

**GOVERNMENT OF ASSAM
FINANCE (SIU) DEPARTMENT
DISPUR ::: GUWAHATI-6**

e-File No.534140/ 25

Dated Dispur, the 23rd December, 2024

OFFICE MEMORANDUM

Sub : Submission of proposal for Creation of post(s) / Upgradation of post(s) / Creation of supernumerary post(s) & Filling up of vacant sanctioned post(s) etc. through FinAssam portal.

For expeditious submission and approval of proposals, the Government at highest level reviewed the matter and with a view to bring out a convenient method for an effective administration have decided to roll out the online mode starting from 1st January, 2025 for submission of proposals for creation of post(s), up-gradation of post(s) / Creation of supernumerary post(s) and Filling up of vacant sanctioned post(s).

Henceforth, FinAssam portal is the official platform for submission of all proposals for creation of post(s), up-gradation of post(s) / Creation of supernumerary post(s) and filling up of vacant sanctioned posts and following methodology have been laid down for compliance and application :-

1. Administrative Department shall mandatorily submit/process all proposals for Creation of post(s), Up-gradation of post(s) / creation of supernumerary post(s) and filling up of vacant sanctioned post(s) only on FinAssam portal.
2. The Head of Department shall prepare proposals for Creation of post(s), Up-gradation of post(s) / Creation of supernumerary post(s) and Filling up of vacant sanctioned post(s) on FinAssam portal and submit the digitally signed proposal to the Senior-most Secretary of the concerned Administrative Department through online mode in FinAssam portal through their respective login.
3. The Senior-most Secretary of Administrative Department shall carefully examine the proposal(s) of the HoD / Directorates as to whether there is / are adequate justification for such Creation of post(s), Up-gradation of post(s) / Creation of supernumerary post(s) and Filling up of vacant sanctioned post(s).
4. Administrative Department will consider only those proposal(s) for creation of new post(s), up-gradation of post(s) and creation of Supernumerary post(s) which fulfill all the condition and where there are adequate need for such post(s) in the interest of public service, should be submitted on FinAssam portal after obtaining prior approval of the Minister in charge of the Department and approval of Hon'ble Chief Minister as per Cabinet decision.
5. For filling up vacant sanctioned post(s), the Head of Department will submit proposal directly to the Administrative Department for approval in Fin Assam Portal. The Administrative Department will follow the guidelines issued by Finance Department vide OMs No.FSI.5/2005/Vol VI/76 dtd. 30-03-2012, No.FSI.7/2010/Pt/7 dtd. 20-03-2015, No.FSI.5/2005/VI/96 dtd. 06-06-2015 & No.FSI.5/2005/Pt II/38 dtd. 20-12-2016, and take necessary action accordingly as envisaged in these OMs.
6. Administrative Departments are to ensure that upgradation of post(s) should not hamper recruitment at entry level & pyramidal structure is maintained. Upgraded post(s) is to be treated as personal post & would be reverted back to original cadre when the incumbent relinquishes the post due to superannuation/death etc.
7. After reviewing appropriately, the Administrative Department shall process the proposal(s) as mentioned above internally in e-Office and thereafter, forward the finalized proposal(s) to Finance Department in FinAssam portal for approval/concurrence to Creation of post(s), Up-gradation of post(s) / Creation of Supernumerary post(s) and Filling up of vacant sanctioned post(s).
8. The proposal shall be digitally signed and submitted to Finance Department only by the Senior most Secretary of the Administrative Department in FinAssam portal.
9. The Administrative department shall submit such proposal(s) with a self contained typed note with adequate and proper justification for such Creation of post(s), Up- gradation of post(s) / Creation of supernumerary post(s) and Filling up of vacant sanctioned post(s) in the portal alongwith all necessary information / particulars/ legacy data etc.
10. For creation/ upgradation etc. of post(s), the proposal shall be submitted to the concerned control branch of Finance Department, and for Filling up of vacant sanctioned post(s) , proposal will be submitted directly to Finance (SIU) Department.

