



GOVERNMENT OF ASSAM

THE ASSAM DIRECTORATE ESTABLISHMENT
(MINISTERIAL) SERVICE RULES, 1973

THE ASSAM DIRECTORATE ESTABLISHMENT
(MINISTERIAL) SERVICE RULES, 1973

called "The Assam Directorate Establishment (Ministerial) Service Rules, 1973".

(1) These rules shall be applicable to the ministerial staff of the offices of Heads of Departments mentioned in column (1) of Schedule 1.

(ASSAM RULE IX OF 1973)

(2) They shall come into force on the date of their publication.

(3) Nothing in these rules shall apply to anything repugnant to the subject or content of any other law for the time being in force.

(4) "Appointing authority" means—

The Chief Secretary to the Government of Assam in the Appointment (B) Department, in respect of the post of Administrative Officer.

PRINTED AT THE ASSAM GOVERNMENT PRESS,
GAUHATI—21.

The 1st August 1973

ASSAM RULE IX OF 1973

No. ABP. 275/69/190.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is pleased to make the following rules regulating recruitment and conditions of service of persons appointed to the ministerial service in the various offices of the Heads of Department of Government of Assam, namely :—

THE ASSAM DIRECTORATE ESTABLISHMENT
(MINISTERIAL) SERVICE RULES, 1973

Preliminary

1. *Short title and commencement.*—(1) These rules may be called “The Assam Directorate Establishment (Ministerial) Service Rules, 1973”.

(2) These rules shall be applicable to the ministerial staff of the offices of Heads of Departments, mentioned in column (1) of Schedule I.

(3) They shall come into force at once.

2. *Definitions.*—In these rules unless there is anything repugnant in the subject or context—

(a) “appointing authority” means—

(i) The Chief Secretary to the Government of Assam in the Appointment (B) Department in respects of the post of Administrative Officer.

(ii) The Secretary to the Government of Assam, in the Department as indicated under column (2) of the Schedule I in respect of the post of Registrar, and

(iii) Head of the Department as indicated under column (1) of the Schedule I in respect of posts of Superintendents, Upper Division Assistants, Lower Division Assistants and Typists.

(b) "Commission" means the Assam Public Service Commission.

(c) "District Offices" means and includes the different district offices of District Officers and other offices declared as such under the controlling authority of the officer as indicated under column (I) of the Schedule I.

(d) "Government" means the Government of Assam.

(e) "Member of the Service" means a member of the ministerial service in the respective offices appointed to the service either before or after the commencement of these rules.

(f) "Office" means an office of any of the Heads of Department named in the column (I) of Schedule I.

(g) "Service" means the ministerial service in the respective office where the member serves.

(h) "Year" means the calendar year.

CADRE

3. Service.—(1) There shall be a combined cadre of Administrative officers for the offices mentioned in column (I) of Schedule I.

Note:—The offices for which such posts will be created may be determined by Government from time to time and

that on the commencement of the rules the offices where such posts are in categories of posts—

(2) The service in an office shall comprise of the following categories of posts—

- (a) Registrar.
- (b) Superintendent.
- (c) Upper Division Assistants.
- (d) Lower Division Assistants.
- (e) Typists—

- (i) Selection Grade.

- (ii) Ordinary Grade ;

Provided that the entertainment of a post of Registrar or Superintendent in an office shall be subject to the yardstick of staff fixed is by Government under general order from time to time.

(3) Each of the categories of posts mentioned in sub-rule (2) shall form an independent cadre. Members of a lower cadre shall have no claim for appointment to any of the higher cadres except in accordance with the provisions made in these rules.

4. *Status of Service.*—(1) The status of the Administrative Officer shall be that of Class I gazetted ministerial service.

(2) The status of the Registrar shall be that of Class II gazetted ministerial service and that of other staff shall be of Class III non-gazetted ministerial service.

5. *Strength of the Service.*—(1) The number of posts, permanent as well as temporary, under each of the categories mentioned in sub-rules (1) and (2) of Rule 3 shall be such as may be determined by the Government from time to time.

(2) (a) The strength of the cadre of Administrative Officers at the commencement of these rules is as shown in Schedule II.

(b) The strength of the service at the commencement of these rules, both permanent as well as temporary in the office shall be notified to the office by the Government.

RECRUITMENT

6. *Administrative Officer.*—(1) Recruitment to the post of Administrative Officer shall be made by the promotion from the select list approved by the Commission for the purpose under sub-rules (4) from amongst of the members of the service holding the post of Registrar or Superintendent in any of the offices for a total period of not less than 5 years on the 1st day of the year in which selection is made:

Provided that if no suitable person is available on any particular occasion the appointing authority may, in the interest of public service, fill up the vacancy by person (s) belonging to other services in consultation with the Commission.

