

Right to Information Act, 2005

Information Hand Book as on July 2015  
Manual -I to XVII  
(Section 4. (I) (b) of RTI Act' 2005)

**Administrative Reforms and Training**

# **Department**

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

## INFORMATION HANDBOOK UNDER SECTION 4(1)(b) OF

The Right to Information Act, 2005

Manual -I

The particulars of its organization, functions and  
duties

# Administrative Reforms & Training Department

## PARTICULARS OF THE DEPARTMENT : ITS FUNCTIONS AND DUTIES

### Manual – I

#### 1.1 Introduction:-

Department of Administrative reforms and Organization and Methods was created by Govt of Assam to reorganize the existing Department of Personnel and Administrative Reforms in to two separate Departments w.e.f 08 . 08 . 78 vide notification No. ABP.133/76/Pt. IV/43 dated 11.08.78. Further, Govt of Assam vide notification No. ABP. 133/76/Pt.IV/ 43 dated 04.05.79 tagged the Training Wing of the Department of Personnel with Administrative Reform Department with effect from the date of notification.

#### 1.2 Administrative Reform and Training department is mainly entrusted with following subjects.

##### Administrative Reforms

- Administration of Assam Right to Public Service Act 2012.
- Nodal Department for Result Framework Document.
- Nodal department for Public Grievance Redressal System
- Research in Personnel Administration
- Ensuring by inspection and continuous review, implementation of policy on personnel / administrative reforms.
- General Policy regarding staff welfare
- Views for creation of Districts and Sub-Divisions
- Allotment of the subjects to the departments, creation, re-organization

and amalgamation of Departments.

- Matters relating to Chief Secretaries Conference.
  - Senior Administrative Co-ordination Committee meeting.
  - Matters relating to Inter State Council and Commission on Centre State Relations
  - Nodal department for co-ordinating , compilation of Administrative Reports of various Departments
  - Administering the Right to Information Act at State level .
  - Matters relating to Reforms Commission, both Central and State
  - Administrative department for Director of Training , Secretariat Training School and Assam State Information Commission
  - Interpretation or relaxation of existing rules or orders and instructions of Government.
  - Inter-departmental Co-ordination.
  - Laying down general principles of office methods and procedure.
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- Views on change of Headquarters of office at block or sub-divisional level and above.
  - Views on creation of new offices, amalgamation, bifurcation and abolition of offices/ department.
  - Financial sanction not within the competence of the Heads of Departments and other subordinate authorities of the department
  - All matters relating to preparation or adoption of new plan and non-plan schemes and important modifications in the existing schemes by the department
  - Review of the progress of the plan schemes of the department
  - Prime Minister's award
  - ACR Rules
  - Administering the Rules of Executive Business
  - Updating of Hand Book of General Circulars

### **Organizational and Method**

- Work Study
- Simplification of procedure.
- Mechanization of Administration.

### **Training**

- Implementation ,review and updating of Training Policies of Govt. of Assam
- Training schedule of 52 weeks District training programme of IAS probationers

- 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

**1.3** The Administrative Reforms and Training Department has only one **Directorate** i.e Directorate of Training. All matters/decisions relating to Assam Administrative Staff College is implemented by Director of Training. Besides this, **Secretariat Training School**, attached to the Department is now being run from the premises of Assam Administrative Staff College, at Khanapara, Guwahati and under the control of DOT, AASC.

#### **1.4 THE SECRETARIAT ORGANIZATION**

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. The following definitions as appeared in the PA of Manual of Office Procedure, Secretariat are reproduced below:-

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.

**4.1. 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.

**4.2. 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.

**4.3.**      **A Section** - A Section is an independent part of a branch or a Department specified by Personnel Department as such. Right to Information Act, 2005

