

**OVERVIEW OF**  
**FUNCTIONING OF ASSAM**  
**SECRETARIAT, DISPUR,**  
**GUWAHATI.**

# INTRODUCTION

The administration of the State can be broadly classified into three areas:-



➤ **THE EXECUTIVE**

➤ **THE LEGISLATURE**

➤ **THE JUDICIARY**

# ORGANOGRAM OF ASSAM SECRETARIAT



**Chief Secretary**



**Addl. Chief Secretary**  
(IAS-3)



**Principal Secretary**  
(IAS-12)



**Commissioner & Secretary**  
(ACS-3 IAS-28)



**Secretary**  
(ACS-30)



**Addl. Secretary**  
(ACS-43, Sectt. Service-3)



**Joint Secretary**  
(ACS- 95, Sectt. Service- 12)



**Deputy Secretary**  
(ACS- 60 , Sectt. Service- 55)



**Under Secretary**  
(ACS- 06 , Sectt. Service- 85)



**Superintendent**  
(Sectt. Service- 153)



**Dealing Hands**  
(Sr. A.A. - 623 & Jr. A.A. - 659)

IAS-58

# OFFICERS POSTED IN ASSAM SECRETARIAT FROM DIFFERENT SERVICES



Officers from different services, viz., Indian Administrative Service, Assam Civil Service, Assam Secretariat Service, Assam Finance Service, Assam Police Service, Assam Legal Service, Assam Judicial Service, Assam Planning Service, Assam Engineering Service are posted in Assam Secretariat.

# DIFFERENT POSTS



- Under Secretary is manned by an officer of Assam Secretariat Service, Assam Civil Service and Indian Administrative Service.
- Deputy Secretary is manned by an officer of Assam Secretariat Service, Assam Civil Service and Indian Administrative Service.
- Joint Secretary is manned by an officer of Assam Secretariat Service, Assam Civil Service, Indian Administrative Service and Assam Engineering Service.
- Additional Secretary is manned by an officer of Assam Secretariat Service, Assam Civil Service, Indian Administrative Service and Assam Engineering Service.
- Secretary is manned by an officer of Assam Civil Service, Indian Administrative Service and Assam Engineering Service. In Water Resources Department, Public Health Engineering Department & Irrigation Department, the post is manned by an officer of Assam Engineering Service.
- Commissioner & Secretary is manned by an officer of Assam Civil Service, Indian Administrative Service.
- Commissioner & Special Secretary in PWD is manned by an officer of Assam Engineering Service.
- Principal Secretary is manned by an officer of Indian Administrative Service.
- Additional Chief Secretary is manned by an officer of Indian Administrative Service.

# Secretariat Organisation



- The Secretariat Organisation is divided into Departments. A Department may be divided further into branches and sections, e.g., Finance Deptt. has branches like Estt.-A, Estt.-B, PRU (Pay Research Unit), SIU (Staff Inspection Unit), IF (Institutional Finance), Economic Affairs, EC-I, EC-II, EC-III, Budget, Taxation, Audit & Fund.
- Each and every department is headed by the senior most secretary viz. Additional Chief Secretary or Principal Secretary or Commissioner & Secretary or Secretary as the case may be.

# Departments



**There are 52 nos. of departments for smooth running of all the functions namely -**

- |  |  |
|--|--|
| 1. ACT EAST POLICY AFFAIRS                               | 16. GENERAL ADMINISTRATION                               |
| 2. ADMIN. REFORMS, TRAINING, PENSION & PUBLIC GRIEVANCES | 17. HEALTH & FAMILY WELFARE                              |
| 3. AGRICULTURE   | 18. HANDLOOM TEXTILES & SERICULTURE                      |
| 4. ANIMAL HUSBANDRY & VETERINARY                         | 19. HILL AREAS   |
| 5. BORDER PROTECTION & DEVELOPMENT                       | 20. HOME & POLITICAL                                     |
| 6. CM'S SECRETARIAT                                      | 21. IMPLEMENTATION OF ASSAM ACCORD                       |
| 7. CO-OPERATION  | 22. INFORMATION TECHNOLOGY                               |
| 8. CULTURAL AFFAIRS                                      | 23. INFORMATION, PUBLIC RELATIONS, PRINTING & STATIONARY |
| 9. EDUCATION   | 24. INDUSTRIES, COMMERCE & PUBLIC ENTERPRIS              |
| 10. ELECTION   | 25. IRRIGATION   |
| 11. EXCISE   | 26. INDIGENIOUS & TRIBAL FAITH & CULTURE                 |
| 12. ENVIRONMENT & FOREST                                 | 27. JUDICIAL   |
| 13. FINANCE  | 28. LABOUR WELFARE                                       |
| 14. FISHERY  | 29. LEGISLATIVE  |
| 15. FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS              | 30. MINES AND MINERALS                                   |

