

**GOVERNMENT OF ASSAM
FINANCE (ESTT-B) DEPARTMENT
DISPUR, GUWAHATI - 6**

NOTIFICATION

Dated the 25th November, 2016

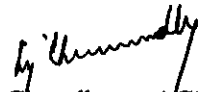
No. FEB. 122/2015/31: In supersession of this Department's Notification No FEB.122/2015/27 dated 27th September, 2016 and in order to streamline the process of normalisation of posts, the Governor of Assam is pleased to notify that all Administrative Departments shall take the following steps in connection with retention of temporary posts who draw their salaries from the State Treasuries: -

- i. All Administrative Departments shall first ascertain the number of **temporary posts** under their jurisdiction. Here, "*Temporary Post*" means a post carrying a definite scale of pay sanctioned for a *limited time* under F.R. 9 (30).
- ii. Secondly, the Departments shall also examine the stipulation in FR 9(30) of continuance of the posts for "*a limited time*" is actually relevant as such posts continued for years together and in certain cases even for decades. All such posts, irrespective of their funding by the Government of India or by the State Government can be considered for retention.
- iii. Thirdly, such temporary posts must carry a scale of pay against the notified cadres of services under the Department or such other notifications and became part of a particular cadre.
- iv. After due scrutiny as stated above, all such temporary posts be declared as 'permanent' by the concerned Administrative Departments. The consent of Finance Department would not be required in this regard. However, this is not applicable to those posts created outside the Departments such as Missions, Societies, PIUs/PCUs, etc since these are governed by the respective Rules of the Missions, Societies etc and they do not need to come for annual retention.
- v. The senior most Secretary of the Department will certify that the conditions stated above were satisfied before declaring a post, "permanent". The Administrative Department will submit a copy of such order declaring the posts "Permanent" with the certificate, name of the post, scale, original creation order and name of the incumbent to Finance Department, with a copy to Planning and Development Department, for record, showing these posts as "**Deemed Normalised**".
- vi. In case of posts created as **Personal post/personal measure to the incumbent**, the senior most Secretary of the Department will issue a notification for one time permanent retention of the post till the date of retirement of the incumbent or relinquishment of the post by him/her by any reason whoever is earlier. In the event of relinquishment of these posts by incumbents, such posts get abolished automatically and the Administrative Departments are required to intimate Finance Department and P & D Department immediately after duly notifying the same to all concerned.
- vii. All Departments shall complete the above process and submit a final report to the Finance (Estt-B) Department with a copy to Planning & Development Department by **31/12/2016** showing posts under three distinct categories, viz.
 - (i) "Deemed Normalised" posts not requiring annual retention.
 - (ii) Posts requiring annual retention.
 - (iii) Status of personal posts.

Sd-Dr. Ravi Kota, IAS
Commissioner & Secretary to the Govt. of Assam
Finance Department

Copy to: -

1. All Additional Chief Secretaries / Principal Secretaries / Commissioner & Secretaries / Secretaries to the Govt. Of Assam.
2. All Administrative Departments.
3. All senior Sr. FA / FA.
4. All Treasury Officers.
5. Finance (EC-I)/EC-II)/(EC-III)/(SIU)/(Budget)/(PRU) Department.
6. Accountant General, Assam, Maidamgaon, Beltola, Guwahati – 29.
- ✓ 7. Finance (e-GU) Department for uploading the Office Memorandum in Government Website(s).


(L.Choudhury, ACS)

Joint Secretary to the Government of Assam
Finance Department