The Right to Information Act, 2005

# Manual -II

## The power and duties of its Officers and Employees

### Administrative Reforms & Training Department

Manual - II

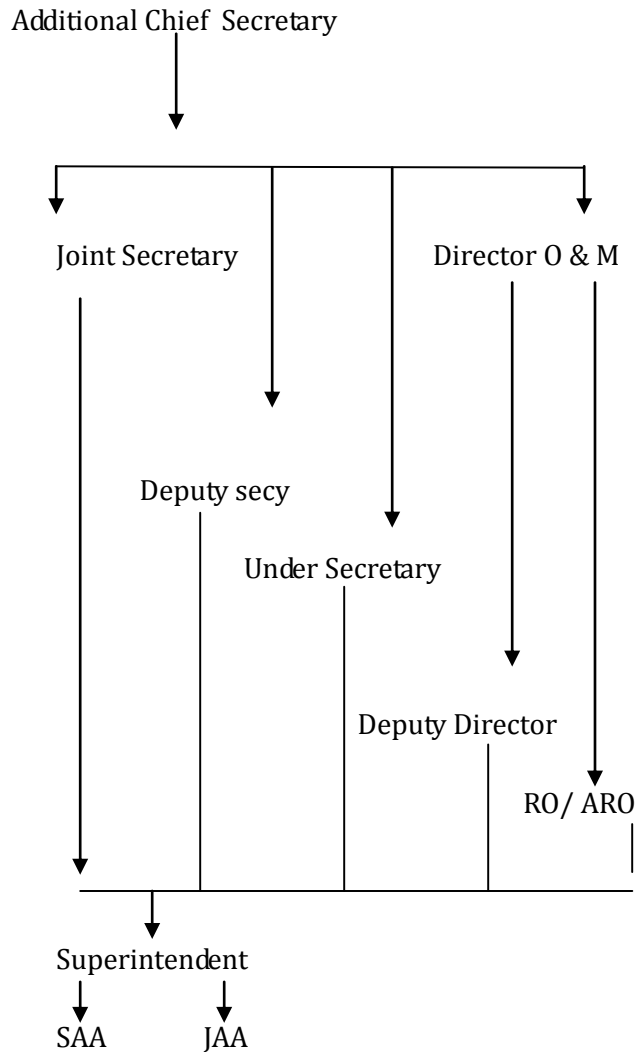
Powers and Duties :-

Powers and duties of officers of the administrative Reforms and Training Department are same as the one laid down in the Manual of Office Procedure , Secretariat . The details of the hierarchy can be understood with the help of following flow chart :-

#### **ORGANISATIONAL STRUCTURE OF ADMINISTRATIVE REFORMS AND TRAINING DEPARTMENT**

Minister in charge





The Duties and Responsibilities of the Officers and Staff as allocated recently are shown below:

**OFFICE ORDER**

In supersession of all earlier orders concerning the distribution of works among the officers of the AR & T Department, the following works have been distributed among the Officers in the interest of public service. This will come into force with immediate effect.

Sl No	Name of the Officer	Subjects entrusted	Channel of submission
1	Atul Dutta Bhuyan Joint Secretary	1. All matters relating to SPIO. 2. All matters relating to RTI Act.	To Additional Chief Secretary



		<p>3. All establishment matters relating to ASIC.</p> <p>4. Compilation of 17 pt manual.</p> <p>5. Any other matter as and when assigned</p>	
2	Udayan Hazarika Jt. Secretary	<p>1. All matters related to submission of Plan and Non Plan Budgets of the Department.</p> <p>2. All matters related to issue of AA and sanction of fund under Plan and Non Plan of Department</p> <p>3. 2<sup>nd</sup> Administrative Reforms Commission</p> <p>4. Establishment matters of AR&amp;T Department.</p> <p>5. Matters relating to citizen's Charter and matters relating World Bank.</p> <p>6. CM's References &amp; conference.</p> <p>7. Assembly Matters.</p> <p>8. Inter State Council matters</p> <p>9. Audit Paras.</p> <p>10. Court cases.</p> <p>11. Pay Commission matters.</p> <p>12. 14<sup>th</sup> FC Matters.</p> <p>13. All Matters relating to ARTPS.</p> <p>12. Matters relating to PM's Award</p> <p>14. Matters relating to CIPS.</p> <p>15. Matters relating to Best Practices and Good Governance.</p> <p>16. DC, SP Conference</p> <p>17. Creation of District and Sub-divisions</p> <p>18. Rationalization of Government Departments</p> <p>19. PM's 15 point programme</p> <p>20. Matters relating to Rules of Executive Business.</p> <p>21. Any other works assigned from time to time</p>	To Additional Chief Secretary
6	Pallabi Phukan Deputy Secretary	<p>1 All training matters</p> <p>2. Establishment matters related to AASC and STS</p> <p>3. All matters relating to PGRS.</p> <p>4. Implementation of State Training Policy</p> <p>5. Compilation of Annual Report of ART.</p> <p>6. Disaster Management</p> <p>7. Manual of Assam Services Discipline and Appeal Rules</p> <p>8. All Matters relating to RFD.</p> <p>9. Matters relating to ACR Rules etc.</p> <p>10. Chief Secretary's Conference.</p> <p>11. Establishment matters of AR&amp;T Department.</p> <p>12. All matters related to Assam Administrative Reforms Commission.</p> <p>13. Updating of handbook of General Circulars</p> <p>14. All matters relating to SPIO.</p> <p>15. All matters relating to RTI Act.</p>	<p>Sl 1 to 10 to Additional Chief Secretary</p> <p>Sl 11 to 12 to JS ( U / H )</p> <p>Sl 13 and Sl. 18 to JS ( U/H)</p>