11. All the proposals for Creation of post(s), Up-gradation of post(s)/Creation of supernumerary post(s) and Filling up of vacant sanctioned post(s) must be submitted and processed through FinAssam only, starting from HoD level to Administrative Department level from 1st January, 2025 onwards.
12. The Administrative Department must submit the legacy data related to all existing posts in all offices under the Administrative Department in FinAssam before submission of the proposal for Creation of post(s), Up-gradation of post(s) / creation of supernumerary post(s) and filling up of vacant sanctioned post(s). The provision for updating the details of information shall be available at both Heads of Department and Administrative Departments level under their respective logins.
13. Requisite training shall be conducted by Finance Department for processing proposals on FinAssam. For ready reference, the user manual of the module shall be available in FinAssam portal after logging in the system.
14. The format of processing of proposals at various levels is attached at **ANNEXURE-A**.

Commissioner & Secretary to the Govt. of Assam
Finance Department.

Memo No.e-File No. 534140/A Dated Dispur, the 23rd December, 2024

Copy to:- **Signed by Jayant Narlikar**

Date: 23-12-2024 14:08:57

1. PPS to Hon'ble Chief Minister, Assam for kind appraisal of Hon'ble C.M.
2. P.S. to All Minister for information.
3. P.S. to the Secretary (Co ordination) to the Govt. of Assam , O/o the Chief Secretary , Assam for kind appraisal of the Chief Secretary.
4. All Addl. Chief Secretary/ Principal Secretary / Commissioner & Secretary / Secretary to the Govt. of Assam.
5. The Principal Accountant General (A&E), Maidamgaon, Guwahati.
6. The Principal Accountant General (Audit), Maidamgaon, Guwahati.
7. All Administrative Departments.
8. All Heads of Departments.
9. All Sr. Financial Advisors.
10. All Treasury Officers.

By order etc.

Signed by

Malayika Choudhury

Secretary to the Govt. of Assam
Finance (SIC) Department.
Date: 24-12-2024 15:30:13

FORMAT FOR SUBMISSION OF PROPOSAL FOR FILLING UP OF POST BY THE ADMINISTRATIVE DEPARTMENT

PART I : BASIC DETAILS AGAINST THE POST PROPOSED TO BE FILLED UP

1. Directorate Name :
2. DDO Code :
3. Name of Office where Post is proposed to be filled up :
4. Head of Account :
5. Budget Estimate (in Lakh) in FY under 01-Salary Head :
6. Balance Budget (in Lakh) under 01-Salary Head :
7. Post Sanction Details :

- Post creation order No. :
- Post creation date :
- Copy of the post creation order to be uploaded :

PART II : POST DETAILS

Name of Post Proposed to be Filled up	Nature of Post (Regular/ Personal)	Number of Posts proposed to be Filled up	Existing Strength Sanctioned Available in the same post in the Establishment	Man in Position	Vacancy in the cadre in which new post is to be filled up	Whether the proposal is as per ROP/ AICTE/ UGC/ Judicial/ CPC/Other. If yes, please indicate	Scale of Pay	Grade Pay	Technical / Non-technical	Any Other Details / Remarks
I	II	III	IV	V	VI	VII	VIII	IX	X	XI

- i. Date since when the post is lying vacant :
(Selection of Date from drop-down)

- ii. Reason for which the post was lying vacant for the abovementioned (i) period

PART III : OTHER INFORMATION

1. Has it been considered to manage the work through outsourcing of services or through engagement of contractual manpower instead of new post creation?

Dropdown (Yes/No). If yes then "Provide Details".

2. Please indicate financial implication (in Lakh) for one financial year including NPS contribution of state and other applicable allowances.

Dropdown (Yes/No). If yes then "Provide Details".

3. Whether approval of Hon'ble Minister of concerned Department was taken?

Dropdown (Yes/No). If yes then "Upload copy of the document"

4. Whether there is any proposal for abolishing of post/s already created under any cadre/grade under the establishment?

Dropdown (Yes/No). If yes then "Submit Details and Rationale of the Proposal"

5. Whether in past, any contractual manpower or outsourcing of services availed in lieu of the work/task for which new post is proposed to be created?

Dropdown (Yes/No). If yes then "Provide Details".

6. Whether there will be requirement of additional budget under detailed head 01-salary in the current financial year?

Dropdown (Yes/No). If yes then "Provide Details".

7. Whether any post(s) has been kept reserved against court verdict / order of competent authority? If yes, then "Provide the number of such posts".

8. In case of filling up of posts of drivers, Department to indicate number of vehicles which are operational at present.

Details of Vehicles :

Year of Purchase	Vehicle Registration No.	Number of Govt. Vehicles allotted to the concerned office	Condition (Running or not)

☐ Certified that the applicable roster system was duly followed for filling up the proposed post.

