

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

No.S(E).142/2015/139

Dated Dispur, the 3<sup>rd</sup> April, 2019

OFFICE MEMORANDUM

In supersession of this Department's O.M. No. S(E)142/2015/13 dated 04/08/2016 and with a view to ensuring appropriate security measures and to streamlining the parking arrangement inside the Secretariat Campus, following instructions are issued in regard to the issue of vehicle entry passes.

Long Term Vehicle Entry Passes :

1. There shall be two category of long term Vehicle Entry Passes. One for the Officers working in the Janata Bhawan with parking allowed within the Janata Bhawan premises and another for other Officers not working in the Janata Bhawan with only dropping facility, after which the driver shall have to park the vehicle in the parking lot outside Janata Bhawan premises.
2. Types of Vehicle Entry Pass to be issued for the vehicles of the Hon'ble Ministers/ Parliamentary Secretaries/ Advisers and Officials are shown in the statement at Annexure-I and II enclosed herewith.
3. The category of vehicle entry passes with "in-parking" facility will be issued to retired IAS & ACS Officers for a period of only two years from the date of retirement after which they may avail vehicle entry passes with only "dropping" facility.
4. The other retired officers of the Assam Secretariat above the rank of Joint Secretary will be issued vehicle entry passes with "dropping" facility for two years from the date of retirement.
5. Differently abled employees of the Assam Secretariat will be entitled for vehicle entry passes with "in-parking" facility on production of disability certificate from the competent authority.
6. Only Flag Cars of Army/Police shall be allowed to park inside the Assam Secretariat.
7. No Security escort vehicles shall be allowed to enter the Secretariat Complex.
8. No overnight parking shall normally be allowed inside the Secretariat premises. In special cases, parking of vehicles inside Secretariat campus may be allowed with prior permission from In-charge, Security of the Secretariat complex.
9. The vehicle entry passes with "in-parking" facility shall be issued strictly to those entitled to it, as shown in Annexure-I and II. However, the vehicle entry passes with only "dropping" facility may be issued to individuals other than those shown in the Annexure-I and II, with the approval of the senior most Secretary, Secretariat Administration Department, if they happen to be leading citizen/ important personality of the State/Country.
10. All vehicle entry passes will be valid for one calendar year w.e.f 1<sup>st</sup> January to 31<sup>st</sup> December.

**11. Short Term Vehicle Entry Passes :**

a. Short Term Vehicle Entry Passes with dropping facility only will be issued as and when required, strictly for official purposes and for the period covered by that official purpose, but in no case will a short term Vehicle Entry Pass will be valid for more than one day.

b. However, in case of emergency, utmost emergency or extreme rare cases, Secretary, Secretariat Administration Department may issue temporary car pass for minimum 15 (fifteen) days.

12. Long term vehicle entry passes will be issued only through the system created for the purpose which can be accessed by log in as <http://103.8.249.88/applyonline> & <http://103.8.249.88/Secpass>.

Sd/- Dr. M. Angamuthu, IAS,  
Commissioner Secretary to the Govt. of Assam,  
Secretariat Administration (Estt.) Deptt.

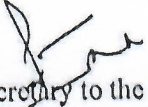
Memo No.S(E) 141/2018/139-A

Dated Dispur, the 3<sup>rd</sup> April, 2019

Copy for kind information and necessary action to :-

1. All Addl. Chief Secretaries to the Govt. of Assam.
2. All Principal Secretaries/Commissioner & Secretaries/ Secretaries to the Govt. of Assam.
3. Staff Officer to the Chief Secretary, Assam.
4. All Deputy Commissioner/ Commissioner of Police for information.
5. ADCP (Security), Secretariat Complex for information and necessary action.
6. State Informatics Officer, NIC, Old Janata Bhawan, Dispur, Ghy-06 for inclusion of the above designations in the Assam Secretariat ePass portal.
7. All P.S. to Ministers/ Parliamentary Secretary/ Adviser to the Hon'ble Chief Minister etc.
8. All Departments of the Assam Secretariat.
9. Office Copy.

By order etc.

  
Deputy Secretary to the Govt. of Assam,  
Secretariat Administration (Estt.) Deptt.