		<p>16 .All establishment matters relating to ASIC  17.Compilation of 17 pt manual  18.Updating of Handbook of Circulars  19.Any other works assigned from time to time</p>	
8	Dibyalata Das Research Officer	<p>1.Assam Administrative Reforms Commission  2. Updating of handbook of General Circulars  3. Matters relating to ACR Rules etc.  4. . All Matters relating to RFD  5. Chief Secretary's Conference  6. All matters relating to PGRS.  7. Rationalisation of Government Departments  8. Manual of Assam Services Discipline and Appeal Rules.  9. Matters relating to Rules of Executive Business.  10. Audit Paras.  11.Inter State Council Matters  12. CMs references and Conferences  13. Assembly matters  14. Court Cases  15.2<sup>nd</sup> Administrative Reforms Commission  16. All Matters relating to ARTPS.  17.Creation of District and Sub divisions  18. Matters relating to PM's Award  19. Matters relating to CIPS.  20. Matters relating to Best Practices and Good Governance.  21. DC, SP Conference  22. PMs 15 point programme  23. Any other works assigned from time to time</p>	<p>Sl 1 to 6 to DS (PP)   Sl. 7 – 22 JS (U/H)</p>

## The Right to Information Act, 2005

## Manual –III

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

# Administrative Reforms & Training Department

Manual – III

As per structure , Junior Administrative Assistants reports to Senior Administrative Assistants or sometimes to Superintendent independently. Superintendent reports to Under Secretary on certain matters and Research Officer / Officer On Special Duty on certain matters and sometimes to Deputy Secretary. Research Officer / Officer On Special Duty may report to Director O & M or on certain matters and sometimes to Deputy Secretary. Deputy Secretary may report on certain matters to Joint Secretary or directly to the Principal Secretary of the department for a decision. The Principal Secretary of the department may report to Minister Incharge of the department for crucial decisions and for all policy related decisions to Chief Secretary and through Minister In charge to Chief Minister.



# Right to Information Act, 2005

## Manual -IV

The norms set by it for discharge of its function

Administrative Reforms & Training

# Department

## Manual – IV

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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## Right to Information Act, 2005

### 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.

- Assam Rules of Executive Business,1968
- 
- Manual of Office Procedure, Secretariat, 1981
- 
- Assam Fundamental Rules and Subsidiary Rules
- 
- Assam Financial Rules
- 
- Financial Responsibility and Budget Management Act,2005
- 
- Delegation of Financial Power Rules, 1999
- 
- Assam Contingency Manual
- 
- Assam Services Pension Rules 1969
- 
- Assam Services (Discipline and Appeal) Rules, 1964
- 
- Hand Book of General Circular, 1995 Vol.- I & II
- Assam (Civil Services) Conduct Rule
- 
- Protocol Manual,1991
- 
- Hand Book of Training for IAS probationers 1991
- 
- Hand Book of Secretariat Organization and Functions,1968