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31. PANCHAYAT & RURAL DEVELOPMENT

32. PARLIAMENTARY AFFAIRS

33. PASSPORT

34. PERSONNEL

35. POWER

36. PUBLIC HEALTH ENGINEERING

37. PUBLIC WORKS (BUILDING & NH)

38. PUBLIC WORKS (ROADS)

39. REVENUE & DM

40. SCIENCE & TECHNOLOGY

41. SOCIAL WELFARE

42. SOIL CONSERVATION

43. SPORTS & YOUTH WELFARE

44. SKILLS EMPLOYMENT & ENTREPRENEURSHIP

45. TRANSFORMATION AND DEVELOPMENT

46. TRANSPORT

47. TEA TRIBES

48. TOURISM

49. HOUSING & URBAN AFFAIRS

50. WATER RESOURCES

51. WELFARE OF MINORITIES

52. WELFARE OF PLAIN TRIBES & BACKWARD CLASSES



# FUNCTIONS OF SOME KEY DEPARTMENTS OF ASSAM GOVERNMENT



## FINANCE DEPARTMENT

- Frames rules, in consultation with Personnel Department, regulating the pay, leave, number, grading or cadre and emoluments of post of state government employees
- Advises on the financial aspects of all transactions relating to loans granted by the state government.
- Responsible for proper utilisation & safety of Provident Fund deposits of Govt. servants. Frame rules related to giving & recovering advances.
- Examines & reports on all proposals for the increase or reduction of the taxation.
- Examines & reports on all proposals for borrowing by the state government.

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- Lays down appropriate financial rules for guidance of other Departments for proper maintenance of accounts.
- Prepares an estimate of the total receipts and disbursements of the State in each year and watches the State Govt.'s balances
- Preparation of budget is done by this Department. It prepares the statement of estimated revenue, expenditure and any supplementary estimates or demands for excess grants which are laid down before legislature every year.
- Looks after the sanctions given by the departments and directs departments on incurred expenditures.
- Examines & advises on all proposals to sanction the relaxation of any financial rule and also before final orders are passed in any case of serious financial irregularity.

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# PERSONNEL DEPARTMENT



- Acts as the formulator of policies and ensures that certain accepted standards and norms, as laid down by it, are followed by all other Departments and Government.
- Issues guidelines regarding recruitment, regulation of Service conditions and deputation of personnel for the benefit of all other Departments and monitors the implementation of these guidelines.
- Issues concurrence to other Departments regarding relaxation of any service rule, relaxation of any gazetted service condition and creation of any new gazetted post or payment of additional remuneration to any gazetted officer.
- The Department has direct responsibility as the cadre controlling authority for the Assam Civil Service (ACS). This is in addition to being the local cadre controlling authority for the Officers of the Assam Segment of the Assam-Meghalaya Joint IAS Cadre.

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# GENERAL ADMINISTRATION DEPARTMENT



- Creation and improvement of the infrastructure at Divisions, Districts and Sub-Divisional offices.
- Inspection and monitoring of the Divisions and District level administration.
- Creation of new districts and sub-divisions.
- Creation, improvement and maintenance of the network of State Bhawans and Circuit Houses
- “State Protocol” matters.
- Order of Precedence for State functions.
- Preparation of annual holiday list and holidays under N.I. Act. for the Govt. of Assam.
- Housing facilities for the Ministers, Government Officers and Staff subject to the provisions under the relevant rules.
- Matters relating to Assam Cinema (Regulation) Act, 1953 and Assam Cinema (Regulation) Rules, 1960.
- Matters relating to functioning as nodal department for Census Operations.

# WPT & BC DEPARTMENT



- Responsible for the administration and development programmes in relation to the scheduled castes and scheduled tribes (plains) and backward classes in areas other than autonomous districts.
- Provides consultation to other Departments in :-
  - Cases which affect the interest of the scheduled castes, scheduled tribes (plains) and backward classes in areas other than autonomous districts.
  - Proposals relating to the setting up of tribal belts and cases involving any change in area or boundaries of any tribal belts in the State.
  - Policy relating to the settlement of land and confirmation of tenancy rights etc. in the tribal belts.

# An overview on the execution of works



After receiving any receipt in the department/branch the receipt is assigned/marked to the concerned assistant by the Superintendent and is docketed by the diarist. Then, the concerned dealing assistant or person assigned puts-up the receipt with all the facts and figures as per the Manual of Office Procedure of Assam Secretariat. Thereafter, the same is moved to the higher authority viz. Under Secretary/Deputy Secretary/Joint Secretary/ Addl. Secretary and above, as per work allotment, for necessary approval or instruction to follow-up for final disposal of the case.