(2) For the purpose of select list mentioned in sub-rule (1) above there shall be a Selection Committee consisting of the following members:—

Chairman:—

(1) Chief Secretary.

Member:—

(2) Two Heads of Departments to be nominated by the Chief Secretary.

Member-Secretary:—

(3) Joint Secretary, Appointment Department.

(3) The appointing authority shall obtain Character

Roll and relevant service particulars of eligible persons for recruitment to the cadre of Administrative Officer and shall refer to the Selection Committee, the approximate number of vacancies likely to occur during the year and furnish the Committee with the character rolls personal files of all eligible persons. The Committee shall examine the character rolls and relevant service particulars of the persons taking into consideration the merit of the persons and prepare a list of names in order of preference for recruitment to the post.

The lists shall be forwarded by the Committee to the appointing authority.

(4) *Select List.*—The lists so prepared shall be forwarded to the Commission along with the character rolls and service records of all eligible persons and the observations of the appointing authority on the recommendations of the Committee. The Commission shall consider the list along with other documents received and may approved the lists unless it considers any change necessary. If the Commission considers any change necessary, it shall inform the appointing authority of the changes proposed and after taking into consideration of the comments, if any, of the appointing authority, the Commission shall approve the lists finally with such modification, if any, as the Commission may think to be just and proper. The lists so finally approved by the Commission shall form select lists for the purpose of appointment of Administrative Officer.

(5) The Selection Committee shall meet once a year and review the select lists every year.

(6) A select list shall ordinarily remain in force for a period of one year from the date of the Commission's letter of recommendation if not reviewed under sub-rule (5) of the rules:—

Provided that in the event of any great lapse in the conduct or performance of duties on the part of any person in the select list, the appointing authority may, if he so thinks fit, remove any such persons from the select list. In removing the name of a person from the select list, the Commission shall be consulted.

✓ 7. *Registrar*.—Appointment shall be made by the appointing authority by promotion on the basis of seniority-cum-merit from amongst Superintendents of the service who have rendered service as such for a period of not less than two years on the first day of the year in which the selection is made.

8. *Superintendent*.—Appointment shall be made by the appointing authority by promotion on the basis of seniority-cum-merit from amongst Upper Division Assistants of the service who have rendered not less than 7 years of service as Upper Division Assistant on the 1st day of the year in which the selection for promotion is made.

✓ 9. *Upper Division Assistant*.—Appointment shall be made by the appointing authority.

(1) by promotion on the basis of seniority-cum-merit from amongst the Lower Division Assistants of the Service who—

(i) have rendered not less than 4 years of service on 1st day of the year in which selection for promotion is made, and

(ii) have successfully undergone such training and passed such examinations as may be prescribed by the appointing authority from time to time.

(2) by selection strictly on the basis of merit from amongst the ministerial staff of district offices having at their credit not less than 2 years continuous service as Upper Division Assistant on the 1st day of the year in which the selection is made.

NOTE.—The proportion of vacancies to be filled-up in any year according to sub-rules (1) and (2) above shall be $87\frac{1}{2} : 12\frac{1}{2}$, respectively. When the vacancy against sub-rule (2) falls short of a whole number in any year, the fraction over the whole number shall be carried over to subsequent year or years until it becomes one. Here vacancies shall include both permanent and temporary vacancies.

✓ 10. *Lower Division Assistant*.—Appointment shall be made by the appointing authority—

(1) by direct recruitment ;

(2) by selection strictly on the basis of merit from amongst the typists of the Service who have rendered not less than 4 years of service on the first day of the year in which the selection is made ;

(3) by selection on the basis of suitability from amongst the Grade IV staff of the office who passed (i) the Higher Secondary or equivalent examination and have rendered not less than 5 years or (ii) the matriculation or equivalent examination and have rendered not less than 7 years of continuous service in the office on the 1st day of the year in which the selection is made.

NOTE :—The proportion of vacancies to be filled-up in any year according to sub-rules (1), (2) and (3) above shall be 80: 10: 10 respectively. In the event of sufficient number of qualified or suitable persons not being available from categories (2) and (3) the balance shall be made up from category (i), *i.e.*, through direct recruitment. Here vacancies shall include both permanent and temporary vacancies.

11. *Typists*.—(i) *Selection Grade* :—Appointment shall be made by the appointing authority by selection on the basis of seniority-*cum*-merit from amongst the typists of ordinary grade of the service in the office who have rendered not less than ten years of service as typist on the first day of the year in which the selection is made.

