

Right to Information Act, 2005

Information Hand Book as on September'05
Manual –I to XVII
(Section 4. (I) (b) of RTIA'2005)

Administrative Reforms and Training Department

Fourth Floor, 'A' Block, Assam Secretariat, Dispur,
Guwahati – 781006, Assam.

Right to Information Act, 2005

Manual –I
The particulars of its organization, functions
and duties

Administrative Reforms & Training
Department

1. **Secretariat organization :-**
2. The Secretariat organization is divided into Departments. A Department may be divided further into Branches and Sections. A Department is responsible for disposal of work relating to specific subjects allotted to it. A list of the Secretariat Departments and the subjects allotted to them is given in the book “Secretariat Organization and Functions”. A list of the Departments is also given in the Assam Rules of Executive Business.
3. The Secretariat should confine itself to general policy direction, legislation, Assembly business inter-departmental matters and review and assessment of execution of policy and scheme. The day to day execution and implementation of the schemes should be left to the Heads of Departments. An illustrative list of subjects to be ordinarily dealt with in the Secretariat is given below.

List of subjects to be dealt with normally in Secretariat.

- All matters of policy.
- Inter-departmental Co-ordination.
- Cases involving interpretation or relaxation of existing rules or orders and instructions of Government.
- Laying down general principles of office methods and procedure.
- Matters relating to legislative measures, rules and regulations.
- Exercise of powers vested in the State Government under Acts, Rules and Regulations.
- Matters relating to exercise of financial, legal and administrative powers vested in the State Government; including appeals, revision and review petitions within the powers of the State Government.
- Matters to be placed before the Parliament and Legislative Assembly or their Committees.
- Appointment of Commissions and Committees.
- Matters relating to all India and State Level conferences.
- Correspondence with Foreign Governments
- Creation of new Districts and Sub-divisions or change in their boundaries.
- Creation of Administrative Units.
- Change of Headquarters of office at block or sub-divisional level and above.
- Creation of new offices, amalgamation, bifurcation and abolition of offices.
- Emoluments and general service conditions of Government servants.

- Administration of services of which the Governor is the appointing authority, unless any powers specifically delegated.
 - Matters relating to All India Services including transfer, posting, promotions and disciplinary proceedings of officers of All India Services under the administrative control of the State Government.
 - Inspection reports and tour notes recorded by Heads of Departments.
 - Matters affecting the economy of the State.
 - Scrutiny and approval of departmental budget estimates, supplementary grants, sanction of re-appropriations, surrender of funds.
 - All proposals involving new items of expenditure.
 - Financial sanction not within the competence of the Heads of Departments and other subordinate authorities.
 - Sanction of expenditure from the Contingency Fund.
 - Appropriation Accounts.
 - All matters relating to preparation or adoption of new plan and non-plan schemes and important modifications in the existing schemes.
 - Review of the progress of the plan schemes.
 - All matters regarding which reference to Finance, Legislative, Judicial and Personnel etc. Departments and Cabinet is necessary under the Rules of Executive Business
4. **A Department** – A Department is a part of the Secretariat specified as such in the Assam Rules of Executive Business and is responsible for the formulation of the policy of Government within its sphere of responsibility and for the review and assessment of execution of that policy.
 5. **A Branch** – A Branch is a part of a Department and is within the charge of a Superintendent. A branch consists of a number of Upper Division and Lower Division Assistants and typists.
Two of three Branches are normally under a Deputy or Joint Secretary.
 6. **A Section** – A Section is an independent part of a branch or a Department specified by Personnel Department as such.
 7. **Administrative Reform and Training department is mainly entrusted with following subjects.**

Administrative Reforms

- Research in Personnel Administration
- Institutionalizing arrangements for selection of officers at the Senior and Middle levels in the State.
- Ensuring by inspection and continuous review, implementation of policy on personnel administrative reforms.
- Staff Welfare General Policy

- Creation of Districts and Sub-Division
- Matters relating to grant of gazetted status.
- Allotment of the subjects to the departments, creation, re-organization and amalgamation of Departments.
- Conference of DCs and SDOs.
- Matters relating to Chief Secretaries Conference.
- Senior Administrative Co-ordination Committee meeting.

Organizational and Method

- Work Study
- Matters relating to Civil list.
- Processing of Economy Committee's Report
- Simplification of procedure.
- Mechanization of Administration.

Training

- Departmental Examinations relating to ICS, IAS and ACS
- Survey and Settlement Training.
- Matters relating to Administrative Staff College.
- Arrangements for examination conducted by the UPSC.
- All other training matters.
- All matters relating to Training Institutions.
- Deputation of Officers for training within India as well as abroad.
- Training of Secretariat Staff.
- Talent hunting
- Career Planning.

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Manual –II The power and duties of its Officers and Employees

Administrative Reforms & Training Department

Power and Duties: -

❖ **Chief Secretary-** The Chief Secretary is the Principal Officer of Government responsible for overall control and efficient administration of the State Government. In addition to the regular Secretarial functions regarding the Departments under his charge, he is entrusted with the following special functions :-

- He is the Secretary to the Cabinet and as such advises Cabinet on all its decisions.
- He is responsible for inter-departmental co-operation and co-ordination.
- He advises the Chief Minister on all important policy decisions, and important matters concerned with Government of India or with other States.
- He may send for any file from any Department regarding a proposal which has already been examined in the Department and with his view may send the file to the Minister-in-charge or the Chief Minister through the Minister-in-charge.
- Example :- In a proposal of Agriculture Department, not agreed to by Finance Department, the Chief Secretary may send for the buff sheets of Finance Department and put them up to the Finance Minister for reconsideration. He will not put up the buff-sheets of Finance Department to the Minister-in-charge Agriculture Department as that would be contrary to the rules of executive business.
- He is responsible for all other matters not specifically allotted to other Secretaries.

