

GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION(B) DEPARTMENT
DISPUR: GUWHAATI-6

NO.GAG(A) 299/2018/2

Dated Dispur, the 9th January, 2019.OFFICE MEMORANDUMSub : Guidelines for repairing/renovation etc. of Govt. Residential Quarter.

As per minutes of the meeting held on 21/09/2018 at 1100 hrs in order to streamline the process for repairing/renovation etc. of Govt. Residential Quarter under GAD, the following guidelines are to be adopted for repairing / renovation works :

1. No structural change / extension of the Building shall be executed without prior approval of GAD.
2. Major repairing works should not be undertaken in Quarters which are already marked for demolition.
3. Quarters which have not been repaired within the last three years shall be given priority.
4. In case of Officers Quarter, the details of the repairing works undertaken within the last three years should be considered.
5. Outside painting of the buildings have to be kept uniform.
6. No major electrical repairing required in case an Officer has been continuously residing in the same Quarter.
7. Electrical repairing/renovation has to be considered whenever a Quarter is allotted afresh to a Officer/Staff.
8. Additional Installation of A.C. / Geyser will not be entertained without prior approval of GAD.
9. For re-wiring/ renovation of Internal/ External electrification at Sr. Officers Colony Khanapara. estimated amount will be Rs. 7,00,000 /- (excluding AC & Geyser)

Expenditure to be incurred for repairing/ renovation of each Quarter per year is as follows :

Category of Officer/Employee	Place of Quarter	Proposed Cost per year	Remarks
Gr-IV	Capital Complex/ Super Market/New Horizon Colony	Rs. 50,000 / -	Annual Maintenance of Quarter includes a) Renewal of Sanitary & Water. b) Minor repairing of Door/window/ceiling
Gr-III	Natboma Housefed Complex/ Jawaharnagar Housefed Complex/ Capital Complex/ Rukmininagar etc.,	Rs. 75,000 /-	-do-
Joint Secretary / Addl. Secretary	Rukiminigaon/ JHC/NBC etc.,	Rs. 1,50,000 /-	AC/Geyser as per entitlement.
Secretary / Commissioner & Secretary	Sr. Officers Colony, Khanapara , / HIG Complex, Rukiminigaon/ JHC/NHC etc.,	Rs. 2,50, 000 /-	AC/Geyser as per entitlement.
Principal Secretary	Sr. Officers Colony, Khanapara.	Rs. 3,00, 000 /-	AC/Geyser as per entitlement. Minor repairing for common services (electrical) will be covered under AMC.
Addl. Chief Secretary	Sr. Officers Colony, Khanapara.	Rs. 4, 00, 000 /-	AC/Geyser as per entitlement.

This guidelines are to be followed in the matter of repairing of Quarter.

Sd/-

(Dr. M. Angamuthu, IAS)
Commissioner & Secretary to the Govt of Assam
General Administration Department.

NO.GAG(A) 299/2018/2

Dated Dispur, the 9th January, 2019.

Copy to :-

1. The Commissioner & Special Secretary to the Govt. of Assam, Building & NH Deptt., Dispur, Guwahati-6.
2. The Chief Engineer, PWD, Building & NH, Chandmari. Guwahati.
3. The Addl. Chief Engineer, PWD, (Electrical), Chandmari. Guwahati.
4. E.E. PWD, PCC Division., Dispur, Guwahati-6.
5. E.E. PWD, Electrical Division., Chandmari, Guwahati-6.
6. P.S. to Addl. Chief Secretary, Finance Deptt., Dispur, Guwahati-6.
7. P.S. to Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur, Guwahati-6.

By Order etc.


Secretary to the Govt. of Assam
General Administration Department.

Minutes of the meeting held on 21st September, 2018 at 11.30 AM in the Office Chamber of Additional Chief Secretary to the Govt. of Assam, Finance Department, Block-A, 4th Floor, Janata Bhawan, Dispur regarding fixing a standardized norms for repair/renovation of quarters of Senior Officers Colony, Khanapara.

A. Members present is at Annexure-A

B. After a thread bare discussion the following decisions were taken:

1. General Administration Department(GAD) to evolve norms regarding the type and quality of fittings and fixtures to be allowed in Govt. accommodation.
2. General Administration Department will fix level/categories for different types of accommodation available for Govt. officers.
3. Expenditure on renovation /improvement of Govt. quarters may be allowed as per -
 - (a) level/category of Govt. accommodation.
 - (b) Rank of the officers occupying the quarters.
4. Public Works Department(PWD) will be allowed to carry out normal repair and maintenance works as per norms laid down by General Administration Department without having to take approval of GAD in each individual case.
5. For major repair/renovation or structural change prior approval of GAD must be obtained
6. No outside agencies, i.e. agencies other than PWD, will be allowed to undertake repair work.

Sd/-(Rajiv Kumar Bora, IAS)
Additional Chief Secretary to the Govt of Assam
Finance Department

Memo No.GAG(A)10/2018(B/S)-A

Dated Dispur the 29th September, 2018.

Copy forwarded to :-

1. P.S. to Additional Chief Secretary Secretary to the Govt. of Assam, Finance Department for kind information of Additional Chief Secretary Secretary
2. Addl. Secretary to the Govt. of Assam, GAD for kind information and necessary action.
3. Addl. Chief Engineer, PWD(B), for kind information and necessary action.

By order etc

[Signature]
Joint Secretary to the Govt. Of Assam,
Finance (EC-II) Department

o/c

Guidelines for repairing/renovation etc. of Govt. Residential Quarter.

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Addl. Chief Secretary	Sr. Officers Colony, Khanapara.	Rs. 4,00,000 /-	AC/Geyser as per entitlement.

This guidelines are to be followed in the matter of repairing of Quarter

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

Copy to :-

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6. P.S. to Addl. Chief Secretary, Finance Deptt., Dispur, Guwahati-6.
7. P.S. to Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur, Guwahati-6.

By Order etc.,

Secretary to the Govt. of Assam
General Administration Department.