Rolls and other documents received and approve the lists unless it considers any change necessary.
- (3) If the Appointing Authority considers it necessary to make any change in the lists received from the Committee, then, it shall inform the Committee of the changes proposed and after taking into consideration the comments, if any, of the Committee, shall approve the lists finally with such modification, if any, as may in its opinion be just and proper.
- (4) The lists so finally approved by the Appointing Authority shall form the Select Lists for purposes of appointment under Rules 6, 7(1), 7(2) and 8.

- 11.** Deleted.
- 12.** The Selection Committee shall meet once a year and review the select lists every year.
- 13.** A Select List shall ordinarily be in force until it is reviewed or revised under Rule 12, provided that in the event of any great lapse in the conduct or performance of duties on the part of any candidate in the Select List, the Appointing Authority may if it so thinks fit, remove any such candidate from the Select List.

- 14.** Appointments shall be made from the select list in the order in which the names appear in the list, provided that a temporary appointment for a period not exceeding two months may be made by the Appointing Authority at its discretion.

PROBATION AND CONFIRMATION

15. Probation. -

Persons appointed to the service against permanent vacancies shall be on probation for a period of one year, provided that the period of probation may, for good and sufficient reasons, be extended by the Appointing Authority in individual cases by a period not exceeding one year.

Provided further that a person who has already been officiating continuously in a cadre of the service for a period of not less than one year shall, if he is other-wise found fit, be substantively appointed to that particular cadre.

16. Confirmation. -

A probationer who has completed his period of probation to the satisfaction of the Appointing Authority shall be confirmed in his post.

17. Discharge Or Reversion Before Confirmation-

If the Appointing Authority finds that the performance of duty of any member is unsatisfactory or if it finds him otherwise unfit for holding the post at any time before confirmation such a member is liable to be reverted.

(a) to his next lower rank, or

(b) to his previous post in case he is a recruit under sub-rule.

(2) of Rule 7 and holds a lien in it, or discharged in case he holds no lien it.

8. Pay. -

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

19. Seniority. -

The seniority of members of the service belonging to each of three categories recruited in any year shall be in the order in which their name appear in the relevant Select List prepared under Rule 10. Provided that a person appointed under Rule

7 (2) shall be junior to all the persons appointed before him under Rule 7 (1).

MISCELLANEOUS PROVISIONS.

20. Miscellaneous. -

Except as provided in these rules, all matter 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.

21. Power Of Government To Dispense With Or Relax Any Rule. -

Where the Government is satisfied that the operation of any of these rules may cause undue hard ship in any particular case, it may dispense with or relax that rule to such extent and subject o 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 by any of these rules.

22. Interpretation. -

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

23. Repeal And Savings. -

The Assam Secretariat Service Rules, 1951 and the Assam Secretariat Superintendents Service Rules, 1951 published under Notifications No. AAP. 31/51/14, and No. AAP.31/51/14 dated 3rd August, 1951 are hereby repealed.

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

Sd/-A.N. Kidwai,

CHIEF SECRETARY TO THE GOVT. OF ASSAM.

COPY



GOVERNMENT OF ASSAM

DEPARTMENT OF PERSONNEL SECTT. ADMN.

ESTABLISHMENT

NOTIFICATION

Dated Dispur, the 1st May, 1983.

No. SAE. 49/79/59: Whereas Rules 6 and 7 (1) of the Assam Secretariat Service Rules, 1963, require that the cases of those Under Secretaries and Superintendents of the Assam Secretariat who only are confirmed in such posts may be placed before the Selection Committee for consideration of their promotion to the next higher categories of posts.

And whereas because of certain exigencies it has not been possible to go through the procedural requirements for confirmation of those Under Secretaries and Superintendents who are otherwise due for promotion.

And whereas, it is likely that there will be some further delay in finalising the decision of the Govt. regarding confirmation of the said Officers.

And whereas for meeting the administrative requirements it has become urgently necessary for filling up the Vacancies at the level of Deputy Secretaries and Under Secretaries from the Assam Secretariat Service.

Now, therefore, the Governor of Assam in exercise of the powers conferred by Rule 21 of the Assam Secretariat Service Rules, 1963, is pleased to relax the requirement regarding confirmation of the said officers prior to consideration of their cases for promotion by the Selection Committee, and do further order that cases of all Under Secretaries and Superintendents who have completed two years' of service as Under Secretary or as Superintendent as the case may be, shall be placed before the Selection Committee for consideration in accordance with Rule 6 and 7 (1) of the Assam Secretariat Service Rules, 1963.