## Some of the digitally implemented mechanisms



- ➡ Introduction of e-Service Book through (HRMS) Human Resource Management System.
- ➡ Implementation of e-Office application which provides better manageability of files and receipts with tracking of the file movements with just a click of the mouse.
- ➡ Introduction of e-Pass System has eased the public's effort for entry into the Secretariat campus.
- ➡ Introduction of online financial system viz. FinAssam to streamline the State financial management system.

# Manav Sampada or HRMS



Manav Sampada, also known as Human Resource Management System is a generalized human resource management solution for government departments to help them in decision making and monitoring of manpower planning, recruitments, postings, promotions and transfers. The major focus of Manav Sampada is maintaining electronic record of service book of all Government employees.

The major focus of Manav Sampada is to maintain the service books of all Government employees in electronic format.

## **Benefits of Manav Sampada**

- Every employee's important service information is recorded and stored in a searchable employee service book database.
- Manual effort in maintaining the service books has been greatly reduced with timely updation of promotions, transfers, increments, joining, relieving, departmental proceedings and so on.
- The role based system has eliminated the redundant paper work performed at various levels resulting in faster disposal of work.
- Has greatly eliminated inconsistent record keeping.
- Made the system transparent which has empowered the employees to view their own service books and report any discrepancy to the relevant authorities.
- Online leave application system for the Secretariat employees has been made functional wherein an employee can apply for leave online which gets processed within a short span of time.
- Online ACR application has also been introduced under this system.



# File Management System under e-Office application



With a view to transform the functioning of the Government into a more efficient mode, the e-Office module has been introduced. The File Management System (FMS), an integral component of eOffice is a Mission Mode project (MMP) under National e-Governance Programme of the Government of India.

## **Some of the key features of the application are as follows:**

- Diarization of inward references with unique system generated number for further tracking in the future.
- Creation of electronic files with indexing of references.
- Processing and disposal of electronic files.
- Providing better manageability with tracking of file-movements with just a click of the mouse.

# Entry Pass to Assam Secretariat



- Secretariat Administration Department in collaboration with NIC, Assam State Unit, has developed e-Pass System for Assam Secretariat. After the introduction of this system, the manual system of issuance of visitor's entry pass, car pass and special entry pass have been made online.
- The e-pass system has made entry into the Secretariat campus, a hassle free and transparent process for the public.
- The temporary entry pass are issued after receipt of official communication/ recommendation from Senior Officers in the rank of Secretary and above.

# Standardisation of Govt. Departments' websites under ePrastuti



A Standardized Website Framework (SWF) has been developed under the ePrastuti programme to bring uniformity to Government of Assam websites. It will establish a single, unifying Standard Web Platform for websites of all Government Departments.

## **Objectives and Benefits of SWF**

1. Establishment of a single, unified web platform for the Government of Assam. This will:-
  - Provide links to standardized websites of all Government Departments in one web portal.
  - Give seamless web experience across all Government websites.
  - Provide all services and information in one place.
2. Setting benchmarks in service delivery and enforcing standardization by:-
  - All information dissemination in a standard format.
  - All services made available from Government of Assam Web Portal (GoAWP).
  - All services made available through the Department websites as far as possible.

# FinAssam



- **Budget Preparation** – Manual Process discontinued, All Reports (Bilingual) system generated. Major Reduction in effort and budget cycle time.
- **Budget Communication** – Manual Process discontinued. Instant Communication to DDO & Treasury. Numerous Validations. Error Free. Earlier it used to take months for the Budget to be distributed to the DDOs, who could start their execution planning only after the receipt of the Communication.
- **Administrative Approval** – Auto Generation of Database of Administrative Approvals. Helps in Forward Estimation of Budget. Major Reduction in issuing “Concurrence” Time.
- **Financial Sanction Management** - Process Streamlining & Standardization. Automation of Subsequent Verification during Ceiling Issue and Bill Processing. Major Reduction in issuing “Concurrence” Time.



- **Ceiling Management** - Instant Communication to DDOs & Treasury. Major Process Improvement with many layers cut down significantly reducing the process time.
- **Pay Bills** - Fully Implemented across all DDOs (except Councils). Achieved Total Standardization. Numerous Validations, Auto generates Employee Database & updated Monthly. Database of Posts. Database of Sanctioned Strength DDO wise for each Post. Database of Post Vacancy. Fully Integrated with Treasury.
- **Mobile App** –Budget 2019-20 was distributed in pen drives to MLAs and Sr. Officials. Also, an app on Google Play Store was released for the public to access.

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Thank You