- - Assam S.C & S.T (Reservation of vacancies and post) Act & Rules 1978
  - 
  - Assam Preferential stores Purchase Act, 1989
  - 
  - Assam Public Service Commission Regulation
  - 
  - Right to Information Act, 2005 and Rules framed thereunder
  - 
  - The Rules of procedure and conduct of business of Assam legislative Assembly
- 
- The Assam Right to Public Service Act 2012
  - The Assam Right to Public Service Rule 2012

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

Manual -VI

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 & Rules1978
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

**Manual – VII**

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

Manual - VIII

**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
1. 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.
  2. 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
1. Sri Subhas Ch Das ,IAS	Additional Chief Secretary
2. Sri Tapan Kumar Sarma , IAS	Secretary
3. Shri A.D. Bhuyan,ACS	Joint Secretary
4. Sri Ashwani Kumar , IAS	Joint Secretary
5. Shri Ashim Kumar Chetia, ACS	Director ( O & M)
6. Shri Udayan Hazarika, ACS	Joint Secretary
7. Smti. Riju Gogoi, ACS	Deputy Secretary
8. Shri T.P.Borgohain, ACS	Deputy Secretary
9. Smti. Pallabi Phukan,ACS	Deputy Secretary
10. Smti. Indira Gogoi , ACS	Deputy Secretary
11 . Shri Safikur Rehman , AFS	Financial Advisor
12 . Smti Dibyalata Das	Research Officer
13 . Smti Rupa Phukan	Superintendent
14 . Smti Bani Barua	Senior Administrative Assistant
15 .Shri. Sarat Hazarika	Senior Administrative Assistant
16 .Smti. Sumita Das	Junior Administrative Assistant
17. Sri S. J Paul	Junior Administrative Assistant
18. Sri Reeta Baruah	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

Manual- X

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

	NAME	DESIGNATION	Basic Pay	Gross Pay
1	Shri Subhas Ch, IAS	Additional Chief Secretary	Rs.80,000/-	Rs.2,16,400/-
2	Shri Tapan Kumar Sarma, IAS	Secretary	Rs.41,010/-	Rs.1,10,932/-
3	Shri A.D.Bhuyan, ACS	Joint Secretary	Rs.34,880/-	Rs. 80,126 /-
4	Shri Ashwini Kumar , IAS	Joint Secretary	Rs. 24, 920 /-	Rs. 67,409 /-
5	Shri A. K. Chetia , ACS	Director ( O & M)	Rs. 33, 060 /-	Rs. 75 ,977 /-
6	Shri Udayan Hazarika, ACS	Joint Secretary	Rs.32,260 /-	Rs. 69, 314 /-
7	Smti. Riju Gogoi, ACS	Deputy Secretary	Rs.32,260 /-	Rs. 74, 153 /-
8	Shri T.P.Borgohain, ACS	Deputy Secretary	Rs.32,260 /-	Rs. 74, 153 /-
9	Smti. Pallabi Phukan, ACS	Deputy Secretary	Rs.32,260 /-	Rs. 74, 153 /-
10	Smti. Indira Gogoi ACS	Deputy Secretary	Rs.32,260 /-	Rs. 74, 153 /-
11	Shri Safikur Rehman , AFS	Financial Advisor	Rs. 25, 420 /-	Rs. 58, 558/-
12	Smti. Dibyalata Das	Research Officer	Rs.23 ,530 /-	Rs. 54, 249 /-
13	Smti Rupa Phukan	Superintendent	Rs. 18,640 /-	Rs. 40, 303 /-
14	Smti. Bani Barua	Sr Administrative Asstt	Rs. 18, 450 /-	Rs. 42, 667 /-
15	Shri Sarat Hazarika	Sr Administrative Asstt	Rs. 16 ,840 /-	Rs. 38 , 995/-
16	Smti. Sumita Das	Jr Administrative Asstt	Rs. 15, 680 /-	Rs. 36, 350 /-
17	Sri S. Paul	Jr Administrative Asstt	Rs. 10, 400 /-	Rs. 28, 758 /-
18	Smti Rita Baruah	Typist	Rs. 8,490 /-	Rs. 20, 551 /-

## 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

Administrative Reforms and Training Department-has two head of the Departments i.e Director of Training and Assam State Information Commission. The Budgets of both the HODs are shown below separately.

