

Right to Information Act, 2005

Information Hand Book as on April 2012

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

Govt Of Assam

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

- Research in Personnel Administration
- Ensuring by inspection and continuous review, implementation of policy on personnel / administrative reforms.
- General Policy / regarding staff welfare
- Creation of Districts and Sub-Divisions
- Matters relating to grant of gazetted status / to various posts / cadres
- 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 Centre State Relations

- Administrative Reports of various Departments
- Matters related to Right to Information Act and establishment matters of Assam Information Commission.
- Matters relating to Reforms Commission, both Central and State
- Establishment & other matters of Director of Training
- All matters related to Assam Administrative Staff College
- Implementation of various training related schemes
- All matters of policy relating to training and reforms.
- Cases involving 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.
- 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.
- Administration of services of which the Governor is the appointing authority, unless any powers specifically delegated.
- Financial sanction not within the competence of the Heads of Departments and other subordinate authorities of the department.
- 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

Organizational and Method

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

- Simplification of procedure.
- Mechanization of Administration.

Training

- Training Policies of Govt of Assam
- Departmental Examinations relating to IAS and ACS Officers
- Survey and Settlement Training of IAS and ACS Officers
- 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.

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

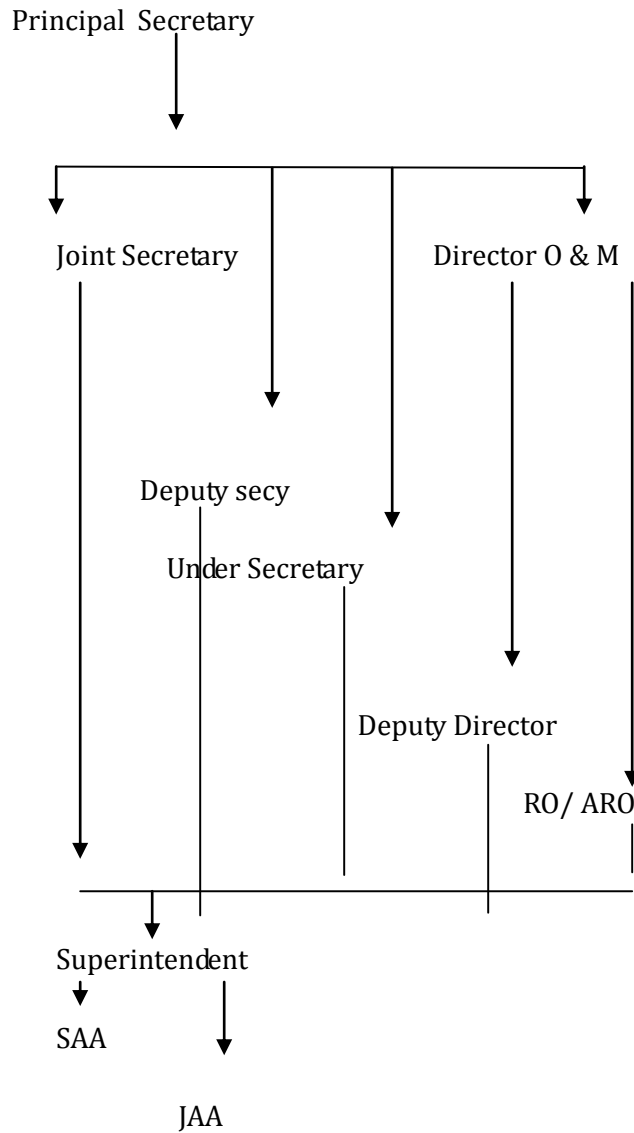
Powers and Duties :-

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:

SI No	Name of the Officer entrusted	Subjects entrusted	Channel of submission of files.
1	Sri N.C Mishra Officer On	1. Creation amalgamation of Secretariat Departments.	Principal Secretary