5. A Secretary –

- A Secretary to the Government is the administrative head of the one or more Departments. He is the principal adviser to the Minister on all matters of policy and administration within his department. He is normally assisted by Joint/Deputy Secretary, Under secretary, Superintendent and other Subordinate Staff. A Secretary may some-times be assisted by an Additional Secretary.
- With the approval of the Minister-in-charge an Additional, Joint, Deputy or Under Secretary may be authorized by the Secretary to dispose of specified classes of cases without reference to the Secretary provided that-

- the Secretary may require cases of importance within the delegated classes to be submitted through him;
 - all cases, on return from the Minister, will pass through the Secretary; and
 - the Secretary retains the right of intervention in any such case at any stage.
 - In the absence of the Secretary of the Department the next senior most officer will perform the duties of the Secretary.
3. **A Joint Secretary/Deputy Secretary –**
- A Joint Secretary or a Deputy Secretary is ordinarily in-charge of two or three Branches. The duties and responsibilities of the Joint Secretary and Deputy Secretary are ordinarily the same and they put up papers directly to their respective Secretaries or Ministers.
4. **Branch Officer.-**
- The Officer in-charge of a Branch is called the Branch Officer. He is of the rank of **Under Secretary or Special Officer or Research Officer** of equivalent status or an officer of higher rank. The Branch Officer, is in-charge of one or more Branches. He is responsible for efficient functioning of the Branch under him. An illustrative list of his duties is given below :
 - to be responsible for prompt disposal of work in the Branch;
 - to go through the dak and give directions to office for its disposal;
 - to deal with urgent or important receipt himself and to dispose of as many cases as possible on his own initiative and responsibility after discussion with higher officers;
 - to submit important receipts at dak stage to higher officers;
 - to keep a watch over timely submission of weekly and monthly areas lists and other returns and scrutinize them;
 - to allocate subjects to Assistants in consultation with the Superintendent;
 - to make surprise visits to the Branch to check attendance and to see that other instructions are correctly observed;
 - to inspect the Branch once in six months and submit an inspection note to the Secretary;
 - to keep himself acquainted with the morale and conduct of the staff working under his;
 - to discuss with the Superintendent from time to time measures necessary to expedite disposal for improvement of business in the Branch;
 - to deal with any other work assigned by the higher officers.

5. **A Superintendent.-**

- A Branch of the Secretariat Department or where there is no Branch the whole Department, is within the charge of the Superintendent. His role is very important and the general standard of efficiency in the Branch depends to a great extent on his personal example, supervision and guidance. He is assisted by a number of Assistants and typists. He is responsible for efficient administration of the Branch, and prompt and satisfactory disposal of allotted business. An illustrative list of his duties is given below
- to see that the Branch is kept neat and tidy and that files, papers etc. are arranged in an orderly manner;
- to see to the maintenance of discipline among and punctuality in attendance of the staff in his/her Branch;
- to see to the training of the Assistants under him/her;
- to see that the Attendance Register is maintained correctly and submitted to the Branch Officer in due time;
- to maintain an up-to-date distribution list of work among the Assistants in the Branch; and to see that the work of the Branch is uniformly distributed among the staff in the Branch. For distribution of work amongst assistants, he will duly assess the ability of each assistant to handle different kinds of job;
- to make arrangement for the disposal of work entrusted to an Assistant during the Assistant's absence;
- to submit to the Branch Officer all receipts and files at dak stage, unless there are instruction to the contrary;
- to keep a careful watch on any hole up in the movements of dak between the branch and higher officers;
- to make the receipts in the names of Assistants in the Branch and to give directions to the assistants for disposal;
- to deal with important or complex receipts or cases himself;
- to scrutinize the notes and drafts of Assistants for correctness and accuracy and add his own remarks or suggestions where necessary before submitting the case to the higher officers;
- to deal with such cases himself as may be required by higher officers;

- to give priority markings on dak ,drafts, letters, etc. and to remove or revise such markings as and when necessary;
- to mark a draft for “issue” after it has been approved;
- to give special Instructions, where necessary, on the draft as to the manner of its issue, e.g., “By Registered Post”, “Insured Cover”, etc.;
- to see that all routine duties, including maintenance of registers, etc., are carried out promptly and thoroughly;
- to see that all Manuals, Rules, etc., of the Branch are kept up-to-date by inserting latest corrections slips;
- to check the Receipt Register at least once a week;
- to see that the file numbers for receipts are entered by the Assistants regularly in their log books;
- to see to the proper maintenance of the following :-
 - ✓ Guard File
 - ✓ Precedent Register.
 - ✓ Register of Assurances
 - ✓ Register of Assembly Questions and Regulations.
 - ✓ Check List of Returns.
- to see that reports and returns are submitted on due dates;
- to ensure timely submission of fixed date cases, other important cases and papers required by officers by keeping a note in the Engagement List and to keep a watch on progress of action;
- to ensure that the arrears lists are compiled timely and accurately;
- to inspect regularly the racks and tables of Assistants at least once a week and satisfy himself that no paper or file actually pending with an Assistant is excluded from the arrears as shown in the arrears lists;
- to check that the staff comply with the security instructions and to bring immediately to the notice of his superiors any breach of security regulations;
- to ensure timely recording of cases and to classify cases in to A,B or C and arrange their dispatch to the Recording Section, Records Room;

- to attend to the periodic disposal or destruction of all ephemeral files and papers;
- to attend to the disposal of all registers and records of the Branch which have crossed the prescribed period of preservation as laid down in Annexure - I;
- to examine the list of spare copies and of circulars for destruction;
- to deal with such confidential or other work of the Branch as may be entrusted to him by the Branch Officer or other higher officers.