(ii) *Ordinary Grade* :—Appointment shall be made by the Appointing Authority by direct recruitment through the Director of Employment and Craftsmen Training, Assam.

12. *Direct Recruitment*.—Direct recruitment to a post of Lower Division Assistant or typist shall be made according to the following procedure.

(i) The appointing authority shall make an annual assessment of the requirement of his staff and inform the Employment Exchange concerned at the beginning of each year. The Director of Employment and Craftsmen Training, Assam shall conduct competitive examination at such intervals and in accordance with such instructions as the Government may from time to time direct. The Director

of Employment and Craftsmen Training, Assam shall forward the names of suitable persons in order of preference, and shall get the character and antecedents of the selected candidates verified from Deputy Inspector General of Police, Criminal and Investigation Department without waiting for actual appointment of the candidates. The appointing authority shall make recruitment from the list. The appointing authority shall, however, ascertain in every case whether verifications have been made before offering appointments. The Appointing Authority may however, deviate from the order of preference in the list for good reasons to be recorded in writing, but such appointments not made in the order of preference will be temporary and subject to the approval of the Chief Secretary.

- (ii) In order to be eligible for appointment to the post of Lower Division Assistant or Typist a candidate must satisfy the following conditions, namely :—
- (a) *Nationality*.—He must be a citizen of India.
 - (b) *Age*.—He must not be less than 18 years and more than 25 years of age on the first day of the year in which the examination is held by the Director of Employment and Craftsmen Training, Assam :

Provided that in the case of candidates belonging to special categories the upper age limit shall be subject to such relaxation as may be made by the Government from time to time.

Explanation.—“Special categories”—means persons belonging to Scheduled Castes/Scheduled Tribes and such other persons or class of persons as may be notified by Government from time to time.

- (iii) *Educational qualification*.—For appointment to a post of Lower Division Assistants a candidate must have passed the Higher Secondary Examination from a recognised University/Board or any Examination declared equivalent thereof by the Government and for typists the minimum qualification should be matriculation or equivalent thereof.

Note :—Pending conversion of all the existing Schools into Higher Secondary Schools, and during the transitional period when both the old courses and the new courses continue simultaneously, the instructions issued by Government from time to time in this regard shall be followed.

(iv) He must not have more than one wife living provided that Government may, for good and sufficient reasons, exempt any candidate from the operation of this condition.

(v) No person who attempts to enlist support for his candidature directly or indirectly by any recommendation, either written or oral or by any other means, shall be appointed to the service.

13. *Reservation*.—(1) Of the number of vacancies to be filled up in any year by direct recruitment, there shall be reservation in favour of candidates belonging to Scheduled Castes, Scheduled Tribes (Plains) and Scheduled Tribes (Hills) to the extent as may be determined by Government from time to time.

(2) If a sufficient number of suitable candidates with minimum qualifications belonging of Scheduled Castes, Scheduled Tribes (Plains) and Scheduled Tribes (Hills) referred to in sub-rule (1) is not available for filling up all the vacancies reserved for them the remaining vacancies shall be filled up from amongst other candidates and an equivalent number of additional vacancies shall be reserved for the candidates belonging to the Scheduled Castes, Scheduled Tribes (Plains) and Scheduled Tribes (Hills) for the next recruitment year in the manner as may be determined by the Government from time to time :

Provided that if a sufficient number of suitable candidates is not available to fill up all the reserved vacancies, the reservation including the additional vacancies on account of the deficiency shall be carried forward upto two subsequent years (or for such period as the State Government may, by a general or special order from time to time prescribe) before the reservation is finally treated as lapsed.

14. *Physical Fitness*.—No candidate shall be eligible for appointment who after such medical examination as Government may prescribe is not found to be in good mental

condition or sound health or free from any mental or physical defect likely to interfere in the discharge of his duties.

15. *Training.*—Every Lower Division Assistant appointed under Rule 10 and every Upper Division Assistant appointed under sub-rule (2) of Rule 9 shall undergo such training and pass such departmental examination as may be prescribed by the appointing authority from time to time.

16. *Appointment to the Service.*—(1) Subject to the provisions of Rule 12 and sub-rule (1) of Rule 13 appointment under sub-rule (1) of the Rule 10 and sub-rule (2) of Rule 11 shall be made by the Appointing Authority in such orders as the names appear in the list prepared by the Director of employment and Craftsmen Training, Assam.

(2) Appointment under Rules 7, 8 and 9 sub-rules (2) and (3) of Rule 10 and sub-rule (1) of Rule 11 shall be made by the Appointing Authority in the manner stated in these rules :

Provided that a temporary appointment for a period not exceeding two months may be made by the appointing authority at its discretion.