FORMAT FOR SUBMISSION OF POST CREATION PROPOSAL BY THE ADMINISTRATIVE DEPARTMENT

PART I : DDO AND BUDGET DETAILS AGAINST THE POST PROPOSED TO BE CREATED

1. Directorate Name :
2. DDO Code :
3. Name of Office where Post is proposed to be created :
4. Head of Account :
5. Budget Estimate (in Lakh) in the current financial year under 01-Salary Head :
6. Balance Budget (in Lakh) under 01-Salary Head :

PART II : DETAILS OF POST PROPOSED TO BE CREATED

Name of Post Proposed to be Created	Nature of Post (Regular/ Supernum erary/ Personal)	Number of Posts to be Created	Existing Sanctione d Strength Available in the same post in the Establish ment	Man in Positio n against post menti oned in Col. IV	Vacancy in the cadre in which new post is to be created	Whether the proposal is as per ROP/ AICTE/ UGC/ Judicial/ CPC/Othe r. If yes, please indicate	Scale of Pay	Grad e Pay	Technic al / Non-technica l	Any Other Details / Remar ks
I	II	III	IV	V	VI	VII	VIII	IX	X	XI

PART III : OTHER INFORMATION

1. **Has Department/Head of Department / Head of Office considered managing the work through outsourcing of services or through engagement of contractual manpower instead of new post creation? Please comment.**

2. **Does there exist any approved norm or any other criteria regarding number of posts (as reflected in Part II Col. I and III) in the establishment?**

Dropdown (Yes/No). If yes then "Provide Details".

3. **In respect of Gazetted post, whether approval of Personnel Department has been sought?**

Dropdown (Yes/No). If yes then "Upload copy of the document"

4. **In case of new establishment, whether views of ART&PPG Department have been sought?**

Dropdown (Yes/No). If yes then "Upload copy of the document"

5. Please indicate financial implication (in Lakh) for one financial year including NPS contribution of state and other applicable allowances.

6. Whether approval of Hon'ble Minister of concerned Department was taken?

Dropdown (Yes/No). If yes then "Upload copy of the document"

If No then pop-up mentioning "Proposal not be submitted to Finance Department" should appear and the system should not allow further submission to Finance Department.

7. Whether approval of Hon'ble Chief Minister was taken?

Dropdown (Yes/No). If yes then "Upload copy of the document".

8. Whether there is any proposal for abolishing of post/s already created under any cadre/grade under the establishment?

Dropdown (Yes/No). If yes then "Submit Details and Rationale of the Proposal"

9. Whether in past, any contractual manpower or outsourcing of services availed in lieu of the work/task for which new post is proposed to be created?

Dropdown (Yes/No). If yes then "Provide Details".

PART IV : SUPERNUMERARY POST (only applicable if the post is of supernumerary nature)

1. Name of incumbent(s) with the period proposed for supernumerary posts

Sl. No.	Name of Incumbent	Period for which proposed

2. Justification for creation of the supernumerary post

3. Whether the post is processed in respect of Departmental proceeding / court cases, if any

Dropdown (Yes/No). If yes then "Provide details"

4. Whether views of Judicial Department are obtained in case court cases are involved.

Dropdown (Yes/No). If yes then "Upload copy of the views"

5. Whether the pay and allowances etc. of the supernumerary post are in conformity with the ROP of corresponding period

FORMAT FOR SUBMISSION OF LEGACY DATA RELATED TO POST CREATION AND POST FILLING UP TILL DATE*

1. Name of the Administrative Department :
2. Name of the Directorate :

S.No.	Name of Office, where post was created	DDO Code of Office, where post was created	Name of Post Created	Number of Posts Created	Nature of Post (Regular/ Supernumerary/ Personal)	Grade	Scale of Pay	Grade Pay	Post Creation Order no. issued by Administrative Department/Head of Department	Number of posts filled up	Post Fill up Order No. issued by Administrative Department/Head of Department	Justification for Non-filling up of Posts	Any Other Details / Remarks
I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV

Copy of the post creation order to be uploaded :

Copy of the post fill up order to be uploaded :

Copy of any other order(s) may be uploaded :

*Administrative Department will submit legacy data for all directorate / field offices under them. Separate row for different posts may be used for clearly filling up this datasheet