6. Secretariat Assistants -

1. The Assistants are divided into two classes, viz., Upper Division and Lower Division Assistants. The Upper Division Assistants in a Branch deal with more difficult or important cases. The Lower Division Assistants generally deal with simple cases or with work of routine nature, such as maintenance of prescribed registers, comparison of typed copies, receipt and dispatch of dak, recording, etc. An illustrative list of the duties of Dealing Assistants is given below –
 - To examine promptly all receipts made over to him and-
 - deal with the receipts according to their priority;
 - check the enclosures and, if any is found short or missing take action for obtaining the missing papers;
 - to forward receipts or extracts from receipts to other concerned Branches;
 - to make entries in Column 2 of the Log Book for assistants;
 - to collect materials required for taking action on a receipt;
 - to open where necessary, new file for taking action on the receipts, after obtaining orders of the Superintendent;
 - to put up a case after examination to the Superintendent on the date required and, where no date is mentioned, not later than seven days of its receipt;
 - When putting up a case :-
 - to see whether all the facts, so far as they are open to check are correct;
 - to point out any mistake or miss-statement of facts;

- to draw attention where necessary, to the statutory or customary procedure and to point out the law and rules and where they are to be found;
 - to supply other relevant facts and figures available in the Branch and to put up the Standing Guard File or other papers containing precedent or previous decisions of policy;
 - to state the question or questions for consideration and to bring out clearly the points requiring decision, but to avoid his personal opinion or recommendation;
- to note the file number and the date of disposal against the diary number of a receipts on disposal by him in the Log Book;
 - to prepare and keep up-to-date a “running summary of facts” or précis on a case where it is considered necessary by the Superintendent or the Branch Officer;
 - to consolidate the replies as and when received in cases where many outside offices are consulted;
 - to see that
 - acknowledgements to communications received from Members of Parliament Legislature, Public bodies and members of the public are issued promptly, and
 - interim replies are issued if delay is anticipated in sending out final answer;
 - to consult the Superintendent or higher officers in cases of doubt for speedy disposal of his work :
 - to furnish accurate information in the weekly and monthly arrear lists or other periodical returns on due dates;
 - to maintain a Reminder Diary to be examined every morning by him and action taken accordingly;
 - to compare the fair copy with the draft and to see that the corrections made in one of the fair copies is made in all the other copies and the original drafts;
 - to check the list of periodical returns, both in-coming and out-going, for timely action;
 - to take prompt action regarding recording of cases;
 - to maintain the part of the Guard File of important circulars and instructions concerning him;

- to keep all Manuals, Acts, Rules, etc. with which he is concerned, up-to-date by inserting correcting correction slips as and when received;
- to attend to such other work as he may be assigned by the Superintendent or any higher officer.

2. **Diarist -**

- ✓ Duties of a Diarist.-
 - ✓ to place all receipts in the “dak tray” on the Superintendent’s table as and when received;
 - ✓ to submit to officers concerned files and receipts in dak pads for perusal at the dak state as directed;
 - ✓ to bring to the notice of the Superintendent any papers which are not received back from officers to whom the papers were sent for perusal at dak stage;
 - ✓ to enter all receipts in the Receipt Register (Government of India’s letters to be entered in red ink).
 - ✓ To distribute the receipts among the Assistants to whom they have been marked after entering in column 1 of the Log Books for Assistants;
 - ✓ To enter file numbers in column 6 of the Receipt Register against each entry by noting them from the log books of the Assistants;
 - ✓ To bring to the notice of the Superintendent all entries in the Diary Register against which no file numbers could be noted by the Diarist for want of corresponding entries in the Assistants’ Log Books;
 - ✓ To be responsible for proper maintenance of –
 - Diary Register.
 - Movements of files in the File Register.
 - Register of Files received un-officially from other Department.
 - Register of Files issued un-officially to other Departments.
 - Register of Files for Record.
 - ✓ to issue all postal and local communication promptly through the Issue Branch or special messengers;

- ✓ to make a note of the files sent to record in the File Register besides a note in the Register of Files for Record;
- ✓ to fill up columns 1 to 3 and column 5 of arrear list 'A' and submit it to the Superintendent before evening of Friday or the next working day;
- ✓ to enter the names of all Assistants and Typists in Attendance Register a few days before close of the current month;
- ✓ to total up and carry forward the Casual Leave account in the Attendance Register and the abstract of the late attendance;
- ✓ to do any other work assigned to him by the Superintendent or higher officers, including dealing with routine receipts and files.

3. **Typist –**

The typists are responsible for typing work in the Branch. An illustrative list of his duties is given below –

- to type all matters marked to him;
- to maintain a log book in the prescribed form;
- to report to the Superintendent or Assistant in-charge regarding the position of un-finished priority work at the end of the day;
- to observe the instructions for the guidance of typists given in Appendix VII, Part 4;
- to observe the instructions of the maintenance of type writer given in Appendix VII, Part 4;
- to compare fair copies as directed by the Superintendent ;
- to do any other work as may be assigned to him by the Superintendent or higher officers.

4. The Private Secretaries and Stenographers attend to the shorthand work of the Ministers and officers to whom they are attached and such other items of work as are entrusted to them by the Ministers, Officers or their administrative Department. An illustrative list of their duties is given in Appendix VII, Part 1.