	Special Duty	<ol style="list-style-type: none"> 2. Rationalisation of Government Departments 3. Creation of District and Sub divisions. 4. ACR Rules 5. Subjects put up by OSD (P) 6. Any other works assigned 	
2	Director O&M	<ol style="list-style-type: none"> 1. Study and simplification of procedure. 2. Study of Desk officer system 3. Measures to improve & speed up service delivery. 	Principal Secretary
3	A.D.Bhuyan Deputy Secy	<ol style="list-style-type: none"> 1. Updating of Handbook of General Circulars 2. Matter relating to RTI Act 3. Updating of Rules of Executive business. 4. All matters related to ASIC 5. Any other works assigned 	Principal Secretary
4	U. Hazarika Deputy Secy	<ol style="list-style-type: none"> 1. Inter State Council Matters 2. Assam Administrative Reforms Commission- follow up action 3. 2nd Admn Reforms Commission GOI 4. All plan and Non Plan Matters 5. Budget Estimates and other related issues. 6. Manual of Assam Services Discipline and Appeal Rules 7. Assembly Matters 8. Any other works assigned 	Principal Secretary
5	R. Gogoi Deputy Secy	<ol style="list-style-type: none"> 1. All training matters 2. Establishment matters related to AASC including STS 3. Induction and District training of IAS and ACS probationers. 4. Rationalization of Govt Department 5. DC, SP Conference 6. CM's references & Conference Court Cases. 7. Any other works assigned 	Principal Secretary

6	T.P Buragohain Deputy Secy	<ol style="list-style-type: none"> 1. Updating of Training manual of IAS & ACS probationers 2. PM's 15 point programme 3. PM's award 4. ADB Matters 5. Any other works assigned 	Principal Secretary
7	P.Phukan Under Secy	<ol style="list-style-type: none"> 1. 2nd Admn Reforms Commission 2. Sanction of All plan and Non Plan schemes. 3. All matters relating to RTI Act & SPIO. 4. All matters related to ASIC 5. Any other works assigned 	SI 1 & 2 through DS (UH) and SI 3 & 4 through DS (ADB)
8	B. Kondoli Under Secy	<ol style="list-style-type: none"> 1. Manual of Office procedure – district and Subordinate offices 2. All matters relating to Annual administrative Report –collection from other Deptts and compilation of AR&T Deptt's 3. Secretaries committee's meeting 4. 20 point programme 5. Inspection of pending receipt, files at various desks and furnish weekly arrear reports of the Department. 6. Arrear list of Daks and Files 7. Any other works assigned 	SI 1 to D/S, AD B SI 2 -5 to D/S -UH
9	A.D Purkayastha OSD	<ol style="list-style-type: none"> 1. Updating Secretariat Organization function. 2. Rationalisation of Govt Departments 3. Creation of District and Sub divisions. 4. ACR Rules 5. Audit Paras. 6. Creation amalgamation of Sectt Departments 7. Conferment of Gazetted Status 8. Chief Ministers' conference. 9. DC, SP Conference 10. Assam Administrative Reforms Commission-follow -up action 11. Disaster management. 12. Establishment matters of AR & T Department 13. Matters relating to Inter State Council / Centre State Relation 14. Chief Secretary's conference. 15. Any other works assigned 	SI 1- 4, 6 & 8 through OSD (M) and SI 5 & 10 to 14 to DS (UH) SI 7- 9 to DS (RG)

10	Superintendent	As per manual of Officer Procedure	
----	----------------	------------------------------------	--

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 Incharge 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.**
-

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 & Rules1978
-
- 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 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
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
1. Sri Rajiv Kumar Bora ,IAS	Principal Secretary
2. Sri N.C. Misra , ACS (Retd)	Officer On Special Duty
3. Dr Om Prakash , IAS	Joint Secretary
4. Shri P. K. Nath, ACS	Director (O & M)
5. Shri A.D. Bhuyan,ACS	Deputy Secretary
6. Shri Udayan Hazarika, ACS	Deputy Secretary
7. Smti. Riju Gogoi, ACS	Deputy Secretary
8. Shri T.P.Borgohain, ACS	Deputy Secretary
9. Smti. Pallabi Phukan,ACS	Under Secretary
10. Smti. Indira Gogoi ACS	Under Secretary
11. Sri A.D.Purkayastha	Officer On Special Duty
12. Shri Nimai Ch Das, AFS	Sr. Financial Advisor
13. Smti. Dibyalata Das	Research Officer