**ENTITLEMENT OF VEHICLE ENTRY PASSES : CATEGORY WISE**

Sl. No.	Designation	Entitlement	Category of Vehicle Entry Passes (In-parking/Dropping)
1	Chief Minister	8	In-parking
2	Ministers	3	In-parking
3	Parliamentary Secretary	1	In-parking
4	Chief Secretary	2	In-parking
5	Additional Chief Secy.	2	In-parking
6	Principal Secretary	2	In-parking
7	Commissioner & Secretary	2	In-parking
8	Secretary	2	In-parking
9	Additional Secretary	1	In-parking
10	Joint Secretary	1	In-parking
11	Deputy Secretary	1	In-parking
12	Staff Officer to Chief Secy.	1	In-parking
13	Senior Financial Adviser / Financial Adviser	1	In-parking
14	Under Secretary	1	In-parking
15	Officers on Special Duty	1	In-parking
16	Sr. Research Officer/Research Officer working in the Assam Secretariat	1	In-parking
17	Protocol Officer	1	In-parking
18	PS to Hon'ble Minister/Parliamentary Secretary / Sr. Grade Officer etc.	1	In-parking
19	Retired IAS, ACS Officers	1	In-parking
20	Officers of NIC in the rank of Scientist 'B' & above.	1	In-parking
21	Pool cars of Deptt. Inside Secretariat	1	In-parking

ENTITLEMENT OF VEHICLE ENTRY PASSES : CATEGORY WISE

Sl. No.	Designation	Entitlement	Category of Vehicle Entry Passes (In-parking/Dropping)
1	Member of Parliament	1	In-parking
2	Member of Legislative Assembly	1	In-parking
3	Chairman. APSC	1	In-parking
4	Director General of Police	1	In-parking
5	Chairman. State Information Commission	1	In-parking
6	Lokayukta	1	In-parking
7	Uplokayukta	1	In-parking
8	State Election Commissioner	1	In-parking
9	State Vigilance Commissioner	1	In-parking
10	Advocate General	1	In-parking
11	Additional Advocate General	1	In-parking
12	Principal Chief Conservator of Forest	1	In-parking
13	Chairman of Councils.	1	In-parking
14	Chairman of Statutory Bodies	1	In-parking
15	Chairman of Constitutional Bodies	1	In-parking
16	Chief Executive Member/Executive Members of Autonomous Council	1	In-parking
17	Divisional Commissioner	1	In-parking
18	Police Officials equivalent to or above the rank of IG.	1	In-parking
19	Deputy Commissioners of Districts	1	In-parking
20	Chief Engineers	1	In-parking
21	Adviser to Govt. of Assam	1	In-parking
22	Adviser to CM Assam	1	In-parking
23	Vice Chancellor of Univerities	1	In-parking
24	Vice-chairman of Statutory Boards/ Corporations/ State PSEs/ State Level Govt. Boards	1	In-parking

25	Officers in the Establishment of Ministers such as Press Secretary, Media Analysts etc	1	In-parking
26	Principal Secretary/ Secretary of Autonomous Council	1	In-parking
27	Officers of the Assam Legislative Assembly	1	In-parking
28	Officers of the Raj Bhawan	1	In-parking
29	Officers of other organisations inside the Janata Bhawan campus such as AIFA etc	1	In-parking
30	Chief Conservator of Forest	1	Dropping only
31	DIG of Police/Jt. Commissioner of Police	1	Dropping only
32	Conservator of Forest	1	Dropping only
33	Members of APSC	1	Dropping only
34	Directors / Head of the Department	1	Dropping only
35	Director MD of Corporations	1	Dropping only
36	Chairman of Autonomous Council	1	Dropping only
37	Chairman, Zilla Parishad	1	Dropping only
38	Additional Chief Engineer or equivalent	1	Dropping only
39	Secretary, APSC	1	Dropping only
40	Secretary, State Election Commission	1	Dropping only
41	Superintendent of Police/DCP	1	Dropping only
42	Addl. Deputy Commissioners	1	Dropping only
43	Superintending Engineer/ Ex. Engineer to attend duty inside Sectt. Complex (only PWD, PHE)	1	Dropping only
44	EX MP	1	Dropping only
45	EX MLA	1	Dropping only
46	Pools Cars of Department outside Sectt.	1	Dropping only
47	President/Secretary Recognised Political Parties	1	Dropping only
48	Editor in Chief / Editor of the National and State Print and Electronic Media.	1	Dropping only