



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)142/2015/146

Dated Dispur, the 2<sup>nd</sup> July, 2021.

**OFFICE MEMORANDUM**

**Sub. : Car Pass/Parking plan of Janata Bhawan.**

Whereas, it has been observed that despite shortage of space inside the Janata Bhawan, a large number of vehicles are being parked;

Whereas, such haphazard parking of vehicles is causing difficulty in the smooth movement of vehicles through the not so wide passage available inside the Janata Bhawan Complex;

Whereas, such haphazard traffic is also not encouraging and may be a deterrent for smooth evacuation in case of emergency situation; and

Whereas, it has become imperative to draw up a detailed SOP for parking of vehicles inside the Janata Bhawan Complex and rational utilization of the limited parking slots available both inside the Janata Bhawan and outside the main Janata Bhawan Complex.

Therefore, after careful consideration of all aspects and in partial modification of the earlier Office Memorandum issued vide No. S(E)142/2015/139, dated 03-04-2019 and for smooth arrangement of parking of vehicles in the Janata Bhawan Complex, Secretariat Administration Department has chalked out a new Vehicle Entry and Parking Plan as follows:

**A. Inside Janata Bhawan Complex (In-Parking):**

- i. Hon'ble Chief Minister, Assam
- ii. Hon'ble Ministers.
- iii. Hon'ble Chief Secretary, Assam
- iv. All Addl. Chief Secretaries/All Principal Secretaries/All Commissioner & Secretaries/All Secretaries to the Govt. of Assam.
- v. Advisers to the Government of Assam (in the rank of Cabinet/ State Ministers).
- vi. For visiting dignitaries/VVIPs (Annexure-I)

***\* A specific Janata Bhawan Car Pass (In-Parking) shall be issued to the vehicles of the Officers listed above.***

**B. Outside the Janata Bhawan Complex (Dropping Only):**

- i. Officers in the rank of Under Secretary to the GOA up to the rank of Additional Secretary to the GOA. (Dropping only facility).
- ii. Employees of the Janata Bhawan with Locomotor Disability (Lower Limb Only).

***\* A specific Janata Bhawan Car Pass (Dropping Only) shall be issued to the vehicles of above Officials for the purpose of dropping the officer/employee inside Janata Bhawan and will not be entitled to a Car Pass with parking facility inside the inner Janata Bhawan Complex.***

Contd.

C. All permanent employees of GOA not covered in A & B above shall be issued a Janata Bhawan **Parking Logo** for parking in the reserved parking spaces outside Janata Bhawan only and such vehicles shall not be entitled to enter inside the Janata Bhawan. However, no contractual employee shall be provided this facility.

D. **Special Vehicle Entry Passes** to vehicles of VIPs/VVIPs for attending high-level meetings, press conference, etc. with **Dropping Only** facility may be issued by PS to Ministers, Hon'ble Chief Minister's Office and Chief Secretary's Office only with an intimation to Secretariat Administration Department.

**\* Visitors availing Special Vehicle Entry Passes shall not be permitted to park their vehicles inside Janata Bhawan complex.**

E. Nazir, Assam Secretariat (C) may issue vehicle pass to vehicles carrying goods, i.e., Stationery, construction materials, food items, etc. to Janata Bhawan.

List of Entitled Officials for availing car pass can be seen at Annexure-I, II and III.

**\* The ADCP (Security), Janata Bhawan Complex, Dispur shall ensure that vehicles with valid Car Passes as mentioned in this OM are allowed to enter the Janata Bhawan and he shall also be responsible for making sure that only vehicles with In-Parking Car Passes may park within the premises and vehicles with Dropping only Car Passes shall leave the premises after dropping the Officials. He may depute more manpower to implement this arrangement, if need arises.**

This arrangement shall come into force with effect from **1<sup>st</sup> August, 2021.**

Sd/-

(M.S.Manivannan, IAS)

Commissioner & Secretary to the Govt. of Assam,  
Secretariat Administration Department

Memo No.S(E)142/2015/146-A

Dated Dispur, the 2<sup>nd</sup> July, 2021.

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.
5. State Informatics Officer, NIC, Old Janata Bhawan, Dispur, Guwahati-6 for updating the e-Pass System as per the O.M.
6. ADCP (Security), Janata Bhawan Complex, Dispur.
7. All P.S. to Ministers/Parliamentary Secretary/Adviser to the Hon'ble Chief Minister Etc.
8. All Departments of the Janata Bhawan.
9. Nazir, S.A.(Nazir) Deptt. He is requested to allot/manage inside parking area for the entitled Ministers, officers, etc. as and when required.
10. Office copy.
11. Content Manager, S.A. (Estt.) Deptt.

By order etc.



(M.S. Manivannan, IAS)

Commissioner & Secretary to the Govt. of Assam,  
Secretariat Administration Department.

ANNEXURE-I

List of Visiting Dignitaries/ VVIPs whose vehicles are allowed to be parked inside Janata Bhawan inner campus:

Sl. No.	Designation
1	Hon'ble Chief Justice/Judges of the High Court
2	Advocate General/Addl. Advocate General
3	State Info. Commissioner/State Election Commissioner/State Vigilance Commissioner.
4	Lokayukta/Uplokayukta
5	Chairman/Registrar of Constitutional Body/Statutory Body
6	Officers in the rank of Secretary or above (ALA/ Raj Bhawan etc.)
7	Police Officers in the rank of DIG or above
8	Divisional Commissioner/ Deputy Commissioner



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

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



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

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

Contd.

25	Vice Chancellor of Universities	1	Dropping only
26	Vice-chairman of Statutory Boards/ Corporations/ State PSEs/ State Level Govt. Boards	1	Dropping only
27	Principal Secretary/ Secretary of Autonomous Council	1	Dropping only
28	Officers of NIC in the rank of Scientist 'F' & above	1	Dropping only
29	Pool Cars of Department outside Sectt.	1	Dropping only
30	Secretary, State Election Commission	1	Dropping only
31	Addl. Deputy Commissioners	1	Dropping only
32	Members/ Secretary of APSC	1	Dropping only
33	Directors / Head of the Department	1	Dropping only
34	Director/ MD/ GM of Corporations	1	Dropping only
35	Chairman of Autonomous Council	1	Dropping only
36	Officers in the Establishment of Ministers such as Press Secretary, Media Analytics etc.	1	Dropping only
37	Additional Chief Engineer or equivalent	1	Dropping only
38	Superintending Engineer/ Ex. Engineer to attend duty inside Sectt. Complex (only PWD, PHE)	1	Dropping only
39	EX MP	1	Dropping only
40	EX MLA	1	Dropping only
41	Officers of other organisations inside the Janata Bhawan campus such as AIFA, etc.	1	Dropping only
42	President/Secretary of Recognised Political Parties as listed by Election Commission of India	1	Dropping only