- ✓ General.- A Stenographer will not only do the shorthand work of the officer to whom he is attached but will also perform such other functions as may be assigned to him from time to time by the officer.
- Adapted from a paper prepared by the Department of Administrative Reforms. Ministry of Home Affairs. Government of India.
 - He should be prepared with a filled pen or sharpened pencil and the notebook always kept in the same place on the desk so that he can instinctively collect them when they are needed. He should keep an extra pencil well sharpened as well as an extra notebook.
- ✓ **Speed.**- The shorthand speed obtained should be kept up. A stenographer should attempt at improving it and should aim at such a speed that his officer can dictate freely without fear of interruption and confident that the stenographer with the dictation.
- ✓ The shorthand outlines should be legible as accuracy in transcription will depend on them. Regular practice in transcribing correctly from the shorthand is, therefore, necessary.
- ✓ By reading and copying printed shorthand , a working knowledge of the correct outlines for thousands of words and phrases can be acquired. Therefore, a stenographer should read and copy printed shorthand as a practice.
- ✓ He should compile a list of the errors he makes most frequently which will help his to detect them when checking the transcription of a dictation.
- ✓ **Requisites for verbatim reporting.**-For taking verbatim reporting a speed of at least 160 words in English per minute is required. In order to reach such a speed, a stenographer must practice regularly, think clearly, act promptly and be alert. He should read literary books in the language of his shorthand.
- ✓ In transcription of notes on debates, it might be necessary to correct little lapse of grammar, to shorten un-duly long sentences and to complete unfinished ones. To make an accurate report of words spoken, high speed is an indispensable technical requirements, but to produce from those notes a correct report-correct in every literary detail is a hall mark of superior professional ability.

- ✓ **Helping the Officer.-** A Stenographer should know to help his officer in various ways such as maintenance in a methodical manner all secret and personal papers to be retained by him and arranging of meetings tours etc. This can be achieved by adopting the following.
- ✓ **Planning the Work.-** A Stenographer can be more effective by planning his work. He should arrange to confer with his officer for a few minutes preferably at the beginning of each day. He should give him agenda for the day which covers urgent matter and routine appointments. He should instructions at this time on other matters.
- ✓ He should make provision for delays and interruptions in so far as they can be foreseen. He should check the officer's agenda before leaving in the evening so that business not transacted may be carried over and attended to early in the next day. He should see that equipment and supplies are available for each job and that essential task receive priority.
- ✓ **Cultivating proper public relation.-** He should maintain a courteous manner and greet everyone cordially.
- ✓ He should note the purpose of each appointment so that the officer can be prepared. He should arrange the telephone calls and visits according to the instructions given by his officer.
- ✓ **Telephone habits.-**
 - He should answer calls promptly and pleasantly and should identify the office and himself.
 - He should relay telephone messages promptly and record the name of the caller, the purpose and time of each call.
 - He should keep a special index of the telephone numbers most frequently required. He should arrange for someone to answer the telephone when he is out.
 - He should know how to make long distance calls, personal calls and gather other general telephone information.
 - He should keep his personal calls to a minimum.
- ✓ **Correspondence:-** Initiate a control system for the officer's dak so that it can be correctly routed to the Departments. He should observe care in opening mail, and see that personal and

confidential letters are not opened. He should know how to handle the dak during the officer's absence.

- ✓ He should be sure that each envelope is completely emptied and check for enclosures mentioned. He should make a note of any omission before passing on the letter to the officers.
- ✓ He should know the correct form of social and other forms of communications which he is called upon to write.
- ✓ He should make notes of special instructions on correspondence given by his officer. He should make sure that the letters are properly set up and that carbon copies are clean.
- ✓ He should see that copies have been marked for the persons to whom they should be sent.
- ✓ He should check each letter to see that it is signed. He should know who is authorized to sign in the absence of his officer.
- ✓ He should be sure that all enclosures mentioned in a letter have been sent. He should keep a record of mail time-tables, postal and telegraphic rates.
- ✓ He should see that inside address corresponds with that on the envelope.
- ✓ He should maintain address books, both personal and official, for the officer's correspondence.
- ✓ **Filing.-** He should arrange files which are required to be maintained by his officers so that documents can be produced promptly. He should keep files in good order. He should ensure the security of confidential files and check this before leaving the office. He should make a periodic check of files and destroy the out-to-date material after obtaining authority from his officer.
- ✓ **Keeping reference books.-** He should keep on hand up-to-date reference books such as Telephone Directories, Dictionary. Administrative Directories, Statutes, Manuals, Rules and Regulations.
- ✓ **Travel Arrangements.-** He should prepare the tour programme according to the instructions received by him and issue copies as required.

- ✓ He should make arrangements with the persons to be contacted or interviewed on tour by letter, telegram or telephone.
- ✓ He should arrange for transport and hotel accommodation in advance of journey.
- ✓ He should hand over the papers which the officer will require on tour. He should deliver tickets and acknowledgements of hotel reservations etc., together with a copy of the tour programme before the time of departure.
- ✓ **Meeting and Conferences.-** He should maintain a calendar of forthcoming meetings and conferences. He should collect the materials which might be required and assist in preparation of the agenda and conference programme. He should check that the room is arranged and stationery is provided. He should list names of persons present and keep an up-to-date list for the distribution of minutes. He should ensure that after a meeting the papers or belongings which may have been left are returned to the persons concerned.
- ✓ **Special duties.-** He should see that the officer's office and desk are neat and furnished with necessary supplies.
- ✓ He should order repairs for machines and other office equipment as necessary.
- ✓ He should bring news worthy items to the notice of the officer.
- ✓ He should keep a note where the officer can be contacted when in or out station.
- ✓ **Keeping the confidence.-** He should maintain strict confidence about the information received by him during the course of his official duties. He must be discreet and loyal and not only be able to keep a secret but should refrain from even hinting about the secrets he knows.