(3) A person shall join within 15 days of the date of receipt of the order of appointment, failing which and unless the Appointing Authority extends the period, which shall not exceed three months in all the appointment order shall be cancelled.

CONFIRMATION, SENIORITY, ETC.

17. *Confirmation.*—Subject to availability of a permanent vacancy, every member of the service shall be confirmed in the cadre to which he is appointed if—

- (a) he has completed at least one year of service to the satisfaction of the appointing authority ;
- (b) he has successfully undergone such training and also passed such departmental examination as may be prescribed from time to time ; and

(c) he is otherwise considered fit for confirmation by the appointing authority :

Provided that clause (b) shall not apply in the case of Registrar, Superintendent, Upper Division Assistant appointed under sub-rule (1) of Rule 9 and typist.

(2) Subject to the aforesaid conditions, confirmation shall be made on the basis of seniority as determined under Rule 19.

18. *Discharge or Reversion before Confirmation.*—At any time before confirmation a member is liable to be reverted to his next lower rank or to a lower post on which he holds lien or discharge from the service in case he is a direct recruit, if he cannot qualify for such confirmation even after a second chance or if his performance of duty has not been satisfactory and/or if the appointing authority finds him otherwise unfit to hold the post.

19. *Seniority.*—(1) *Inter-se* seniority of Administrative Officers appointed under Rule 6 shall be according to the order of preference as arranged in the select list, *vide* Rule 6(4).

(2) *Inter-se* seniority of the Registrars appointed under Rule 7 on the same date/batch shall be according to the order of preference as arranged by the Appointing Authority.

(3) *Inter-se* seniority of Superintendents appointed under Rule 8 on the same date/batch shall be according to the order of preference as arranged by the Appointing Authority.

(4) *Inter-se* seniority of Upper Division Assistants appointed under sub-rules (1) and (2) of Rule 9 on the same date shall be according to the order of selection made by the appointing authority. *Inter-se* seniority between assistant recruited under any one of the aforesaid sub-rules and an assistant recruited under the other sub-rule shall be according to the date of appointment, *Inter-se* seniority amongst Upper Division Assistants appointed under the aforesaid sub-rules on the same date shall be according to the following orders:—

(i) Assistant appointed under sub-rule (1) of Rule 9.

(ii) Assistants appointed under sub-rule (2) of Rule 9.

(5) *Inter-se* seniority of Lower Division Assistants appointed under sub-rules (1), (2) and (3) of Rule 10 on the same date shall be according to the order of selection made by the appointing authority. *Inter-se*-seniority between an assistant recruit under any one of the aforesaid sub-rules and an assistant recruited under the other sub-rule shall be according to the date of appointment.

Inter-se-seniority amongst Lower Division Assistants appointed under the aforesaid sub-rules on the same date shall be according to the following orders:—

(i) Assistants appointed under sub-rule (1) of Rule 10.

(ii) Assistants appointed under sub-rule (2) of Rule 10.

(iii) Assistants appointed under sub-rule (3) of Rule 10.

(6) *Inter-se*-seniority of typists appointed to the selection grade in any year shall be according to the order of selection made by the appointing authority.

(7) *Inter-se*-seniority of typists of ordinary grade shall be fixed according to the date of appointment if the candidates join appointment within 15 days of the receipt of the order of appointment. When more than one typist are appointed on the same date, their *Inter-se*-seniority shall be according to the order of selection made by the appointing authority in consultation with the Director of Employment and Craftsmen Training, Assam.

Provided that, in case a candidate is prevented from joining within the said period of 15 days by circumstances of a public nature or for reasons beyond his control the appointing authority may extend it for a further period upto 15 days. If the period is not so extended, the seniority shall be determined according to the date of joining.

(8) If confirmation of a member of the service in a cadre is delayed on account of his failure to qualify for such confirmation, he shall lose his position in order of seniority in that cadre *vis-a-vis* such of his juniors as may be confirmed earlier than him. His original position in that particular cadre shall, however, be restored on his confirmation subsequently.

20. *Pay.*—The scale of pay admissible to Administrative Officer and to members of different cadres shall be as shown in Schedule II subject to revision by Government from time to time.

MISCELLANEOUS

21. *Leave, Pension, etc.*—Except as provided in these rules, all matters relating to pay, allowances, leave, pension discipline and other conditions of service shall be regulated by general rules framed by Government from time to time.

22. *Power of Government to dispense with or relax any Rule.*—Where the Government is satisfied that the operation of any of these rules may cause undue hardship in any particular case, it may dispense with or relax the requirement of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner:

Provided that the case of any person shall not be dealt with in any manner less favourable to him than that provided in any of these rules.