**Major head of Expenditure: 2070-Other Administrative Services (VII) Training-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- 2015-2016**

[Non Plan salary budget of AASC]

Sub-Head	Detail Head	Sub detail head	Amount (Rupees in lakhs)
<b>0505. Training Scheme for officer of the IAS &amp; ACS in Assam</b>			

	<b>01.Salaries</b>	01. Basic Pay	181.96
		02.Dearness Allowance	207.47
		05.L.T.C.	1.50
		06.Medical Allowance	7.08
		07. House rent Allowance	14.15
		08. Medical Reimbursement	2.00
		12. Arrear Salary/D.A.	
		14. Child Education	0.00
		99. Others	1.56
		<b>Total = 01.Salaries</b>	<b>415.72</b>
	02. Wages	04. Bungalow Peon	0.78
	03.Travel Expenses		4.50
	04.Office Expenses	03.Electricity and Water Charge	54.00
		99. Others	20.00
	05.Payment for professional and special services	99. Others	0.50
	07. Publication	99. Others	0.35
	08. Advertising, Sales and advertising		
	11.Hospitality Expenses	99. Others	0.10
	14.Minor works		2.00
	15.Machinery and equipment	99. Others	2.00
	17. Maintenance	99. Others	40.00
	19.Materials and Supplies	99. Others	1.50
	26.Other charges	01. Affiliation fees	5.00
		02. Disaster Management	1.00
		03. Training	10.00
		<b>Total=</b>	<b>557.45</b>

<b>Grand Total=</b>	<b>557.45</b>
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**Plan Budget of AASC ( Non Salary)**

**Major head of Expenditure: 2070**–Other Administrative Services (VII) Training– II– Other State Plan and Non–Plan Scheme–**003**.Training–**4701**.Assam Administrative Staff College Society **Plan**– General– 2015–2016

Sub-Head	Detail Head	Sub detail head	Amount (Rupees in lakhs)
<b>4701. Assam Administrative Staff College Society</b>			
	<b>32. Grants-in-aid (Non-Salary)</b>	99. Others	370.00
		<b>Total=</b>	<b>370.00</b>

Major head of Expenditure: **2070**–Other Administrative Services (VII) Training– II– Other State Plan and Non–Plan Scheme–**003**. Training– **0506**.Training Schemes for Officers of the IAS including Probationers– **Non–Plan**– General– 2015–2016

Sub Head	Sub Sub head	Detail Head	Sub-detailed Head	Amount (Rupees in lakhs)
1	2	3	4	5
0506.Training Schemes for Officers of IAS including Probationer	-	31. Grants-in-aid (Salary)	99 Others	13.00
	-	32.Grants-in-aid general (Non-salary)	99 Others	9.00
		<b>Total=</b>		<b>Rs.22.00lakhs</b>

**Budget for Secretariat Training School under AASC ( Non Salary)**



Major head of Expenditure: 2070-Other Administrative Services-II-Other State Plan and Non-Plan Scheme-003-Training-0508.Training Scheme for Secretariat Training School- Non-Plan- General -2015-2016

Sub Head	Detail Head	Sub-detailed Head	Amount (Rupees in lakhs)
1	2	3	4
0508.Training Schemes for Secretariat Training School	04.Office Expenses	99 others	2.00
	05. Payment for Professional and Special Services	99 others	0.60
	11. Hospitality Expenses/ Sumptuary Allowances etc.	99 others	0.60
	15. Machinery and Equipment/ Tools and Plants	99 others	0.70
	<b>Total=</b>		<b>Rs. 3.90 Lakhs</b>

#### Budget for Secretariat Training School under AASC ( Non Salary)

Major head of Expenditure: 2070-Other Administrative Services-II-Other State Plan and Non-Plan Scheme-003-Training-0509.Training Scheme Under National Training Policy - Non-Plan- General - 2015-2016

Sub Head	Sub Sub head	Detail Head	Sub-detailed Head	Amount (Rupees in lakhs)
1	2	3	4	5
0509.Training Scheme Under	3613. Mandatory Inservice	26. Other Charges	99 Others	5.00

National Training Policy		<b>Total=</b>		<b>Rs.5.00 lakhs</b>
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**Budget of Assam State Information Commission – Non-Plan ( Salaries) (2015–2016)**