Annexure - I

| Period of preservation of Secretariat records | Period Preservation |
|--|----------------------------|
| 1. Receipt Register for Dak Section | 1 year |
| 2. Assistant's Log Book | ,, |
| 3. Typist's Log Book | ,, |
| 4. Peon Book | ,, |
| 5. Weekly Arrear List 'A' | ,, |
| 6. Register of departmental publications | ,, |
| 7. Service card of Type Writers | ,, |
| 8. Register of periodicals received | ,, |
| 9. Register of railway receipts | ,, |
| 10. Attendance Register | ,, |
| 11. Register of file receive un-officially | 3 years |
| 12. Register of file issued un-officially | ,, |
| 13. Dispatch Register (Postal dak) | ,, |
| 14. Stamps Account Register | ,, |
| 15. Register of Assembly questions | ,, |
| 16. Register of Assembly Resolutions | ,, |
| 17. Register of Assurances | ,, |
| 18. Inspection Reports on Secretariat Departments | ,, |
| 19. Departmental Receipt Register | 5 years |
| 20. File Register | ,, |
| 21. Stores Register | ,, |

| | | |
|-----|---------------------------------------|-----------|
| 22. | Stock Register of liveries | „ |
| 23 | Issue Register of liveries | 5 years |
| 24. | Standing Guard File | permanent |
| 25. | Precedent register | „ |
| 26. | Annual Amalgamated Index | „ |
| 27. | Register of files for record | „ |
| 28. | Record Section Receipt Register | „ |
| 29. | Record Room issue Register | „ |
| 30. | Issue Section Register of typewriters | „ |
| 31. | Register of black listed firms | „ |

NOTE- The Register as Sl. 20 will be preserved for 5 years if the Annual Amalgamated Index for the year has been prepared by the Record Section; if not the Register will be preserved until preparation of the Annual Amalgamated Index..

Right to Information Act, 2005

Manual –III

The procedure followed in decision making process, including channel of supervision and accountability

**Administrative Reforms & Training
Department**

- Allocation and transaction of Government Business.-
- The Assam Rules of Executive Business framed under Article 166(3) of the Constitution regulate the allocation of business of Government among Ministers and the more convenient transaction of the business of Government.
- A Minister may be in-charge of one or more Departments. The Minister-in-charge is sometimes assisted by a Minister of State or Deputy Minister who performs such functions as may be assigned to him by the Minister-in-charge in relation to the business allotted to the Department/Departments. A Minister of State may in some cases be the Minister-in-charge of the Department. Parliamentary Secretaries are sometimes attached to Ministers (including Ministers of State or Deputy Ministers) for assisting them in the disposal of their Assembly business.
- The business allotted to a Department is normally disposed of by or under the direction of the Minister-in-charge except when it is necessary or desirable to submit a case to the Chief Minister or the Cabinet .Certain classes of cases have also to be submitted to the Governor before the issue of orders (When a decision taken in one department is likely to affect the transaction of business allotted to any other department, the concurrence of the letter is also secured before the issue of the orders. If there is a difference of opinion which cannot be resolved by discussion between the Departments concerned, the matter may be submitted to the Chief Minister or the Cabinet for a decision.)
- The Minister is responsible for policy decisions for relations between the public and Government, for Cabinet affairs for Assembly business and inter-departmental matters. He is advised and assisted by a Secretary of the Department.
- The Assam Rules of Executive Business provide that the departmental business will be disposed of by or under the authority of the Minister-in-charge who may, by means of standing orders, given such directions as the things fit for the disposal of business in the department. In the absence of the orders of the Minister, the Secretary of the department will put up a proposal to the Minister-in-charge suggesting the orders which may be issued by the Minister for the disposal of the departmental business. (An

illustrative list of matter to be submitted to Ministers is given below

1. Matters involving new policy or principle.
2. All matters relating to preparation or adoption of new plan and non-plan schemes and important modification in the existing schemes.
3. Progress of the Plan Schemes.
4. Matters relating to legislative measures, rules and regulations.
5. Exercise of powers vested in the State Government under Acts, Rules and Regulations.
6. Matters to be placed before the Parliament and the Legislative Assembly or their Committees.
7. Scrutiny and approval of Departmental budget estimates, supplementary grants and sanction of re-appropriation by a resolution.
8. All proposals involving new items of expenditure.
9. Sanction of expenditure from the Contingency Fund.
10. General Service conditions of Government servants under the Department.
11. Appointments to the posts for which Governor is the Appointing Authority.
12. Disciplinary cases of the officers where Disciplinary Authority is Governor.
13. Tours of officers outside the State.
14. Appointment of Commissions and Committees.
15. Matters relating to inter-state relation and foreign Governments.
16. Any other matters which the Minister may specify by general or special order.

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Manual –IV

The norms set by it for discharge of its
function

Administrative Reforms & Training
Department

1. Norms for workload of Secretariat Assistants –
 - 5 receipts per Assistant per working day uniformly for all departments of the Secretariat.
2. Norms of Typist –
 - 5 hours of typing work in a day
 - Balance working hours to fill up the log book
 - 900 lines, 540 lines, 360 lines per day for typing from printed/typed matter, for manuscript and for tabulation and stencil cuttings
3. Norms for diarist –
 - 60 receipts per day at the rate of 4 minutes per receipt for 4 hours
 - Balance working hours to record entries in the log book of the assistants.
4. Norms for dispatchers –
 - 165 receipts per day at the rate of 2 minutes per issue for 5 and ½ hours
 - Balance working hours for maintenance of stamp accounts.
 -
5. **No specific norms has been set up for disposal of works at the level of Superintendent and above.**

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Manual –V

The Rules, regulation, instruction, Manuals and Records held by it or under its control or used by its employees for discharging its functions

Administrative Reforms & Training
Department

Manual - V

The following rules, regulation, manual and instructions are used by its employees in discharge of its functions.