14. Smti Maya Rani Neog	Senior Administrative Assistant
15. Smti Rupa Phukan	Senior Administrative Assistant
16. Smti. Bani Barua	Senior Administrative Assistant
17. Shri Ranjit Sarma	Senior Administrative Assistant
18. Smti. Sumita Das	Junior Administrative Assistant
19. Sri B. J. Rabha	Junior Administrative Assistant
20. Sri S. Paul	Junior Administrative Assistant
21. Sri Arun Ch Talukdar	Senior Grade Typist
22. Smti 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	Sri Rajiv Kumar Bora , IAS	Principal Secretary	Rs.74, 550 /-	Rs.1,45746 /-
2	Sri N.C. Misra , ACS	Officer On Special Duty	Not yet fixed	
3	Dr. Om Prakash, IAS	Joint Secretary	Rs. 27,970/-	Rs. 56640/-
4	Shri P. K.Nath, ACS	Director(O & M)	Rs.23,480/-	Rs. 37,448/-
5	Shri A.D.Bhuyan, ACS	Deputy Secretary	Rs.29,500/-	Rs. 51,385/-
6	Shri Udayan Hazarika, ACS	Deputy Secretary	Rs.27,950/-	Rs. 44,511/-
7	Smti. Riju Gogoi, ACS	Deputy Secretary	Rs.28,790/-	Rs. 50,157/-
8	Shri T.P.Borgohain, ACS	Deputy Secretary	Rs.28,790/-	Rs. 50,157/-
9	Smti. Pallabi Phukan, ACS	Under Secretary	Rs.28,790/-	Rs. 50,157/-
10	Smti. Indira Gogoi ACS	Under Secretary	Rs.28,790/-	Rs 50,157/-
11	Sri A.D.Purkayastha	Officer On Special Duty	Rs.14,540/-	Rs. 21,083/-
12	Shri Nimai Ch Das, AFS	Sr Financial Advisor	Rs.31,420 /-	Rs. 54707 /-
13	Smti. Dibyalata Das	Research Officer	Rs.20,830/-	Rs. 36,386/-
14	Smti Maya Rani Neog	Sr Administrative	Rs.17,100/-	Rs. 29,933/-

15	Smti Rupa Phukan	Asstt Sr Administrative	Rs.15,650/-	Rs. 25,077/-
16	Smti. Bani Barua	Asstt Sr Administrative	Rs.16,870/-	Rs. 29,536/-
17	Shri Ranjit Sarma	Asstt Sr Administrative	Rs.15,070/-	Rs. 26,422/-
18	Smti. Sumita Das	Asstt Jr Administrative	Rs.12,540/-	Rs. 22,044/-
19	Shri. Arun Talukdar	Typist	Rs. 12,060/-	Rs. 21,214/-
20	Sri S. Paul	Jr Administrative Asstt.	Rs. 9,790/-	Rs. 17287/-
21	Sri B. J. Rabha	Jr Administrative Asstt.	Rs. 9,790/-	Rs. 17,287/-
22	Smti Rita Baruah	Typist		Rs. 8,000/-
	14,240/-			Rs.

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- 2011-2012

[Non Plan salary budget of AASC]

Sub-Head	Detail Head	Sub detail head	Amount (Rupees in lakhs)
0505. Training Scheme for officer of the			

IAS & ACS in Assam			
	01.Salaries	01. Basic Pay	154.59
		02.Dearness Allowance	85.02
		05.L.T.C.	3.09
		06.Medical Allowance	4.16
		07. House rent Allowance	23.19
		08. Medical Reimbursement	3.09
		12. Arrear Salary/D.A.	31.87
		14. Reimbursement of Child Education of AIS Officers	0.16
		Total = 01.Salaries	305.17
	02. Wages		0.60
	03.Travel Expenses		1.63
	04.Office Expenses		16.85
	05.Payment for professional and special services		0.50
	07. Publication		0.30
	08. Advertising, Sales and advertising		0.01
	11.Hospitality Expenses		0.50
	14.Minor works		2.04
	15.Machinery and equipment		1.58
	19.Materials and Supplies		1.77
	26.Other charges		1.01
		Total=	331.96
3613.Mandatory in Service Training of ACS Officers	26.Other charges		1.01
		Total=	1.01

Grand Total=	332.97
---------------------	--------

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–**0505**.Training Schemes for the Officers of the IAS/ACS in Assam– **Plan**– General– 2011–2012

Sub Head	Detail Head	Amount(Rupees in lakhs)
5	7	12
0505. Training Scheme for officer of the IAS & ACS in Assam	04.Office Expenses	15.00
	05.Payment for professional and special services	3.30
	07. Publication	1.00
	32. Grant-in-aid	1.00
	11.Hospitality Expenses	6.00
	14.Minor works	10.00
	15.Machinery and equipment	10.00
	19.Materials and Supplies	1.00
	26.Other charges	23.00
	Total=	Rs. 70.30
3613.Mandatory in Service Training of ACS Officers	26.Other charges	Rs.54.00
	Total=	Rs.54.00
	Grand Total=	Rs.124.30