Sd/ - x x x

**Secretary to the Govt. of Assam,
Personnel Department.**

NOTIFICATION

Dated Dispur, the 19.12.84.

NO. SAE. 49/79/69: Whereas Rule 8 of the Assam Secretariat Service Rules, 1963, require that the cases of those Upper Division Asstts. of the Assam Secretariat who only are confirmed in such posts may be placed before the Selection Committee for consideration of their promotion to the next higher categories of posts.

And whereas because of certain exigencies it has not been possible to go through the procedural requirements for confirmation of those Upper Division Asstts. who are other wise due for promotion.

And whereas it is likely that there will be further delay in finalising the decision of the Govt. regarding confirmation of the said officers.

And whereas for meeting the administrative requirement it has become urgently necessary for filling up the vacancies at the level of Superintendents from Upper Division Asstts. of Assam Secretariat.

Now, therefore, the Governor of Assam in exercise of the powers conferred by Rule 21 of the Assam Secretariat Service Rules, 1963, is pleased to relax the requirement regarding confirmation of the said officers prior to consideration of their cases for promotion by the Selection Committee, and do further order that cases of all Upper Division Asstts. who have completed 14 years of service as Upper Division Assistants, shall be placed before the Selection Committee for consideration in accordance with Rule 8 of the Assam Secretariat Service Rules, 1963.

Sd/-

**Secretary to the Govt. of Assam,
Personal Deptt.**



GOVERNMENT OF ASSAM

DEPARTMENT OF PERSONNEL S.A. (ESTT)

(GAZETTED CELL)

NOTIFICATION

Dated Dispur, the 7th April, 1988.

NO. SAE. 42/86/Pt/1: In partial modification of the Notification NO. SAE. 49/79/59, dated 1.5.83, the Governor of Assam is pleased to order that the cases of all Under Secretaries and Superintendents who have completed two years of service as Under Secretaries or as Superintendents as the case may be, on the first day of the year in which Selection Committee Meeting is held, shall be eligible for consideration by the selection Committee for promotion.

Particulars in respect of the eligible members of the service equal to 4(four) times of the number of vacancies that may occur during the year in which selection is made, shall be placed before the selection Committee in accordance with Rule 6 and 7 (1) of the Assam Secretariat Service Rules, 1963.

Sd/- K. BORA,

**SECRETARY TO THE GOVT. OF ASSAM,
DEPARTMENT OF PERSONNEL, S.A. (E).**



GOVERNMENT OF ASSAM

DEPARTMENT OF PERSONNEL S.A. (ESTT)

(GAZETTED CELL)

NOTIFICATION

Dated Dispur, the 7th April, 1988.

NO. SAE. 42/86/Pt/2: In partial modification of the Notification No. SAE. 49/79/69, dated 19.12.84, the Governor of Assam is pleased to order that the cases of all Upper division Assistants who have completed 14 (fourteen) years of service as Upper Division Assistants in the Secretariat on the first day of the year in which Selection Committee Meeting is held, shall be eligible for consideration by the selection Committee for promotion.

Particulars in respect of the eligible members of the service equal to 4 (four) time of the number of vacancies that may

occur during the year in which selection is made, shall be placed before the Selection Committee in accordance with Rule 8 of the Assam Secretariat Service Rules, 1963.

Sd/-K. BORA,

**SECRETARY TO THE GOVT. OF ASSAM,
DEPARTMENT OF PERSONNEL, S.A. (E).**

ORDERS BY THE GOVERNOR



GOVERNMENT OF ASSAM

SECRETARIAT ADMN: ESTT: DEPARTMENT

(GAZETTED CELL)

NOTIFICATION

Dt. Dispur, the 14th Feb. 1995.

NO.SAE. 49/86/pt/9: The Governor of Assam is pleased to order that there shall not be any eligibility criteria on length of service for the purpose of preparing the Select List from amongst the Deputy Secretaries recruited under the Assam Secretariat Service Rules, 1963, by the Selection Committee constituted by the Government for promotion to the post of Joint secretary.