1. Assam Rules of Executive Business, 1968
2. Manual of Office Procedure, Secretariat, 1981
3. Assam Fundamental Rules and Subsidiary Rules
4. Assam Financial Rules
5. Financial Responsibility and Budget Management Act, 2005
6. Delegation of Financial Power Rules, 1999
7. Assam Contingency Manual
8. Assam Services Pension Rules 1969
9. Assam Services (Discipline and Appeal) Rules, 1964
10. Hand Book of General Circular, 1995 Vol.- I & II
11. Assam (Civil Services) Conduct Rule
12. Protocol Manual, 1991
13. Hand Book of Training for IAS probationers 1991
14. Hand Book of Secretariat Organization and Functions, 1968
15. Assam S.C & S.T (Reservation of vacancies and post) Act & Rules 1978
16. Assam Preferential stores Purchase Act, 1989
17. Assam Public Service Commission Regulation
18. Right to Information Act, 2005 and Rules framed thereunder
19. The Rules of procedure and conduct of business of Assam legislative Assembly

The above rules and regulations are available in the Website of Assam Administrative Staff College (**<http://www.aasc.nic.in>**)

Right to Information Act, 2005

Manual –VI

A statement of categories of document that
are held by it or under its control

Administrative Reforms & Training
Department

Following documents are held by it or under its control

➤ **Related to Administrative reforms**

1. Recommendation of Assam Administrative Reform Commission
2. Assam Services (Confidential Rolls) Rules, 1990
3. Hand Book of general Circulars Vol. I & II
4. Protocol Manual
5. Hand Book of secretariat Organization and functions
6. Hand book of training of IAS Probationers
7. Manual of office procedures – District and Subordinate offices

➤ **Related to Discharge of its function –**

1. Assam Rules of Executive Business, 1968
2. Manual of Office Procedure, Secretariat, 1981
3. Assam Fundamental Rules and Subsidiary Rules
4. Assam Financial Rules
5. Financial Responsibility and Budget Management Act, 2005
6. Delegation of Financial Power Rules, 1999
7. Assam Contingency Manual
8. Assam Services Pension Rules 1969
9. Assam Services (Discipline and Appeal) Rules, 1964
10. Hand Book of General Circular, 1995 Vol.- I & II
11. Assam (Civil Services) Conduct Rule
12. Protocol Manual, 1991
13. Hand Book of Training for IAS probationers 1991
14. Hand Book of Secretariat Organization and Functions, 1968
15. Assam S.C & S.T (Reservation of vacancies and post) Act & Rules 1978
16. Assam Preferential stores Purchase Act, 1989
17. Assam Public Service Commission Regulation
18. Right to Information Act, 2005 and Rules framed thereunder
19. The Rules of procedure and conduct of business of Assam legislative Assembly

Right to Information Act, 2005

Manual –VII

The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof

Administrative Reforms & Training
Department

None at present

Right to Information Act, 2005

Manual –VIII

A statement of the boards, councils,
committees and other bodies consisting of
two or more persons constituted as its part or
etc

Administrative Reforms & Training
Department

1. **Assam State Information Commission** – The Commission was constituted by the Government in exercise of the power conferred by sub-section (1) and (2) of section 15 of the Right to information Act, 2005 (Central act 22 of 2005) to exercise the powers conferred on, and to perform the function assigned to under the said Act.
 - the Assam State Information Commission shall consists of –
 - The State chief Information Commissioner; and
 - The two State Information Commissioners
2. The appointment, the terms of office and condition of service of the State Chief Information Commissioner and State Information Commissioner shall be such as laid down in the provision of the said Act.
3. The head quarter of the State Information Commission shall be in Guwahati.

Right to Information Act, 2005

Manual –IX

A Directory of its officers and employees

Administrative Reforms & Training
Department

Directory of its officers and employees

| Name | Designation | Telephone | EPBX | Remark |
|---------------------------|--------------------------|---|------|--------|
| Shri P. K. Chowdhary, IAS | Principal Secretary | 2361547 (O) 2261404 (O) 2410481 (R) | | |
| Shri S.K.Khare, IAS | Commissioner & Secretary | 2261373 (O) 2361606 ® | | |
| Shri P.K. Goswami, ACS | Joint Secretary | 2261373 | | |
| Shri T.C. Bordoloi, ACS | Under secretary | 2261373 | | |
| Miss R, Konowr,ACS | Under Secretary | 2261373 | 2528 | |
| Shri A.C.Sarma, | Under Secretary | 2261373 | 2528 | |
| Shri A.D. Purkayastha | Research Officer | 2261373 | 2529 | |
| Shri S. Goswami | Research Officer | 2261373 | 2529 | |
| Md. Safi | Superintendent | 2261373 | 2146 | |
| Smt. M. Choudhury | Sr. Administ. Asst. | | | |
| Smt. R. Das | Sr. Administ. Asst. | | | |
| Smt. R. Phukan | Sr. Administ. Asst. | | | |
| Shri G.C. Bordoloi | Sr. Administ. Asst. | | | |
| Smt. C.L.Das | Jr. Administ. Asst. | | | |
| Shri P.G. Moni Singh | Jr. Administ. Asst. | | | |
| Smt. B. Baruah | Jr. Administ. Asst. | | | |
| Smt. S. Das | Typist | | | |
| Smt. I. Devi | Typist | | | |

Right to Information Act, 2005

Manual –X

The monthly remuneration received by each of its officers and employees including the system of compensation

