

GOVERNMENT OF ASSAM
FINANCE (SIU) DEPARTMENT
DISPUR: GUWAHATI

No.FSI.36/2018/2-3

Dated Dispur the 11th December, 2018

OFFICE MEMORANDUM

Subject: Guidelines for compliance for proposals for creation of Supernumerary Posts and allied matters thereof.

In view of the multiple proposals from administrative departments for creation of supernumerary posts being submitted to Finance Department for concurrence, specific guidelines are hereby formulated, which are to be invariably followed by each department concerned while submitting, processing and concurring to such proposals.

(1) Point 16 of the Audit Instruction 2 of F.R. 9 (Sub Rule 21(A) of the Fundamental Rules and Subsidiary Rules states that *"a supernumerary post is created where a permanent person cannot have a lien on a regular permanent post due to non-availability of such post"*. It is also said that *"a supernumerary post is normally created to accommodate the lien of an officer who in the opinion of the authority competent to create such a post is entitled to hold a lien against a regular permanent post but due to non-availability of a regular permanent post cannot have his lien against such a post"*.

(2) Multiple factors may necessitate creation of a supernumerary post such as (i) departmental proceeding drawn against an officer and his junior officers getting promoted to upper posts, (ii) filling up of a sanctioned post in a certain cadre when an officer is on deputation, (iii) Court's orders etc. to regularize the services of an incumbent from the date of his joining although he was erroneously working against a non sanctioned post, (iv) any other matters as it may be with a specific case.

(3) Since the officer/incumbent concerned is entitled to get the pay and allowances for the period when he was in service despite non-availability of a permanent regular post during that period, creation of supernumerary post with retrospective effect may be deemed necessary to give due financial benefits to the officer/ incumbent concerned.

(4) In view of the above, the following guidelines are to be complied with immediate effect for all proposals for creation of supernumerary post and creation thereof.

(i) The Administrative Department shall submit the proposals for creation of supernumerary posts to Finance (SIU) Department as per standard Checklist appended herewith (**Annexure-I**).

(ii) The Administrative Department shall submit the proposals only after extensive scrutiny and examination internally with regard to the specific period for which the supernumerary post is proposed. Views of Personnel Department may be obtained in case supernumerary posts fall in the Gazetted category prior to submission to Finance (SIU) Department.

(2)

(iii) The Administrative Department shall examine the grounds as to why the need of creation of supernumerary posts has arisen and shall submit due justification accordingly. In case of any departmental proceedings against the incumbents in question and subsequent exoneration, the administrative departments shall furnish all relevant documents such as minutes of the meeting, promotion order etc, whichever is applicable with reference to each particular case. In case of any court cases associated with the proposal, copies of Judgment of the Hon'ble Court in that specific case, compliance report etc, if any, shall be submitted alongside the specific views of Judicial Department.

(5) Finance (SIU) Department shall examine the merit of the proposals from all perspectives involved with regard to the financial implications and budget provision involved, Finance (SIU) Department may move Finance (Budget) Department on the matter. If required, Finance (SIU) Department may seek internally the views of other branches of Finance Department. In case of larger amount involved, it is to be ascertained whether the amount proposed will be spent from the regular budget or by placing supplementary demand specifically for requirement of funds so that a larger resource commitment does not adversely impact on the regular budget. Finance (SIU) Department based on the views/ observations/ no objection of the line departments shall concur/revert/regret to the proposals for creation of supernumerary posts.

The guidelines specified herein shall come into force with immediate effect.

Encl: Checklist at Annexure-I.

Sd/-

Principal Secretary to the Govt. of Assam
Finance Department

Dated Dispur the 11th December, 2018

Memo No.FSI. 36/2018/2-3-A

Copy for information and necessary action to:-

1. The Principal Secretary to Hon'ble Chief Minister, Assam, Dispur.
2. PS to all Hon'ble Ministers/ Minister of State, Assam, Dispur.
3. The SO to Chief Secretary, Assam, Dispur.
4. The Chairman, Assam Board of Revenue, Panbazar, Guwahati.
5. The Chairman, Assam Administrative Tribunal, Dispur.
6. The Additional Chief Secretaries to the Govt. of Assam, Dispur.
7. The Accountant General (A&F), Assam, Beltola, Guwahati.
8. All Principal Secretaries/ Commissioner & Secretaries/ Secretaries to the Govt. of Assam, Dispur.
9. All Divisional Commissioners.
10. All Heads of Departments.
11. All Deputy Commissioners.
12. All Sub Divisional Officers (Civil).
13. All Treasury Officers.
14. Principal Secretaries, Karbi Anglong Autonomous Council/ Dima Hasao Autonomous Council/ Bodoland Territorial Council.
15. Finance (E-Governance Unit) Department. for uploading this on on Department's website.

By order etc,

[Signature]
11-12-18

Deputy Secretary to the Govt. of Assam
Finance (SIU) Department

[Signature]

ANNEXURE-I

**CHECKLIST FOR CREATION OF SUPERNUMERARY POSTS TO BE FILLED UP BY THE
ADMINISTRATIVE DEPARTMENT**

1. Name of department/ establishment:
2. Number of supernumerary posts proposed:
3. Names of incumbent(s) with the period proposed for supernumerary posts:
4. Circumstances what led to the necessity of creation of supernumerary posts:
5. Justification:
6. Departmental Proceeding/ Court cases, if any (Furnish supporting documents as applicable):
7. Total financial implication involved:
8. Head of Account and Budget provision:
9. Whether the pay and allowances etc. of the supernumerary posts are in conformity with the
ROP of corresponding period:
10. Views of Judicial Department (where court cases are involved):
11. Views of Personnel Department (in case of gazetted posts):
12. Views of Finance (Establishment-A) Department (for certifying the period proposed):

Secretary/ Commissioner & Secretary/
Principal Secretary