



**GOVERNMENT OF ASSAM  
GENERAL ADMINISTRATION DEPARTMENT  
DISPUR:.....GUWAHATI-6**

**Block-A, 2<sup>nd</sup> Floor, Janata Bhawan, gadassam2011@gmail.com, gad.assam@gov.in, gad.assam.gov.in**

**ORDER BY THE GOVERNOR**  
**NOTIFICATION**

**e-File No.417466/12**: With a view to establish a formal procedure regarding the handling of gifts by Govt. Functionaries, the Governor Assam is pleased to set up a “Toshakhana” for deposit of gifts received by Government functionaries from Domestic/ Foreign sources.

1. Gifts received by the Hon’ble Chief Minister, Hon’ble Ministers and officers in and above the rank of Principal Secretary to the Govt. of Assam during (i) overseas visit, (ii) visit of Foreign Dignitaries to the State, (iii) from different Govt./ Non-Govt. & other Organizations during their visit to Assam and (iv) their visit to New Delhi or any other State or Union Territory in the Country shall be deposited into the “Toshakhana”.
2. Gifts of symbolic nature, like a sword of honour, ceremonial robes etc. need not be deposited. Any other gifts which are not of symbolic nature will have to be deposited in a prescribed form. After the gift is deposited in the Toshakhana, its valuation will be done within 1 month.
3. If value is less than Rs.10,000/- it can be retained by the recipient.
4. The recipient will also have the option to purchase it from the Toshakhana by paying the difference between the value as assessed by the Toshakhana and Rs.10,000/-
5. The gifts will be kept in the Toshakhana strong room under lock & key. The details of the gifts received and deposited shall be disclosed in the prescribed format.
6. The Finance Department shall be the Nodal Department for the Toshakhana. The Nodal Department will notify the Evaluator/ Evaluation Committee of the Toshakhana.
7. The Nodal Deptt. for the Toshakhana will appoint one in-charge officer and also take stock of the gifts deposited at the end of every month.
8. All gifts deposited in each quarter will be auctioned and the auction process shall be completed within the succeeding quarter.
9. The money raised from the auction will be deposited in the CM’s Relief Fund.
10. Some gifts may also be used as Return Gifts for other dignitaries if deemed suitable.

Addl. Chief Secretary to the Govt. of Assam  
General Administration Department

Memo e-File No.417466/12-A

**Copy forwarded to:-**

1. The Chairman, Assam Administrative Tribunal, Guwahati.
2. The Chairman, Assam Board of Revenue, Guwahati.
3. All Addl. Chief Secretaries/ Principal Secretaries/ Commissioner & Secretaries/ Commissioner & Special Secretaries / Secretaries to the Govt. of Assam.
4. The Director General of Police, Assam.
5. The Addl. Chief Secretary to Chief Minister, Assam, Dispur Guwahati-6.
6. The Commissioner & Secretary to the Governor of Assam, Raj Bhawan, Guwahati-1.
7. The Secretary, Coordination to Chief Secretary, Assam, Dispur, Guwahati-6.

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8. The Principal Secretaries, KAAC, Diphu / Bodoland Territorial Council, Kokrajhar / Rabha Hasong Autonomous Council, Dudhnoi / Mising Autonomous Council, Gogamukh / Tiwa Autonomous Council, Morigaon / Dima Hasao Autonomous Council, Haflong.
9. The Principal Resident Commissioner/ Resident Commissioner, Assam Bhawan/ Assam House, New Delhi.
10. The Joint Resident Commissioner, Assam House, Kolkata.
11. The Joint Resident Commissioner of Assam Bhawan, Mumbai/ Chennai & Vellore/ OSD Assam House, Shillong.
12. The Principal Secretary, Assam Legislative Assembly.
13. The Secretary, APSC, Jawaharnagar, Guwahati-22.
14. All Head of Departments.
15. All District Commissioners.
16. P.S to Hon'ble Ministers / Ministers of State, Assam.
17. All Sub-Divisional Officers.
19. P.S. to Chief State Information Commissioner, Assam.

By Order etc.,

Commissioner & Secretary to the Govt. of Assam  
General Administration Department