



**GOVERNMENT OF ASSAM**  
**SECRETARIAT ADMINISTRATION DEPARTMENT**  
**(Pay Fixation Cell), DISPUR, GUWAHATI-6**

Block-A, 2<sup>nd</sup> Floor, Janata Bhawan, email: [sad.assam@gov.in](mailto:sad.assam@gov.in), website: <https://sad.assam.gov.in>

No. SAE.174135/23

Dated Dispur, the 4<sup>th</sup> September, 2021

**OFFICE ORDER**

The following Senior Administrative Assistants of Assam Secretariat are allowed to draw their annual increment with effect from the date as shown below against their names in the scale of Pay Band-3 of Rs. 22000 -97000/- + Grade Pay of Rs. 9400/- p.m. under Rule 9 & 10 of Assam Services (RoP) Rules, 2017.

Sl. No	Name of incumbent	Existing Basic Pay	Effective date of Annual Increment	Amount of one increment @3%	Basic pay after Annual Increment	Date of Next Annual Increment
1	2	3	4	5	6	7
1	Smti. Jyotsna Bhuyan	Rs.47300/-	02.08.2021	Rs.1420/-	Rs.48720/-	01.07.2022
2	Smti. Anju Basumatary	Rs.33800/-	26.07.2021	Rs.1020/-	Rs.34820/-	01.07.2022
3	Smti. Panchali Dutta Das	Rs.37520/-	16.08.2021	Rs.1130/-	Rs.38650/-	01.07.2022

*MB/02021*  
4/9/2021

Under Secretary to the Govt. of Assam  
Secretariat Administration Department  
(Pay Fixation Cell)

Dated Dispur, the 4<sup>th</sup> September, 2021

Memo No. SAE.174135/23-A

Copy to:

1. The Under Secretary, Secretariat Administration (Accounts) Department (2 Copies) for information and necessary action. He is also requested to take an undertaking to the effect that if any excess payment is made due to this fixation of pay if and when detected will be recovered.
2. The Treasury Officer, Dispur Treasury, Guwahati-6.
3. C.M. Secretariat / P.W.D (Bill Branch) / Election Department / Irrigation Department / Water Resource Department etc. They are also requested to take an undertaking to the effect that if any excess payment is made due to this fixation of pay if and when detected will be recovered.
4. Person Concerned.

*o/c*

By order etc.,

*MB/02021*  
4/9/2021

Under Secretary to the Govt. of Assam  
Secretariat Administration Department  
(Pay Fixation Cell)