Grant - in Aid for Training of IAS including Probationers (Non Plan)

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- 2011-2012**

Sub Head	Sub Sub head	Detail Head	Amount (Rupees in lakhs)
5	6	7	12
0506.Training Schemes for Officers of IAS including Probationer	-	32.Grants-in-aid general (Non-salary)	Rs 68.13
		Total=	Rs. 68.13 lakhs

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 - 2011-2012

Sub Head	Detail Head	Amount (Rupees in lakhs)
5	7	12
0508.Training Schemes for Secretariat Training School	04.Office Expenses	Rs.1.58
	05. Payment for Professional and Special Services	Rs.0.51
	11. Hospitality Expenses	Rs.0.52
	15. Machinery and Equipment	Rs.0.53
	Total=	Rs.3.14 Lakhs

Budget of Assam State Information Commission - Non-Plan (Salaries) (2011-2012)

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- 2011-2012**

Sub-Head	Detail Head	Sub detail head	Amount (Rupees in Lakhs)
3388. Assam State Information Commission	7	8	12
	01.Salaries	01. Basic Pay	59.53
		02.Dear allowance	32.74
		05.LTC	1.19
		06.Medical Allowance	0.93
		07. House rent Allowance	8.93
		08. Medical Reimbursement	1.19
		Fixed Pay	2.31
		14. Reimbursement of Child education of AIS officers	0.32
		Total=01.Salaries	107.14

Expenditure statement up to 31-03-2012 under Plan in respect of Assam
Administrative Staff College

Detail Head	Budget Provision (Rs. In lakh)	Expenditure(in Rs.)
04. O.E.	15.00	2,89,423.00
05. P.P. & S.S.	3.30	2,97,000.00
07. Publication	1.00	00.00
09. G.I.A.	1.00	00.00
11. Hospitality	6.00	5,76,000.00
14. Minor Work	10.00	9,30,995.00
15. Machinery & Equipment	10.00	9,98,397.00
19. Material Supply	1.00	98,070.00
26. Other Charges	23.00	23,00000.00
3613. Mandatory In-service Training	54.00	33,54,928.00
Total	124.30	88,44,813.00

Expenditure Statement in respect of Assam State Information Commission for the financial year 2011-2012

DETAIL HEAD	BUDGET PROVISION (in Rupees)	TOTAL EXPENDITURE (in Rupees)	BALANCE (in Rupees)
01-Salaries	1,07,14,000/-	15,32,480/- (for pay bills and D.A. Arrear Bill only)	91,81,520/-
01-Salary (Fixed Pay)	2,31,000/-	1,48,500/-	82,500/-
01-Salary (05-LTC)	1,19,000/-	1,07,551/-	11,449/-
01-Salary (08-Medical Reimbursement)	1,19,000/-(Original allotment) 1,00,000/-(by conversion of fund ----- from 01-Salary) <u>2,19,000/-</u>	1,80,266/-	38,734/-
Total- 01-Salaries	1,07,14,000/-	19,68,797/-	87, 45,203/-
02-Wages	1,00,000/-	99,150/-	850/-
03-Travel Expenses	3,27,000/-	96,692/-	2,30,308/-
04-Office Expenses	9,56,000/-	9,55,920/-	80/-
05-Payment of Professional & Special Services	1,02,000/-	49,000/-	53,000/-
06-Rent, Rate & Taxes	8,08,000/-	7,98,036/-	9,964/-
07-Publication	1,11,000/-	Nil	Nil
08-Advertising, Sale & Publicity	1,04,000/-	19,500/-	84,500/-

DETAIL HEAD (in Rupees)	BUDGET PROVISION (in Rupees)	TOTAL EXPENDITURE (in Rupees)	BALANCE (in Rupees)
09-Grant in Aid	Nil	Nil	Nil
11-Hospitality Expenses	64,000/-	30,080/-	33,920/-
14-Minor Works	1,02,000/-	72,162/-	29,838/-
15-Mechinery & Equipments	1,16,000/-	1,13,262/-	2,738/-
16-Motor Vehicles	7,00,000/-	6,89,187/-	10,813/-
+29,320/-(refund of excess _____ drawal amount)			40,133
19-Materials & Supplies	1,11,000/-	1,08,148/-	2,852/-
26-Other Charges	51,000/-	30,540/-	20,460/-
Total:-			
3388-Assam Information Commission	1,43,66,000/-	50,30,474/-	
		<u>-29,320/-</u>	
		50,01,154/-	93,64,846/-