23. *Interpretation.*—If any question arises relating to the interpretation of these rules, it shall be referred to the Government in the respective department mentioned in column (3) of Schedule I, whose decision thereon shall be final.

Repeal and Savings.—Any rules corresponding to these rules and in force immediately before the commencement of these rules are hereby repealed:—

Notwithstanding such repeal, any order made or action taken under any of the rules so repealed or under any general orders ancillary thereto shall be deemed to have been validly made or taken under the corresponding provisions of these rules.

NOTE:—Any rules so far framed in respect of Ministerial Service of any Heads of Departments are to be treated as repealed, under the said provision.

SCHEDULE—I

(Rule I(2)2.(a) (b).5(2) and (23)

Heads of Department (1)	Appointing authority in respect of Registrar (2)	Respective Department (3)	Remarks (4)
1. Director of Land Records and Inspector General of Registration.	Secretary, Revenue	Revenue Department	The post of Registrar in the office of Registrar of Co-operative Societies is designated as
2. Registrar of Co-operative Societies.	Secretary, Co-operation	Co-operation Department	
3. Director of Industries	Secretary, Industries	Industries Department	
4. Director of Sericulture and Weaving.	Secretary, Sericulture and Weaving.	Sericulture and Weaving Department.	
5. Chief Conservator of Forest	Secretary, Forest.	Forest	
6. Inspector General of Police	Chief Secretary, Home.	Home.	
7. Director of Public Instruction.	Secretary, Education (General)	Education (G.)	
8. Director of Technical Education.	Secretary, Education (P.T.M.)	Education (P.T.M.)	

(1)	(2)	(3)
9. Director of Health Service	Secretary, Health and Family Planning.	... Health and Family Planning...
10. Commissioners of Divisions	Chief Secretary, Appointment(A).	... Appointment (A) ...
11. Director of Agriculture	Secretary, Agriculture	... Agriculture
12. Commissioner of Taxes	Secretary, Finance(T.)	... Finance(T.)
13. Director of Animal Husbandry and Veterinary Department.	Secretary, Veterinary	... Veterinary
14. Director of Information and Public Relation.	Chief Secretary, Home	... Home
15. Labour Commissioner	Secretary, Labour	... Labour
16. Director of Economic and Statistics.	Secretary, P. & D.	... P. & D.
17. Director of Supply	Secretary, Supply	... Supply
18. Director of Panchayat and C. D.	Secretary. P. & C. D.	... P. & C. D.
19. Relief and Rehabilitation Commissioner.	Secretary, R. & R.	... R. and R.

Heads of Department	Appointing authority in respect of Registrar	Respective Department
20. Director of Fisheries	Secretary, Veterinary	Veterinary
21. Examiner of Local Accounts	Secretary, Finance (E)	Finance (E)
22. Director of Social Welfare	Secretary, P. and D.	P. and D
23. Director of Island Water Transport.	Secretary, Transport	Transport
24. Director of Geology and Mining.	Secretary, Power	Power(E.) Mineral and Mines.
25. Minority Commissioner	Chief Secretary, Appointment (B) Department	Appointment (B.) Department.
26. Director of Accounts	Secretary, Finance (E)	Finance (E)
27. Chief Inspector of Factories	Secretary, Labour	Labour
28. Chief Public Health Engineer	Secretary, Health and Family Planning.	Health and Family Planning.

(1)	(2)	(3)	(4)
29	Controller of Weights and Measures.	Secretary, Agriculture	Agriculture
30	Director of Employment and Crafts- men Training.	Secretary, Labour	Labour
31	Director of Housing	Secretary, Town and Country Planning.	T. & C. P.
32	Commissioner of Transport	Secretary, Transport	Transport
33	Director of Soil Conservation	Secretary, T. A. & W. B. C.	T. A. & W. B. C.
34	Director of Tourism	Secretary, Tourism	Tourism
35	Inspector General of Prisons	Secretary, P. and D.	P. & D.
36	Commissioner of Excise	Secretary, Excise	Excise
37	Trade Adviser and Director of Move- ments, Assam.	Chief Secretary, G. A. D.	G. A. D.
38	Director of Cultural Affairs	Secretary, Education (P.T.M.)	Education (P. T. M.)

SCHEDULE—II.

[Rule 5 (2) (a)]

Name of Posts (1)	No. of Posts. (2)
1. Administrative Officers in Engineering College in the Directorate of Technical Education.	Two
2. Administrative Officers in the Office of the Chairman, Assam Board of Revenue.	One
3. Administrative Officers in the Office of the Director, Sericulture and Weaving.	One.
4. Administrative Officers in the Office of the Director of National Employment Service.	One.
5. Administrative Officer in the Office of the Director of Agriculture.	One.
6. Administrative Officer in the Office of the Principal, A. A. S. C., Gauhati.	One.

