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 File No. _____
 of Assam, New Delhi

A.R.C. (J.S.)
 Rec.

GOVERNMENT OF ASSAM
 GENERAL ADMINISTRATION (B) DEPARTMENT
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NO.GAG(B) 200/2004/21,

Dated Dispur, the 23rd March, 2005.

// OFFICE MEMORANDUM //

In partial modification of General Administration Department's O.M. NO.GAG(B) 200/2004/16, dtd. 18/2/2005 the Government have decided to outline the following procedures for allocation of seats in the Assam Bhawan /Assam Houses at New Delhi, Kolkata and Shillong.

1. 25% of the total seats/beds available in the Assam Bhawan/Assam Houses at New Delhi, Kolkata and Shillong shall be kept reserved for allocation of accommodation by the General Administration (B) Department, Government of Assam is as follows:-

Name of House	Category of seats/Accommodation.	Room NO.	No. of Seats.	Total NO. of Seats.
1	2	3	4	5
Assam House, New Delhi.	Double bedded	1,3,4,5	8	23
	Triple bedded	106,108	6	
	Single bedded	105,107	2	
Assam Bhawan, New Delhi	Double bedded	111,112	4	10
	Triple bedded	110	3	
	Single bedded	109	3	
Assam House, Kolkata	Double bedded	113,204, 206,207, 309,	10	23
	Triple bedded	303,304,	9	
	Four bedded	402	4	
Assam House, Shillong.	Double bedded	D.E. Room NO. 2	6	6

The General Administration (B) Department shall allow accommodation to the following categories of visitors on the basis of availability of seats.

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- a) Patients with the certificate of the authorised Medical attendant i.e. Doctor incharge of the Government Hospital for specialized treatment after obtaining the approval of Director of Health Services about not availability of medical treatment within the State with an attendant. This will not be applicable in the case of emergency patients (Such as accident/bomb blast victims etc.).
- b) Students for admission.
- c) Students and others for excursion purpose.
- d) Retired Government employees and their families.
- e) Government officials not on duty.
- f) Other non official visitors.

The aforesaid categories of visitors shall apply to the General Administration (B) Department a week ahead of their visit indicating details about the purpose and the period of stay for consideration of the Department. Emergency Medical patient (such as accident/bomb blast victims etc) can apply at any time as and when needed. The maximum period of stay in the Houses that may be allowed by the G.A.D.(B)Deptt. shall not be more than seven days ordinarily.

2. The remaining rooms/beds available in the Bhawan/Houses shall be kept reserved for allocation of accommodation by the authority of the respective Houses/Bhawans.

The resident authority shall allow accommodation to the following categories of visitors:-

- a) The Governor.
- b) Chief Minister,
- c) Chief Justice of High Court.
- d) Speaker, Assam Legislative Assembly.
- e) Ministers,
- f) Deputy Speaker, Assam Legislative Assembly,

- g) M.Ps/Parliamentary Secretaries,
- h) M.L.As,
- i) Chairman & Members of A.P.S.C.
- j) Chief Secretary, Assam,
- k) Adviser to the Governor,
- l) Adviser to Chief Minister,
- m) Judges of High Court/presiding officer, Industrial Tribunal (If held by a Judge or ret'd. Judges of High court).
- n) Advocate General & Govt. Advocates, Assam,
- o) Vice Chairman and Members of Central Administrative Tribunal , Guwahati Bench.
- p) Vice Chancellor of Universities ,
- q) Ex-Governor,
- r) Ex. Chief Minister,
- s) Ex. Ministers.
- t) Ex. M.P.s
- u) Ex. M.L.As,
- v) Govt. officer on duty.

The aforesaid categories of visitors shall apply to the authorities of Assam Houses 3(three) days ahead of their visits indicating details of the purposes and the period of stay for allowing accommodation on the basis of availability of seats.

3. In case of non allocation of seats /rooms(Meant for allocation by the General Administration Department) available in Assam Bhawan/Assam Houses at New Delhi/Kolkata/Shillong by the General Administration Department, the Resident Commissioner/ Trade Adviser/Liaison Officer may allot those seats/rooms for 24(twenty four) hours after confirming from the General Administration Department to deserving persons as mentioned in the list above.

This supersedes all previous Government instructions issued in this regard and shall come into force with effect from 01/03/2005.

Sd/- (S.C.Panda,) Commissioner & Secretary to the Govt. of Assam, General Administration (B) Department, Dispur.

Memo NO.GAG(B) 200/2004/21-A, Dated Dispur, the 23rd March, 2005. Copy forwarded for information and necessary action to :-

1. The Principal Resident Commissioner, Government of Assam, Assam Bhawan, Sardar Patel Marg, New Delhi-110021.
2. All Administrative Departments, They are requested to bring this to the notice of their subordinate offices.
3. All Commissioners of Divisions.
4. All Commissioner and Secretaries / Secretaries to the Government of Assam.
5. The Secretary to the Governor of Assam, Rajbhawan, Guwahati-1.
6. P.P.S to Chief Minister, Assam, Dispur.
7. The P.S, to all Ministers/Minister of State, Assam, Dispur.
8. The P.S. to Speaker/Deputy Speaker, Assam Legislative Assembly.
9. The P.S. to Chief Secretary, Government of Assam, Dispur.
10. All Heads of Department, Assam.
11. All Deputy Commissioner/Sub-Divisional officers, They are requested to bring this to the notice of all concerned.
12. The Registrar, Gauhati High Court, Guwahati.
13. All Registrars of Universities, Assam.
14. The Chairman, Assam State Electricity Board, Bijuli Bhawan, Paltan Bazar, Guwahati.
15. The Chairman, Board of Revenue, Guwahati.
16. The Chairman, Assam Public Service Commission, Khanapara, Guwahati.
17. The Chairman, Assam Administrative Tribunal, Guwahati.
18. The Trade Adviser and Director of Movement, Government of Assam, Assam House, 8-Russel Street, Kolkata-71.
19. The Liaison officer, Assam House, Shillong.
20. The Director of Information and Public Relation, Assam, Dispur for wide publicity of this office Memorandum.

By order etc,

Sd/-
23.3.05

Commissioner & Secretary to the Govt. of Assam, General Administration (B) Department, Dispur.

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