



GOVERNMENT OF ASSAM
SECRETARIAT ADMINISTRATION (ESTT.) DEPARTMENT
DISPUR ::: GUWAHATI-6

Block-A, Ground Floor, Janata Bhawan, sad.assam@gov.in, sad.assam.gov.in

No. S(E)58/2020/25

Dated, Dispur, the 16th October, 2020

ORDERS BY THE GOVERNOR OF ASSAM
NOTIFICATION

Sub : Identity Cards to the Officers and Staff of Janata Bhawan-reg.

The Government in Secretariat Administration Department is receiving representations from time to time, applications from various Officers and Staff for their Identity Cards. After careful consideration of all aspects, the Governor of Assam is pleased to issue Identity Cards of the Janata Bhawan as per instructions/guidelines detailed below:

1. Identity Card of the Janata Bhawan will be issued to the following:
 - (a.) Hon'ble Ministers.
 - (b.) Officers of all India Services like IAS, IPS, ISS and IFS etc. posted against permanent posts at the Janata Bhawan.
 - (c.) Officers of Assam Services like ACS, AJS, APS, AFS etc. posted against permanent posts at the Janata Bhawan.
 - (d.) Officers and Staff of the Assam Secretariat Services/ Assam Secretariat Subordinate Services/ Stenography Services appointed by Secretariat Administration Department.
 - (e.) Officers of the technical departments like PWD, PHE, Irrigation, Water resources, T & D, ASDMA and other line departments posted against permanent posts at the Janata Bhawan.
 - (f.) OSD and other Officers and Staff appointed by various authorities functioning from within the Janata Bhawan will be issued Identity Cards by their respective Appointing Authority and will be required to have a specific tenure of office clearly mentioned in the Identity Card. Based on this Identity Card only, an entry pass of Janata Bhawan will be issued in respect of the applicant for the tenure as mentioned in the Identity Card issued by respective appointing authority.
2. The cost of the replacement upon damage/loss of the Identity Card shall be borne by the applicant.
3. Loss of Identity Card shall have to be reported immediately in writing to the ADCP, Capital Complex Security to prevent misuse of the same.
4. The Identity Cards will enable the owner to secure entry to the Janata Bhawan and have to be displayed to the security personnel to ensure better security in the Janata Bhawan.
5. The Identity Card of the Janata Bhawan has to be surrendered to the Secretariat Administration Department upon cessation of service of the Officer/Staff in the Janata Bhawan.

This has the approval of the Chief Secretary, Assam.

Sd/- M. S. Manivannan, IAS
Commissioner & Secretary to the Govt. of Assam
Secretariat Administration Department
Dated, Dispur, the 16th October, 2020

Memo No. S(E).58/2020/25-A

Copy for kind information to:

1. The Chief Secretary, Assam, Dispur, Ghy-06.
2. All Additional Chief Secretaries/ Principal Secretaries/ Commissioner & Secretaries/ Secretaries to the Govt. of Assam, Dispur, Ghy-06.
3. P.P.S. to Hon'ble Chief Minister, Assam for kind appraisal of the Hon'ble Chief Minister.
4. P.S. to all Hon'ble Ministers, Assam for kind appraisal of the Hon'ble Ministers.
5. ADCP (S), Capital Complex, Dispur, Ghy-06.
6. All Departments.
7. Guard File.

By Order Etc.,

Suakati
16/10/2020
Deputy Secretary to the Govt. of Assam
Secretariat Administration Department

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