SCHEDULE—III
(Rule—20)

Name of Posts (1)	Scale of pay (2)
1. Administrative Officer	Rs. 350—30—500—E. B.—30—650—E. B.—35—1,000.
2. Registrar	Rs. 550—25—650—E. B.—25—750.
3. Superintendent	Rs. 375—20—475—E. B.—20—575.
4. Upper Division Assistant	Rs. 275—10—325—E. B.—10—375—12.50—425.
5. Lower Division Assistant	Rs. 140—6—170—E. B.—7—205—E. B.—7—275.
6. Typist (Selection Grade)	Rs. 200—6—236—E. B.—8—300.
7. Typist (Ordinary Grade)	Rs. 125—4—145—E. B.—4—165—E. B.—5—200.

with 2 and 4 advance increments respectively for those passing speed test of 30 and 45 words per minute in English and 25 and 35 words per minute in Assamese or Bengali or Hindi conducted by the Committee constituted by Government.

D. DAS,
Chief Secretary to the Govt. of Assam.

AGP (Personal) 1102/82—300—30.9.1982.

GOVERNMENT OF ASSAM
APPOINTMENT (B) DEPARTMENT
APPOINTMENT BRANCH

NOTIFICATION

Dated Dispur, the 25th February, 1975

No.ABP.275/69/196.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam hereby directs that the following amendments shall be made in the Assam Directorate Establishment (Ministerial) Service Rules, 1973, namely:—

In the said Rules.

1. The existing Note to Rule 10 shall be numbered as "Note(1)" and the following shall be added as Note (2), namely:—

"Note (2):—If in an office there are at least 10 posts of Assistants and the number of vacancies in the post of L.D. Assistant in a year is less than 10 then the fraction over the whole number shall be carried over till it becomes one for appointment to a post of Lower Division Assistant by Selection under sub-rules (2) and (3). The first such vacancy shall be filled in by selecting a typist on the basis of merit, and if no typist is found eligible, a Grade-IV staff if found suitable, shall be selected. In that case, the typist shall be considered for the next carried over vacancy. Such vacancies shall be carried over till one person each under sub-rules (2) and (3) is appointed for every 10 vacancies.

These amendments shall be deemed to have come into force with retrospective effect from the 1st January, 1974.

Sd./—
Secretary to the Govt. of Assam,
Appointment (B) Department.

A.G.P. (Personnel) 1103/82-300-30-9-82.

GOVERNMENT OF ASSAM

APPOINTMENT (B) DEPARTMENT APPOINTMENT
BRANCH.

NOTIFICATION

The 20th August, 1975

No. ABP. 275/69/199 :—In pursuance of sub-rule (2) of Rule 1 of the Assam Directorate Establishment (Ministerial) Service Rules, 1973 the Governor of Assam is pleased to add the following after the existing serial 38 of the Schedule I of the said Rules namely :—

Heads of Department	Appointing Authority in respect of Registrar.	Respective Deptt.	Remarks.
39. Chief Engineer. P. W. D.	Secretary, P.W.D.	P. W. Deptt.	
40. Chief Engineer Irrigation.	Secretary, Irrigation Deptt.	Irrigation Deptt.	
41. Director of printing & Stationary.	Secretary, G. A. (P&S) Deptt.	G. A. (P&S) Deptt.	

ILLEGIBLE,
Secretary to the Govt. of Assam.
Appointment (B) Deptt.

GOVERNMENT OF ASSAM

APPOINTMENT (B) DEPARTMENT APPOINTMENT
BRANCH.

NOTIFICATION

The 20th August, 1975

No. ABP. 275/69/198—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam hereby directs that the following amendments shall be made in the Directorate Establishment (Ministerial) Service Rules, 1973 namely:—

In the said Rules at the end of the existing sub-rule (2) of Rule 1, the following shall be added:—

“Governor^{may} may from time to time amend the Schedule I, and any reference to Schedule I in these rules shall mean the Schedule as amended”.

ILLEGIBLE,
Secretary to the Govt. of Assam,
Appointment (B) Deptt.

GOVERNMENT OF ASSAM

APPOINTMENT (B) DEPARTMENT APPOINTMENT
BRANCH

NOTIFICATION

The 25th May, 1976

No- ABP.275/69/205:—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam hereby directs that the following further amendment shall be made in the Assam Directorate Establishment (Ministerial) Service Rules, 1973 namely:—

Amendment of sub-rule
(2) of rule 6.