Administrative Reforms & Training **Department**

**SALARY STATEMENT OF OFFICERS AND STAFF, ADMINISTRATIVE
REFORMS & TRAINING DEPARTMENT**

| Name | Designation | Basic Pay | Annual Gross Drawn |
|----------------------------|---------------------------|------------------|---------------------------|
| Shri P. K. Chowdhary, IAS, | Principal Secretary | Rs. 21,900.00 | Rs.4,52,148.00 |
| Shri S. K. Khare, IAS | Commissioner & Secretary | Rs. 18,400.00 | Rs.4,30,344.00 |
| Shri P. K. Goswami, ACS | Joint Secretary | Rs. 13,025.00 | Rs.2,85,564.00 |
| Shri T. C. Bordoloi, ACS | Under Secretary | Rs. 10,050.00 | Rs.2,34,000.00 |
| Miss R. Konwar, ACS | Under Secretary | Rs. 9075. 00 | Rs.1,81,020.00 |
| Shri A. C. Sarma | Under Secretary | Rs. 11,425.00 | Rs.2,52,600.00 |
| Shri S. Goswami | Research Officer | Rs. 8,100.00 | Rs.1,68,100.00 |
| Shri A. D. Purkayastha | Research Officer | Rs. 9,725.00 | Rs.1,92,000.00 |
| Md. Safi | Superintendent | Rs. 9,075.00 | Rs.1,84,800.00 |
| Smti. M. Choudhury | Sr. Administrative Asstt. | Rs. 9,725.00 | Rs.1,92,000.00 |
| Smti. R. Das | Sr. Administrative Asstt. | Rs. 8,425.00 | Rs.1,72,000.00 |
| Smti. R. Phukan | Sr. Administrative Asstt. | Rs. 4,840.00 | Rs. 76,000.00 |
| Shri G. C. Bordoloi | Sr. Administrative Asstt. | Rs. 4,840.00 | Rs. 76,000.00 |
| Smti. C. L. Das | Jr. Administrative Asstt. | Rs. 4,480.00 | Rs. 69,200.00 |
| Shri P. G. Moni Singh | Jr. Administrative Asstt. | Rs. 5,550.00 | Rs. 79,200.00 |
| Smti. B. Boruah | Jr. Administrative Asstt. | Rs. 4,480.00 | Rs. 69,200.00 |
| Smti. S. Das | Typist | Rs. 3,760.00 | Rs. 59,800.00 |
| Smti. I. Devi | Typist | Rs. 3,760.00 | Rs. 59,800.00 |
| Shri B.Boro | Driver | Rs. 3,850.00 | Rs.60,200.00 |
| Shri Dharani Deka | Driver | Rs. 2,650.00 | Rs. 47,280.00 |
| Shri Bharat Ch. Konwar | Peon | Rs. 2,830.00 | Rs. 49,100.00 |
| Smti Nabanita Bishaya | Peon | Rs. 2,950.00 | Rs. 51,300.00 |
| Shri Bhupen Talukdar | Peon | Rs. 2,830.00 | Rs. 49,100.00 |

Right to Information Act, 2005

Manual –XI

The Budget allocated to each of its agency,
indicating the particulars of all plans,
proposed expenditures and reports on
disbursements made

Administrative Reforms & Training
Department

Budget of A. R.& T Department-

- **List of schemes to be executed under state plan 2005 – 2006**
- **Major head of expenditure 2070 – other administrative Services – II- other state plan and non-plan scheme – 003- training schemes for the officers of the IAS/ACS in Assam – Plan – General- 2005- 2006 (AASC)**

(Rupees in Lakhs)

| Sl. No. | Budget Head | Budget provision | Purpose in brief |
|----------------|--------------------|-------------------------|--|
| 1 | 01- Salary | 3.15 | For payment of Joint director (One post) |
| 2 | 03 – T E | 1.00 | For payment of T.E of Joint director (One post) |
| 3 | 04- OE | 12.00 | Purchase of – 1. Books/ Journals etc.- 6.00 2. Books/ Journal etc of PETC –6.00 |
| 4 | 05- PP & SS | 3.00 | For payment of guest faculty – 1. 15 nos 3 day Training – 0.45 2. 15 nos 5 day Training – 0.75 3. PETC coaching - 1.80 |
| 5 | 09 – G_I_A | 0.50 | Book grant and stipend to the candidates of Civil Service (IAS) main examination |
| 6 | 11- Hos- pitality | 8.50 | Providing class room tea, working launch, study materials- 1. 15 nos. of 3 day training – 2.025 2. 15 nos. of 5 day training – 2.475 3. PETC - 0.600 4. Expert faculty (TA/ DA)- 3.400 |
| 7 | 15 – M&E | 11.00 | Procurement of 1. 15 computers for PETC – 4.50 2. Risograph - 4.50 3. Laptop/ projector etc - 2.00 |
| 8 | 16- MV | 6.00 | Monitoring of District Training Centre one Bolero – 6.00 |
| 9 | 19 M & S | 4.50 | 1. Purchase of furniture fittings for Hostel - 4.00 2. Repairing of furniture – 0.50 |
| 10 | 26 – OC | 0.35 | For payment of arrears DA |
| | Grand Total | 50.00 | |

- List of schemes to be executed under state non plan 2005 – 2006
- Major head of expenditure 2070 – other administrative Services – II- other state plan and non-plan scheme – 003-0505-training schemes for the officers of the IAS/ACS in Assam – Non-Plan – General- 2005- 2006 (AASC)

(Rupees in Lakhs)

| Sl. No. | Budget Head | Budget provision | Purpose in brief |
|---------|----------------------------|------------------|---|
| 1 | 01- Salary | 137.69 | For payment of Joint director (One post) |
| 2 | 03 – T E | 1.50 | For payment of T.E of Joint director (One post) |
| 3 | 04- OE | 10.00 | Purchase of – 3. Books/ Journals etc.- 6.00 4. Books/ Journal etc of PETC –6.00 |
| 4 | 05- PP & SS | 1.00 | For payment of guest faculty – 4. 15 nos 3 day Training – 0.45 5. 15 nos 5 day Training – 0.75 6. PETC coaching - 1.80 |
| 5. | 06 Rent, Rate, Taxes | 10.00 | For payment of property tax to GMC |
| 6 | 07- Publication | 0.20 | For printing of annual report |
| 7 | 11- Hospitality | 2.00 | Expenditure on resource person invited from out side the state |
| 8 | 15 – M&E | 0.37 | AMC for existing M&E |
| 9 | 19 M & S | 1.50 | Furnishing of Hostel |
| 10 | 26 – OC C (i) C (ii) | 1.53 1.83 | For payment of arrears Salary & DA |
| | Grand Total | 169.12 | |