This shall come into force with effect from 18.1.95 and continue till inclusion or otherwise in the relevant service Rule.

Sd/-NIRANJAN GHOSE

**SECRETARY TO THE GOVT. OF ASSAM,
SECRETARIAT ADMN: DEPARTMENT.**

ORDERS BY THE GOVERNOR



GOVERNMENT OF ASSAM

SECRETARIAT ADMN: ESTT: DEPARTMENT

(GAZETTED CELL)

NOTIFICATION

Dt. Dispur, the 14th Feb. 1995.

NO.SAE. 49/86/pt/10: The Governor of Assam, in partial modification of this Department's Notification NO.SAE. 42/86/pt/1 dated.7th April, 1988, is pleased to order that all Under Secretaries and Superintendents under Secretariat Service who have completed 2 (two) years of service in their respective cadres on the first day of the year in which the

meeting of the Selection Committee is held with effect from the date of notification of their promotion in the cadres (i.e. Under Secretaries/Superintendents), shall be eligible for consideration by the Selection Committee for promotion to the post of Deputy Secretaries or Under Secretaries, as the case may be, subject to fulfillment of other conditions.

The Governor of Assam of Assam is further pleased to order that in case of an official if the provision above falls short of the required period of qualifying service for the next promotion, but the said official as per rules is senior to and official, who might have been promoted earlier from the same Select List and has completed the qualifying period of service for the next promotion, the senior official shall be 'deemed' to have completed such qualifying period of service for being eligible for consideration for the next promotion subject to fulfillment of other conditions. This principle is applicable only in respect of preparing the Select List by the Selection Committee for the purpose of promotion to the higher ranks.

This shall come into force with effect from 18.1.95 and continue till inclusion or otherwise in the relevant service Rule.

Sd/- NIRANJAN GHOSE.

**SECRETARY TO THE GOVT. OF ASSAM,
SECRETARIAT: ADMN, DEPARTMENT.**

ORDERS BY THE GOVERNOR



GOVERNMENT OF ASSAM

SECRETARIAT ADMN: ESTT : : DEPARTMENT

(GAZETTED CELL)

NOTIFICATION

Dt. Dispur, the 14th Feb. 1995.

NO.SAE. 49/86/pt/11: The Governor of Assam, in partial modification of this Department's Notification NO.SAE. 42/86/PT/2 DT. 7th April, 1988, is pleased to order that all Upper Division Asstts. who have completed 14 (fourteen) years of service in their cadres on the first day of the year in which the meeting of the Selection Committee is held with effect from the date of notification of their promotion in the cadre (i.e. Upper Division Asstt.), shall be eligible for consideration by the Selection Committee for promotion to

the post of Superintendents, subject to fulfillment of other conditions.

The Governor of Assam is further pleased to order that in case of an official if the provision above falls short of the required period of qualifying service for the next promotion, but the said official as per rules is senior to an official, who might have been promoted earlier from the same select List and has completed the qualifying period of service for the next promotion, the senior official shall be 'deemed' to have completed such qualifying period of service for being eligible for consideration for the next promotion subject to fulfillment of other conditions. This principle is applicable only in respect of preparing the Select List by the Selection Committee for the purpose of promotion to the higher rank.

This shall come into force with effect from 18.1.95 and continue till inclusion or otherwise in the relevant Service Rule.

Sd/- NIRANJAN GHOSE

**SECRETARY TO THE GOVT. OF ASSAM,
SECRETARIAT ADMN: DEPARTMENT.**

ORDER BY THE GOVERNOR



GOVERNMENT OF ASSAM

SECRETARIAT ADMINISTRATION (ESTT.)

DEPARTMENT

(GAZETTED CELL)

NOTIFICATION

Dated Dispur, the 11th June/2002

NO.SAE. 49/86/pt/16: The Governor of Assam is pleased to order that there shall not be any eligibility criteria on length of service for the purpose of preparing the Select List from amongst the Joint Secretaries recruited under the Assam Secretariat service Rules, 1963, by the Selection Committee constituted by the Government for promotion to the post of Additional Secretary.

This shall come into force from the 12.2.2002 and continue till inclusion or otherwise in the relevant service Rule.

Sd/-S.C. Das, IAS.

**Commissioner & Secy. to the Govt. of Assam,
Secretariat Administration Department,
Dispur:: Guwahati-6.**