1. In the said Rules, for clause (3) of sub-rule (2) of rule 6 the following shall be substituted namely:—

“(3) Secretary or Additional Secretary or Joint Secretary or Deputy Secretary Appointment, Deptt.”

This amendment shall be deemed to have come into force w. e. f. 1st August 1973.

ILLEGIBLE,
Secretary to the Govt. of Assam,
Apptt. Deptt.

AGP. (Personal) 1106/82—300—30-9-82.

GOVERNMENT OF ASSAM

DEPARTMENT OF PERSONNEL & ADMN. REFORMS,
PERSONNEL (B) BRANCH GAUHATI-781006

NOTIFICATION

The 26th August, 1977

No.ABP.275/69/216.--In pursuance of sub-rule (2) of rule 1 of the Assam Directorate Establishment (Ministerial) Service Rules, 1973, the Governor of Assam is pleased to add the following after existing serial 41 of the Schedule 1 of the said Rules, namely.—

Heads of Department	Appointing Authority in respect of Registrar	Respective Deptt.	Remarks
42. Editor-in-Chief Revision of Dis- trict Gazetters.	Secretary, Educa- tion Deptt.	Education.	
43. Director of Sports and Youth Welfare	Secretary, Educa- tion Deptt.	Education.	

M. L. CHAKRAVORTY,
Under-Secretary to the Govt. of Assam.
Personnel (B) Deptt.

A.G.P. (Personnel) 1107/82-300--30-9-82.

GOVERNMENT OF ASSAM
DEPARTMENT OF PERSONNEL::::: PERSONNEL (B)
DISPUR:::::GUMAHATI

NOTIFICATION

Dated Dispur, the 29th October, 2002

NO. ABP.59/2000/33: : In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is hereby pleased to make the following Rules further to amend the Assam Directorate Establishment (Ministerial) Service Rules, 1973 here-in-after referred to as principal Rules, namely: -

Short title
and
commencement

1. (1) These Rules may be called the Assam Directorate Establishment (Ministerial) Service (Amendment) Rules, 2002.

(2) They shall come into force on the date of their publication in the Official Gazette.

Amendment of
Rule 2

2. In the principal Rules, in Rule 2,
(1) For the existing clause (a), the following shall be substituted, namely: -
"(a) "Appointing Authority" means
(i) The Chief Secretary to the Government of Assam in the Secretariat Administrative (Establishment-Gazetted Cell) Department in respect of the post of Administrative Officer.

(ii) The Secretary to the Government of Assam in the Department as indicated under Column (2) of the Schedule-I, in respect of the post of Registrar and Superintendent ;
and

(iii) Head of the Department as indicated under Column (1) of Schedule-I in respect of posts of Upper Division Assistants, Lower Division Assistants."

Contd...2/-

//2//

(b) after clause (h) the following new clause shall be inserted, namely: -

"(1) 'Governor' means the Governor of Assam."

Amendment of Rule 4

3. In the principal Rules, in Rule 4, for sub-rule (2), the following shall be substituted, namely: -

"(2) The status of the Registrar and Superintendent shall be that of Class-II Gazetted Ministerial service and that of other staff shall be of Class-III non-Gazetted Ministerial Service."

Insertion of Rules 8A and 8AA

4. In the principal Rules, after Rule 8, the following new rules shall be inserted as Rules 8A and 8AA, namely: -

"8A. Selection Committee - for the purpose of selection of Registrar and Superintendent, there shall be a Selection Committee consisting of the following members: -

- (a) Secretary to the Govt. of Assam of the respective Administrative Department. Chairman.
- (b) Director of concerned Directorate. Member
- (c) Deputy Secretary to the Govt. of Assam of the Administrative Department. Member-Secretary
- (d) Secretary to the Govt. of Assam, Personnel Department or his nominee, not below the rank of Deputy Secretary. Member

8AA. General procedure of promotion: -

(1) Before the end of each year, the Appointing Authority shall make an assessment of the likely number of vacancies of the Registrar and Superintendent to be filled up by promotion in the next year in the cadre.

Contd...3/-

//3//

(2) The Appointing Authority shall then furnish to the Selection Committee the following documents and information with regard to as many incumbents in order of seniority as are eligible for promotion:-

- (a) Information about the number of vacancies.
- (b) List of incumbents in order of seniority eligible for promotion to the rank of Superintendent and Registrar.
- (c) ACRs, of last 5 (five) years of eligible incumbents.
- (d) Details about reservation.

(3) The Appointing authority shall simultaneously request the Selection Committee to recommend within one month, separate lists of officers, found suitable for promotion in order of preference for promotion to the posts of Superintendent and Registrar respectively.

