

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

Dated the 27th September 2016

NOTIFICATION

No.FEB. 122/2015/27: In supersession of Finance Department's earlier Office Memorandum issued vide No. FEC(II) 40/2013/1, dated 09.10.2013, NO. FEB.122/2015/12 dated 03.07.2015 and No. FEB. 122/2015/20 dated 04.09.2015 and in order to streamline the process of annual retention of posts in tune with the changed context of impending plan and non-plan merger from 2017-18 onwards etc and in order to obviate the problems associated with the retention process such as non-receipt of salaries timely and other hardships to the employees, Governor of Assam is pleased to notify as below.

2. All Administrative Departments shall take following steps in connection with retention of temporary posts and the incumbents thereon draw salary from the State Treasuries: -

- I. All Administrative Departments shall examine the number of temporary posts under their jurisdiction. Here, "Temporary Post" means a post carrying a definite rate of pay sanctioned for a *limited time* under F.R. 9 (30).
 - II. Secondly, Departments will examine whether *the limited time* as stipulated in FR 9(30) is relevant now having continued such posts year after year for a very long period and even decades. Such posts include those drawing salary irrespective of source of funds i.e. Government of India or State Government.
 - III. Whether such temporary post carries scale of pay under the notified service rules / other such notifications and became part of a particular cadre.
 - IV. After examining them as above, all such temporary posts be declared as 'permanent posts' by the administrative departments without referring to the Finance Department, if the answer is in affirmative of the Para 2 (II) & (III) above. However, this is not applicable to those posts created outside of the Departments such as Missions, Societies, PIUs/PCUs, etc since these are governed by the respective rules and the posts under these bodies do not draw salaries from the Treasury directly. Thus, they do not need to come for annual retention any more.
 - V. The senior most Secretary of the Department will certify that the above grounds stated at Para 2 (II) & (III) above are satisfied while declaring a post as permanent and after that, the administrative department will submit a copy of such order declaring the posts as 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, to take on record as these posts are "Deemed Normalised".
 - VI. All Departments shall complete the above process latest by 31.10.2016 and submit the final report of "Deemed Normalised" posts and the posts which do not require annual retention and those posts which require annual retention to the Finance (Est-B) Department by 07/11/2016.
3. Considering the facts stated at Para 1 and 2 above, it is further notified that **annual retention is hereby not required for any posts (temporary/permanent) under the following categories, once the first salary is drawn based on the pay slip**

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issued by the Accountant General (A&E), Assam (in case of Grade-I and Grade-II employees) or after the permission granted by Finance (SIU) Department (in case of Grade-III and Grade-IV employees) at the time of joining in the post: -

- I. All non-plan posts
- II. All plan posts
- III. All posts, irrespective of funding – Government of India / State Government / and if the posts carries a pay scale and, salaries are drawn from Treasury and not from a Society / Mission etc.
- IV. All posts carrying a pay scale.
- V. All employees whose first salary was drawn from the Treasury after Finance (SIU) Department's approval.

4. However, the following 3 (three) categories of employees shall continue to need annual retention: -

- I. Regularized Work-Charged / Muster Roll employees holding personal posts (appointed prior to 01.04.1993) and other employees receiving wages due to Court case etc which will be treated as exceptional cases.
- II. Any posts that does not have a scale of pay.
- III. Any posts of Grade – III & Grade IV against which the drawal of first salary from Treasury was not approved by Finance (SIU) Department.

This will come into force from the date of issue of this O.M.

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

Memo NO.FEB. 122/2015/27-A,

Dated the 27th September, 2016

Copy to: -

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

by L. Choudhury
27/9/16
(L.Choudhury,ACS)

Joint Secretary to the Govt. of Assam
Finance (Estt.-B) Department