Major head of Expenditure: 2070– Other Administrative Services (VII) Training –II–Other State Plan and Non-Plan Scheme–800–Other Expenditure–**3388.Assam State Information Commission – Non-Plan–General– 2015–2016**

Sub-Head	Detail Head	Sub detail head	Amount (Rupees in Lakhs)
3388. Assam State Information Commission	7	8	12
	01.Salaries	01. Basic Pay	30.00
		02.Dear allowance	32.00
		05.LTC	5.00
		06.Medical Allowance	1.05
		07. House rent Allowance	4.05
		08. Medical Reimbursement	3.00
		Fixed Pay	13.00
		14. Reimbursement of Child education of AIS officers	0.00
		<b>Total=01.Salaries</b>	<b>88.10</b>
	02. Wages	04. Bunglow Peon	3.00
		23. Cleaner	1.00
	03.Travel Expenses		4.00
	04.Office Expenses	03. Electricity and Water Charges	5.00
		04. Office equipments including computers and Accessories	15.00
		05. Stationery and printing of forms	2.00
		09. Petrol oil and lubricants (POL)	5.00
		10. Books and periodicals	1.00
		99. Others	4.00
	05.Payment for professional and special services	99. Others	3.00
	0.6. Rents , Rates and Taxes	01. Rents for hired buildings	15.00
	07. Publication	99 Others	1.25

	08. Advertising, Sales and Publicity expenses		2.00
	11.Hospitality Expenses/ Sumptuary Expenses	01. Hospitality Expenses	0.80
	14.Minor works		4.00
	15.Machinery and equipment	99. Others	3.00
	16. Motor vehicles		0.00
	19.Materials and Supplies	99. Others	1.20
	26.Other charges	99. Others	1.60
		<b>Total=</b>	<b>159.95</b>
	<b>Total=3388-Assam State Information Commission</b>		<b>159.95</b>

Expenditure statement up to 31-03-2015 under Non-Plan in respect of  
Assam Administrative Staff College

Detail Head	Original Budget (in Rs.)	After Re-Appro. (in Rs.)
1.Salary	41588000/-	43338000/-
2. Wages	72,000/-	72000/-
3.T.E	1,97,000/-	7,88,000/-

4.O.E	23,34,000/-	2934000/-
5..P.P&S.S	53,000/-	53000/-
7.Publication	33,000/-	33000/-
9. G.I.A	0	0
11.Hospitality.	55,000/-	55,000/-
14. Minor Work.	2,16,000/-	2,16,000/-
15.Mach. & Equipment	1,83,000/-	1,83,000/-
17. Maintenance	40,00000/-	40,00,000/-
19. Material Supply	1,89,000/-	1,89,000/-
26- Other Charges	1,04,000/-	1,04,000/-
	5,00,000/- (World Bank Project)	5,00,000/- (World Bank Project)
3613- Mandatory in Service Training.	5,00,000/-	5,00,000/-
Total	Rs.5,00,24,000/-	Rs.5,00,24,000/-

Expenditure statement up to 31-03-2015 under Plan in respect of  
Assam Administrative Staff College

Detail Head	Budget Provision (in Rs.)	Provision after Re-appro. (in Rs.)
5..P.P&S.S	1,65,000/- (Vote on Account)	1,65,000/- (Vote on Account)
11.Hospitality.	3,35,000/-(Vote on Account)	3,35,000/-(Vote on Account)
32. GIA AASC Society	3,75,00,000/-	3,75,00,000/-

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 programmes

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

Manual- XIII

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

Manual- XIV

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

Manual- XI

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

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

Administrative Reforms & Training  
Department

1. Name and address of State Public Information Officer -

Smti Pallabi Phukan , ACS  
Deputy Secretary to the Govt. of Assam,  
Administrative Reforms and Training Department ,  
Dispur, Guwahati - 781006

2. Name and address of first Appellate Authority -

Shri Tapan Kumar Sarma , IAS,  
Secretary to the Govt. of Assam,  
Administrative Reforms and Training Department ,  
Dispur, Guwahati - 781006

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Such other information as may be prescribed and thereafter update these publications every year



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None at present.





