

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

E.No.443188/83

Dated Dispur the 3<sup>rd</sup> Sep, 2025

**EXECUTIVE ORDER**

**Subject: Rationalization of Posts under different Departments**

The Government of Assam has consistently emphasized the need for rationalization of posts across all Administrative Departments and in the Sixth Schedule Areas to ensure optimal utilization of human resources and promote economy and efficiency in expenditure.

2. However, it has been observed that despite clear instructions, several departments have failed to assess and abolish non-essential posts, leading to the continued existence of redundant positions.

3. The Finance (SIU) Department, through Office Memorandum No. 534140/25 dated 23.12.2024, has redefined procedures for submission of proposals related to post creation, upgradation, creation of supernumerary posts, and filling up of sanctioned vacancies via the FinAssam Portal.

4. In line with this and in view of the growing need to phase out redundant posts to enhance administrative efficiency, the following methodology and procedural guidelines are hereby prescribed for strict compliance with immediate effect:

**I. Identification and Abolition of Redundant Posts**

(i) All Senior Most Secretaries of Administrative Departments and Principal Secretaries of Autonomous District Councils shall undertake periodic reviews to examine and identify redundant posts.

(ii) Upon identification, immediate steps shall be taken by the concerned department to abolish such redundant posts, in consultation with the Finance Department, along with detailed justification and post-wise data.

**II. Conditional Creation of New Posts**

(i) All proposals for creation of new posts submitted via the FinAssam Portal must be accompanied by a proposal for abolition of an equal number of redundant posts.

(ii) Finance Department concurrence shall be granted only for one-to-one substitution—i.e., creation of post(s) in lieu of abolition of post(s).

**III. Exception Handling**

(i) If a department, after due analysis, finds that abolition is not feasible, this shall be explicitly noted by the Senior most Secretary in the proposal for Post creation, with adequate justification, while forwarding the case to the Finance Department.

This Executive Order shall be deemed effective immediately.

Digitally signed by  
JAYANT NARLIKAR  
Date: 03-09-2025 17:45:36  
Commissioner & Secretary to the Govt. of Assam  
Finance Department

Memo No. 443188/ 83-A

Dated Dispur the 3<sup>rd</sup> Sep , 2025

Copy for information to:

1. All Additional Chief Secretaries/ Principal Secretaries/ Commissioner & Secretaries /Secretaries to the Govt. of Assam.
2. P.S to Principal Secretary to the Hon'ble Chief Minister, Assam
3. The Accountant General, Assam, Maidamgaon , Guwahati-29
4. The Chairman, Assam Public Service Commission, Khanapara-22
5. The Chairman, Assam Administrative Tribunal, Panbazar, Guwahati-1
6. The Chairman, State Level Police Recruitment Board. Rehabari. Gawahati-8
7. The Chairman, Medical and Health Recruitment Board, Sixmile, Guwahati-22
8. The Secretary, Co-ordination , Office of the Chief Secretary , Assam, Dispur
9. The Secretary, State Level Recruitment Commission for Class III Posts, Assam Administrative Staff college , Khanapara, Guwahati 22.
10. The Secretary, State Level Recruitment Commission for Class IV Posts, Assam Administrative Staff college , Khanapara, Guwahati 22.
11. P.S to Principal Secretary to the Hon'ble Chief Minister, Assam
12. The Deputy Director , Assam Govt. Press , Guwahati for publication.

By order etc.  
Digitally signed by  
MALAVIKA CHOUDHURY  
Date: 04-09-2025 14:32:30  
Secretary to the Govt. of Assam  
Finance (SIU) Department