



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

Block-A, Second Floor, Janata Bhawan, email ID :- gad.assam@gov.in, website :- gad.assam.gov.in

Minutes of the Departmental Review Meeting held on 06th January/2021 at 11:00 AM at the Conference Room, Block-A, Second Floor, Janata Bhawan, Dispur, under the Chairmanship of the Commissioner and Secretary to the Govt. of Assam, GAD

Officials present : *Annexure-1*

At the outset, the Chair welcomed all the Officials present and elaborated on the Agenda for the Meeting, which encompassed matters related to the following points :-

- 1) Aadhar enrolment status and status of disposal of the payment to enrolment agencies ;
- 2) status of Recruitment in Districts - Deputy Commissioners' Offices and current status of the vacant posts for which Approval for filling up has already been issued ;
- 3) status of Registration of Circuit House Management Committees and status of disbursement of required fund towards the same ;
- 4) status of creation of new / additional posts for Circuit Houses and yardstick for a Model / Standardized Staff structure for the Circuit Houses at District Headquarter Level and at Sub-Divisional Level ;
- 5) Budget provision for Recruitment related expenditure for the establishments of Assam Houses / Bhawans and modalities of the Recruitment process ;
- 6) status of matters relating to "Budget Announcement" and related construction works - schemes ;
- 7) status on "Ami Asomiya" ;

After threadbare discussion and review, the following action points are derived :-

Sl. No.	Action Points						
1	<p><u>Aadhar Enrolment :-</u></p> <ul style="list-style-type: none"> ➤ Centre-wise status of enrolment for Aadhar in each District to be pursued from all concerned Deputy Commissioners' Offices as per the following format for regular monitoring :- <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Name of Centre</th> <th style="text-align: center;">Date</th> <th style="text-align: center;">No. of Enrolment</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ reconciliation of amount proposed in the relevant bills of Enrolment Agencies received from the respective Deputy Commissioners' Offices with the actual expenditure incurred by the active Agencies to be expedited. <p style="text-align: right;">(Action : Miranda Das, Dy. Secy.)</p>	Name of Centre	Date	No. of Enrolment			
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2	<p><u>Recruitment In Districts :-</u></p> <ul style="list-style-type: none"> ➤ Status of Advertisement for the vacant posts for Approval have already been communicated to be pursued from all concerned Deputy Commissioners' Offices ; ➤ review of the proposals of vacant posts that yet to be approved for filling up and are already under process in GAD and in Finance (SIU) Department ; ➤ review of the proposals of Reservation Rosters for the Advertised Cadres of Posts, if received in GAD ; communication of Govt. Approval towards the same to be expedited ; ➤ formalities for Bifurcation of existing posts for cadre re-arrangement in the 						

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	<p>establishments of the Deputy Commissioners - Majuli and Jorhat to be expedited ;</p> <p>➤ follow up of the Gr-III / IV vacancies pending to be approved for filling up for the Deputy Commissioners' establishments of Majuli, Tinsukia, Dibrugarh and Morigaon and necessary subsequent action to be taken from GAD.</p> <p style="text-align: right;">(Action : Miranda Das, Dy. Secy.)</p>																						
3	<p>Circuit House Management Committees :-</p> <p>➤ Registration of Circuit House Management Committees (that are already constituted and notified) to be expedited ; all concerned Deputy Commissioners' Offices to be informed in this regard ;</p> <p>➤ a Checklist including detail break-up of expenditure heads for expeditious financial concurrence for disbursement of fund towards the expenses incurred by the CHMCs to be prepared by the Department and forwarded to all concerned Deputy Commissioners' Offices.</p> <p style="text-align: right;">(Action : B.C. Das, Jt. Secy.)</p>																						
4	<p>Posts for Circuit Houses :-</p> <p>➤ Review of the proposals for new post creation, as per DRSC's recommendation, already received from the respective Deputy Commissioners' Offices to be taken up and Standardization of Staff Structure for all Circuit Houses in the light of the staff structure of the Circuit Houses in Jorhat and Nagaon Districts to be examined and prepared in GAD ;</p> <p>➤ yardstick for the Standardization of the number of trained and adequate staff for Circuit Houses at the District Headquarters level and Sub-Divisional level to be examined and derived in GAD.</p> <p style="text-align: right;">(Action : Miranda Das, Dy. Secy.)</p>																						
5	<p>Recruitment in Assam Houses / Bhawans :-</p> <p>➤ Budget provision for the necessary recruitment expenditure to be explored under the relevant Head of Account for "Payment of Professional Services" under the Major Head of Account - "2052" and subsequent action to taken up at the earliest ;</p> <p>➤ basis of the respective expenditure rates to be finalized as per the financial terms and conditions in the notified SOP-framework of the State Government ;</p> <p>➤ accordingly necessary steps for initiating the recruitment process through Gauhati University to be taken up as per the notified SOP-framework of the State Government and MOU template.</p> <p style="text-align: right;">(Action : Miranda Das, Dy. Secy.)</p>																						
6	<p>Construction / Repair / Renovation Works :-</p> <p>➤ Pending list of Administrative Approvals (AAs) and financial Sanction (FSs) to be furnished by concerned Dealing Assistants Head-wise as per the following formats :-</p> <p>Format for AAs :-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Sl. No.</th> <th style="width: 25%;">Name of Scheme</th> <th style="width: 20%;">Estimated Amount</th> <th style="width: 20%;">File No.</th> <th style="width: 20%;">AA status</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Format for FSs :-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Sl. No.</th> <th style="width: 20%;">Name of Scheme</th> <th style="width: 15%;">AA amount</th> <th style="width: 15%;">Demand Amount</th> <th style="width: 15%;">GAD's File No.</th> <th style="width: 20%;">FS status</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>➤ A meeting to be scheduled by the Dealing Officers / Superintendent for review of the above mentioned AAs and FSs .</p> <p style="text-align: right;">(Action : B. Lekharu, Jt. Secy. / R. Baruah, Under Secy.)</p>	Sl. No.	Name of Scheme	Estimated Amount	File No.	AA status						Sl. No.	Name of Scheme	AA amount	Demand Amount	GAD's File No.	FS status						
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	<p>"Ami Asomiya" :-</p> <p>➤ Relevant file to be moved again for re-convening the Meeting that was earlier scheduled for 17/12/2020 at 03:00 PM under the Chairmanship of Chief Secretary.</p> <p style="text-align: right;">(Action : Bimal Deka, Jt. Secy.)</p>
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The meeting ended with a vote of thanks from the Chair.

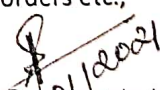
Sd/- M.S. Manivannan, IAS
Commissioner and Secretary to the Govt. of Assam,
General Administration Department

Memo No. GAG(B).06/2021/3

Dated Dispur, the January/2021

Copy to :-

1. All Officers of GAD
2. All Superintendents
3. P.S. / P.A. to the Commissioner and Secretary to the Government of Assam, General Administration Department, Janata Bhawan, Dispur for appraisal of the Commissioner and Secretary.
4. P.S. / P.A. to the Secretary to the Government of Assam, General Administration Department, Janata Bhawan, Dispur for appraisal of the Secretary.
5. All Assistants of GAD
6. Office Copy.
- ✓ 7. Copy for uploading in GAD's website.

By orders etc.,

 Joint / Deputy / Under Secretary to the Govt. of Assam,
General Administration Department
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