**Major head of expenditure 2070 – other administrative Services
– II- other state plan and non-plan scheme – 003 training- 0505-
training schemes for the officers of the IAS/ACS in Assam –
Non-Plan – General- 2005- 2006 (AR&T)**

Rupees in lakhs

| Sl. No. | Budget Head | Budget provision | Purpose in brief |
|----------------|--------------------|-------------------------|---|
| 1 | 09 G-I-A | 5.00 | 1. Induction training to 5 IAS officers at LABSANA, Mussoorie - 3.05 2. Transportation charge of previous year- 1.34 3. Transportation charge of current year- 0.61 |
| | Total | 5.00 | 4. |

**Major head of expenditure 2070 – other administrative Services
– II- other state plan and non-plan scheme – 003-(d) Training
scheme for secretariat Training School – Non-Plan – General-
2005- 2006 (AASC)**

Rupees in lakhs

| Sl. No. | Budget Head | Budget provision | Purpose in brief |
|----------------|--------------------|-------------------------|--|
| 1 | 03- TE | 0.15 | Travel expense of faculty |
| 2 | 04-OE | 0.57 | 1. Procurement of computer table 10 nos.- 0.50 2. Misc. expense – 0.07 |
| 3 | 05 – PP&SS | 0.63 | 1. Fees to guest faculty for conducting 9 nos. of 5 days training courses for district employees (5 x 9 x 1000/-) - 0.45 2. Conveyance allowance - 0.18 |
| | Total | 1.35 | |

**Major head of expenditure 2070 – other administrative Services
– II- other state plan and non-plan scheme – 003-(d) Training
scheme for secretariat Training School – Plan – General- 2005-
2006**

Rupees in lakhs

| Sl. No. | Budget Head | Budget provision | Purpose in brief |
|----------------|------------------------|-------------------------|---|
| 1 | 04- OE | | 1. Purchase of books/ journals – 1.00 2. Purchase of office consumables - 1.00 |
| 2 | 05- PP&SS | | Payment of guest faculty fees – 1. UDA's Training - 0.45 2. LDA's Training 0.33 3. Refresher training- 0.10 4. Conveyance allowance 0.12 |
| 3 | 11- Hospitality | | Providing Course materials, class room tea etc. - 1. UDA's Training - 0765 2. LDA's Training 0565 3. Refresher training- 0.255 4. District/ Directorate - 1.820 5. Examination of answer Script- 0.100 |
| 4 | 19 – M.E | | 1. Photocopier machine - 1.25 2. Computer & peripheral 3.00 3. Printers - 0.25 |
| | Total- | 11.00 | |

**Major head of expenditure 2070 – other administrative Services
– II- other state plan and non-plan scheme – 003-(e) Training
scheme under national Training Policy – Non-Plan – General-
2005- 2006 (AR&T)**

Rupees in lakhs

| Sl. No. | Budget Head | Budget provision | Purpose in brief |
|----------------|---------------------|-------------------------|---|
| 1 | 01- Salaries | 31.45 | To be utilized as per state training policy on approval of cabinet |
| | Total | 31.45 | |

**Major head of expenditure 2070 – other administrative Services
– II- other state plan and non-plan scheme – 003-5313 Assam
Administrative Reforms Commission– Non-Plan – General-
2005- 2006 (AR&T)**

Rupees in lakhs

| Sl. No. | Budget Head | Budget provision | Purpose in brief |
|--------------------|------------------------|-----------------------------|--|
| 1. | 02 – Wages | 0.50 | To mee4 the expenditure of AARC |
| 2 | 04 – OE | 3.00 | To mee4 the expenditure of AARC |
| | Total | 3.50 | |

Right to Information Act, 2005

Manual –XII

The Manner of execution of subsidy Programme, including the amounts allocated and the details of beneficiaries of such programs

Administrative Reforms & Training
Department

None at present

Right to Information Act, 2005

Manual –XIII

The particulars of recipient of concessions,
permits or authorization granted by it

Administrative Reforms & Training
Department

None at present

Right to Information Act, 2005

Manual –XIV

The details in respect of the information,
available to or held by it, reduced in an
electronic form

Administrative Reforms & Training
Department

Final report of the Assam Administrative Reform Commission

Right to Information Act, 2005

Manual –XV

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

Administrative Reforms & Training
Department

The information can be obtained from the designated state public information officer of the Department on all working days during office hours. There is no library at present.

Right to Information Act, 2005

Manual –XVI

The names, designation and other particulars
of the Public Information Officer

Administrative Reforms & Training
Department

1. Name and address of State Public Information Officer –

**Shri T. C. Bordoloi, ACS
Under Secretary to the Govt. of Assam,
Administrative Reforms and Training Department ,
Dispur, Guwahati – 781006
Telephone – 2261373 (O/ PP)**

2. Name and address of first Appellate Authority –

**Shri S. K. Khare, IAS,
Commissioner & Secretary to the Govt. of Assam,
Administrative Reforms and Training Department ,
Dispur, Guwahati – 781006
Telephone - 2261373 (O)
2361606 ®**

Right to Information Act, 2005

Manual –XVII

Such other information as may be prescribed

Administrative Reforms & Training
Department

None at present.