(4) The selection shall be made on the basis of 'Seniority-cum-merit' and after selection the Selection Committee shall furnish a list of Officers in order of ~~preference~~ ^{preference}, found suitable for promotion.

(5) The 'Appointing Authority' shall consider the list recommended by the Selection Committee and finally approve the list.

(6) The select list shall remain valid for 12 calendar months from the date of approval by the appointing authority.

(7) The promotion shall be made in accordance with the list finally approved."

5. In the principal Rules, in Schedule-I, in Column (2), for the words "Appointing Authority in respect of Registrar," the following shall be substituted, namely:*

"(2) Appointing Authority in respect of Registrar and Superintendent."

JK SDC KCO
Commissioner & Secretary to the Government
of Assam, Personnel (B) Department.

29.10.02

..... contd.4/-

Amendment of
Schedule-I

GOVERNMENT OF ASSAM
DEPARTMENT OF PERSONNEL ::::::::::: PERSONNEL(B)
DISPUR ::::::::::: GUWAHATI

ORDERS BY THE GOVERNOR

NOTIFICATION

Dated Dispur, the 27th September, 2016

No. ABP 199/2015/3 :- In exercise of the power conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is hereby pleased to make the following rules further to amend the Assam Directorate Establishment (Ministerial) Service Rules, 1973, hereinafter referred to as the principal Rules, namely :-

Short title and commencement : 1. (a) These rules may be called the Assam Directorate Establishment (Ministerial) Service (Amendment) Rules, 2016.

(b) They shall come into force on the date of their publication in the Official Gazette.

Amendment of rule 10

2. In the principal Rules, in rule 10,

(i) for the existing sub-rule (3), the following shall be substituted, namely :-

“(3) By Selection on the basis of suitability from amongst the Grade-IV staff of the office who possess a Bachelor's degree from a University recognized by the Government and also possess such other qualification as laid down in sub-rule (iii) of rule 12 and have rendered not less than seven years of continuous service in the office on the first day of the year on which the selection is made :

Provided that the number of vacancies to be filled up in any year according to the sub-rule(3) shall not exceed 10% of the vacancies :

Provided further that in the event of sufficient number of qualified or suitable person not being available from Grade-IV staff of the office, the vacancies available under the first proviso of this rule, shall be made through direct recruitment.”

(ii) the note occurring below sub-rule (3) shall be deleted.

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Contd.....2/-

Amendment of rule 12

4. In the principal Rules, in rule 12,

(i) for the existing sub-rule (iii), the following shall be substituted, namely :-

“(iii) Educational Qualification :- For appointment to the post of Junior Assistant, a candidate must possess a Bachelor's degree from a recognized University or any examination declared equivalent by the Government. Moreover, a candidate for the post of Junior Assistant must possess computer skills for handling data and text on computer.”

(ii) the note occurring below sub-rule (iii) shall be deleted.

Sd/- P.K Borthakur
Principal Secretary to the Govt. of Assam,
Personnel Department

Memo No. ABP 199/2015/3-A

Dated Dispur the 27th September 2016

Copy for information and necessary action to :-

1. The Chairman, Assam Administrative Tribunal, Guwahati.
2. The Chairman, Assam Board of Revenue, Assam.
3. The Principal Secretary to Chief Minister, Assam Dispur.
4. All Principal Secretaries / Commissioner Secretaries / Commissioner & Special Secretaries / Secretaries/ Additional Secretaries to the Govt. of Assam.
5. The Secretary to Governor of Assam.
6. All Commissioner of Division.
7. The Principal Secretary, Assam Legislative Assembly.
8. The Secretary, Assam Public Service Commission. Jawaharnagar, Guwahati-22
9. The S.O to Chief Secretary, Assam Dispur.
10. The Political (Cabinet Cell) Department Dispur.
11. All Administrative Department, Govt. of Assam.
12. All Heads of Department.
13. The Private Secretary to Speaker, Assam Legislative Assembly.
14. The P.S to Minister /Minister of State.
15. The P.S to Additional Chief Secretary.
16. All Deputy Commissioner.
17. All Principal Secretaries, KAAC, Diphu / Bodoland Territorial Council, Kokorajhar / Rabha Hasong Autonomous Council, Gogamikh, N.Lakhimpur/Tiwa Autonomous Council, Morigaon / Dima Hasao Autonomous Council, Haflong.
18. All Sub- Division Officers.
19. The Superintendent, Assam Government Press Bamunimaidan Ghy-21 for favour of publication of the above Notification in extra ordinary Assam Gazette and to supply 1000 spare copies to this Department.

By order etc.,

Joint Secretary to the Govt. Of Assam.
Personnel (B) Department